

**Facility Committee Meeting**  
Wednesday, May 16, 2012 4:30 PM

Lincoln Elementary (new site)  
1519 10th St  
Gering, NE 69341



## **Minutes**

### **1. Attendance**

Also in attendance were Don Hague, Tim Meisner and Curt Hanson. It was determined that Doll will serve as Chairperson of the Facilities Committee.

### **2. Summer Projects**

A current copy of the summer maintenance schedule was distributed and reviewed. There will be nine individuals making up the summer work crew this year. The summer crew plans to spend two weeks solid at each building. Doll expressed his disappointment in the cleanliness of the High School restrooms. Hague explained that Hillyard will be determining a single set of standards for the entire district to follow. Currently the custodians report directly to the building principals during the school year and report to Hanson during the summer months. Doll strongly suggested that all custodians report to Hanson year round. Doll also suggested utilizing an outside janitorial firm, such as Service Master, to handle larger jobs within our facilities. The district does not have the necessary equipment to maintain the level of cleanliness desired. By outsourcing the stripping and sealing of floors twice a year the facilities would remain in better condition. Doll also suggested rotating custodians throughout the district to ensure they are familiar with all buildings and practices. Meisner stated that he would check into bidding this service out. The duty of mowing district grounds will also be rotated amongst the summer crew. The committee also encouraged Hanson to purchase items of higher quality when replacements are required. Additional topics discussed included the hydration station drainage at the High School and custodian hours and scheduling. Hague stated that he would have the evening janitorial crew at the High School evaluated. Hillyard's report on the district is expected to arrive in mid-June. It was determined that the refinishing of Cedar Canyon's gym floor would be contracted out. Bi-weekly updates will be forwarded to the Facilities Committee throughout the summer months. The surplus sale will be moved from June to July, 2012 due to time constraints. Doll asked that a summer schedule be developed for the district's IT department. The committee asked that the district be supplied with copies of "as built" drawings in hard copy format, as well as on disc, once the project has been completed.

### **3. Building Tour**

Hague led the committee on a tour of the Lincoln Elementary building. Areas of concern included the baseboard gap by the foot prints near the teacher work rooms, tiles in the work room that are cut unevenly and the stairwell trim.

### **4. Adjournment**

# MASTER FACILITIES PLAN

drafted MAY 16, 2012

Target Year	Project	Estim. Cost	Actual Cost/Year
<b>SPECIAL BUILDING (min=\$650K)/DEPRECIATION FUNDS (min=\$750/)</b>			
<b>Projects Approved</b>			
2012	North Side of High School Windows	65,000	190,000 -
2012	Hallway High School Windows	187,000	196,000
2012	Cafeteria Tables @ Jr. High	35,000	21,050
<b>Potential Projects</b>			
	Windows at Junior High (replacing the wood frames)	50,000	
	Track Resurfacing	100,000	
	Building New Locker Room at High School		
	Reuse of Current Weight Room & Locker Room Space	850,000	
	District-Wide Key System	85,000	
	Auditorium Seating at High School	75,000	
	Northfield - Replace all classroom windows	TBD	
	High School - Install electric hoists in gym	TBD	
	Geil - Window Replacement Schedule	TBD	
	Cedar Canyon - lighting replacement	TBD	
	Freshman Academy/Jr. High - window replacement schedule	TBD	
	Jr. High - refinish south gym floor	TBD	
	Jr. High - remove bleachers from upper deck	TBD	
	Jr. High - replace lighting in wood shop	TBD	
	Jr. High - replace fixtures in main hallways	TBD	
<b>Special Projects</b>			
<b>PROJECTED ANNUAL COSTS - GENERAL/DEPRECIATION FUNDS</b>			
	Tile/Carpet Replacement	25,000	
	Desks and Tables	15,000	
	Textbooks & Workbooks - Curriculum Materials	100,000	
	Computer Replacements	150,000	
	Vehicles	15,000	
	Roof Repairs/Maintenance	20,000	
	Concrete Work	10,000	

2012 SUMMER MAINTENANCE PROJECTS  
GERING PUBLIC SCHOOL DISTRICT

BUILDING	DESCRIPTION	INTERNAL	CONTRACTED	POSTPONED	TIME FRAME	NOTES
Northfield	New roof on building		Schank Roofing		summer	Curt will follow up on
Northfield	Paint classrooms and all areas	X			summer	touch ups and new paint in rooms with new carpet
Northfield	Replace blinds throughout the school building			X	summer	Repair as needed
Northfield	Sand & restain all coat racks in the hallways	X			summer	can do the bottom half
Northfield	Repair sink faucets throughout the building	X			summer	will replace the leaky ones only
Northfield	Replace all windows in the classrooms					placed on master facilities plan
Northfield	Weeds & stickers killed	X				Summer Crew
Northfield	Plant grass around modular & on soccer field	X				
Northfield	Paint parking area lines, no parking areas & sidewalk areas		City of Gering			Curt will contact
Northfield	Mulch around all trees	X				Summer Crew
Northfield	Replace cement benches in front of building		TBD		waiting for dimensions	Curt to provide dimensions, Lisa will contact
Northfield	Clean ceiling fans & ceiling in gym	X				Summer Crew
Northfield	Remove carpet stains					Summer Crew
Northfield	Clean tile floors thoroughly					Summer Crew
Northfield	Replace stained ceiling tiles		Hillyard			as needed
Northfield	Fill sinking cracks & paint	X				will work on North-East corner Summer crew
Northfield	Paint gym, replace needed trim	X				will work on lower section of gym and look at trim
Northfield	Remove wood brackets for basketball hoops	X				Summer Crew
Northfield	Paint & carpet rooms 111 & 113	X				Contract carpet, summer crew paint
Northfield	Landscaping on north side	bluegrass	Eagle Scout Project?		emailed 5/16	Lisa will contact Mary Winn

