

Building and Grounds Meeting Agenda / Minutes

Date: September 5, 2018, 4 PM to 5 PM

Meeting Location: Gold Room @ TREC

Attendees: Jim Murphy, Chris Oser, Craig Hockenberry, Jeff Langdon, Adam Biedenbach, Jennifer Haas, Megan Rivet, Mike Hausfeld, Ken Anstaett, Tim Wagner, Doug Moore

1. Summer Projects Update

Ken provided an update of the progress and completion of the 2018 summer projects. Please see Ken's notes.

2. Dehumidifier Install

A dehumidifier was purchased for the 691 building based on moisture. Ken is working on the draining of the unit.

3. Peck Hannaford HVAC PM Agreement

TDG signed a one year agreement with Peck Hannaford to continue with the PM agreement for our HVAC.

4. Parking Lot LED Lights

Ken is working on changing out the lights in the parking lot to LED. It was suggested to install a few lights to determine if it makes a difference.

5. Asset Tagging and PM Program Update

TDG is about 1/3 completed with tagging all assets and putting everything on the PM Program.

Items discussed but not placed on the agenda.....

1. Signs....Craig has additional signs if anyone can locate places throughout the community please contact Craig. Prime locations are stops signs etc....
2. Hamilton County Auction Site update. William Hasty will be visiting Three Rivers October 4 to being taking pictures of items that will be placed on the Auction Site. When the items are placed on the site an email will be sent out to our staff/community to let them know. All are welcome to bid on the items.

3. Curbs- Discussed 2 or 3 phases of installing curbs throughout campus parking lot. Cost will be provided next meeting.
4. Baseball game parking discussion- maybe add shrubs, fence or curbs to keep cars off grass by driveway.

Summer Projects 2018

1. Move bricks away from Transportation Department.
 - a. Bricks have been moved to behind the athletic storage garage.
2. Extend the blacktop to the Softball field
 - a. Blacktop completed
3. Evaluate the play surface of the elementary playground
 - a. Talked to two different companies that would only patch work that they performed. One vendor said it looks like the depth of the wear layer is not sufficient and said we would continue to have problems in the future. He recommended replace the wear layer at \$7.99 per square foot. We went a head and patched the are our self and applied a rebinder product to help stop granulation from occurring Which should extend the life a year or two while a decision is made for replacement. We will firm up replacement cost.
4. Evaluate the fence around the elementary playground
 - a. Purchased parts to fix gates and panic bar in the playground area. Work is completed.
5. Lights....parking lot (Jeff spoke with the lighting specialist from SFA, Sylvia Hite. Sylvia recommended our first step to be transition to LED lighting for all of our exterior lighting. She believes this will make a significant difference. Sylvia will then come out and conduct light readings to determine if additional lighting is required).
 - a. TDG purchased a LED bulb for one of the pole lights to test along with 3 wall pack lights. This test will be completed with two weeks for approval.

6. Parking at baseball field...
 - a. Need more information on what the thought process was on this.
7. Houses on Elementary Playground....remove houses (Jeff spoke with Craig Weis)
 - a. All houses were removed off elementary playground.
8. Holly, you asked for a quote to have the "key card" system added to a door....which door did you request?