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Lincoln	Bookcase painting -vs- replacement					Meisner will check on cost comparisons
Lincoln	Redistribute White boards					throughout district
High School	Remove & replace linoleum in rooms 103, 104, 129	X				Curt to get bids, custodians remove current tile
High School	Remove & replace floor tiles in commons & hallway restrooms	Deep clean				bid out for boys, Hillyard assistance
High School	Remove doors from front of room 101, replace with wall mount	X				Summer Crew
High School	Mount whiteboard over above area	X				Summer Crew
High School	Remove classroom to office area doors from rooms 112, 116	X				Summer Crew
High School	Place door from hallway to office area	X				Summer Crew
High School	Repair door locks in auditorium	X				Summer Crew
High School	Repair HVAC in room 101		TBD			will be determined who
High School	Build stud wall between C17, C18 & F/A	X				Summer Crew
High School	Replace carpet in office/auditorium			X		look at next summer
High School	Replace tile along sides of hallway	X				Curt will come up with some alternative material
High School	Replace overhead doors at concession stand	X				Summer Crew
High School	Replace hoop hoists with electric hoists					added to long range projects
High School	Replace supporting pipe on S. basket in gym		TBD			Curt will contract out
High School	Straighten cross braces on BB baskets	X				Curt will do
High School	Replace light fixtures in locker rooms		get energy audit first			
High School	Paint arches on gym		Outsource			will bid out

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High School	Tar cracks in parking lot & cracks in track		City of Gering		Kasey is out, left message for Pat 5/16	Lisa will contact
High School	Install posts around parking lot			X		will use concrete parking blocks (already have)
High School	Replace lavatory faucets in women's restroom	X				will replace bad ones only
High School	Replace ceiling tile in hallway leading to gym					Ryan Stearns will provide options
High School	Replace/repair exhaust fans in office area & hallway restrooms	X				will look at
High School	Gym restroom countertops, sink recaulked	X				summer crew
High School	Remove posts on west drive of schools	X				summer crew
High School	Move telephone poles from west side of parking lot	X				summer crew
High School	Drain hookup for water station					summer crew
High School	Fountain in science hallway					get bids
Geil	Paint gym, bathrooms	X				summer crew
Geil	Paint carpeted rooms (library, 108)	X				summer crew
Geil	Paint around light switches, doorways, sharpeners)			X		summer crew
Geil	Carpet library & room 108	X				get bids
Geil	New carpet raveling & snagging					Curt will patch
Geil	Repair tile to cafeteria entrances			X		summer crew
Geil	Floor has sunk in gym	X				Curt will check threshold
Geil	Borrow lift & dust rafters, screen, banners & fans	X				summer crew
Geil	Repair modular baseboards	X				Curt will sheetrock & waterproof
Geil	Remove stain by glass doors	X				will lay down mat
Geil	Glass doors leak					Curt will replace weatherstripping

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Geil	Repair modular cracks	X				summer crew
Geil	Replace/repair all blinds			X		Will ensure they all work; repair as needed
Geil	Paint bathrooms	X				Curt will delegate
Geil	Pavers installed on all exit doors on north end	X				summer crew
Geil	Modular windows need repair					Will replace screens & work on window operations
Geil	Main building roof repair		Schank Roofing			
Geil	Sidewalk by bike rack/concrete in front		Fertig			Curt to bid out
Geil	Parking lot repair		City of Gering		Im for Pat	Lisa will contact
Geil	Clean & wash tiles by sinks	X				summer crew
Geil	All carpets shampooed	X				summer crew
Geil	Room 115 - install outlet under clock, fix large cupboard, repair computer connection on back wall	X				summer crew
Geil	Room 108 - repair counter top trim, fix faucet	X				summer crew
Geil	Room 110 - new outlet in SE corner, new pencil sharpener	X				summer crew
Geil	Far west modular: South fire exit door needs replaced, need light cover for fixture in bathroom	X				summer crew
Jr. High	Replace tables in cafeteria	X	ordered, remove old tables			summer crew
Jr. High	Ventilate boys gym locker room	X				will replace tile with lockerroom tile; install air unit (get bids)
Jr. High	Repair window in B105	X				summer crew

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Jr. High	Replace 7th grade doors with glass doors		Thompson Glass		work order in process via Sandy @ Thompsons	Lisa will contact
Jr. High	Seal outside door in C-29	X				summer crew
Jr. High	Remove foot scrapes	X				summer crew
Jr. High	Complete Greenhouse Removal/outside area rebuild		Fertig			summer crew
Jr. High	Modern Lighting		get bids			Curt to bid out
F/A	Remove commons carpet, replace with tile		will bid out			Curt will contact
F/A	Build school store	X	will bid out			Curt will contract
F/A	Repair blinds	X				Curt will check on condition
Cedar Canyon	Carpet in current library	X				summer crew
Cedar Canyon	Florescent lights changed	X				summer crew
Cedar Canyon	Paint eaves	X				summer crew
Cedar Canyon	Library moved to stage	X				summer crew
Cedar Canyon	Mount BenQ's/whiteboards	X	from aurora bldg			Russ will do
Cedar Canyon	Replace cafeteria tables from aurora	X				summer crew
Cedar Canyon	Refinish gym floors	X				summer crew
Cedar Canyon	Landscaping on north side	X				need loads of rock
Cedar Canyon	Electrical outlets on east end of building	X				will check on need
Cedar Canyon	Bathroom tiles cleaned	X	Hillyard			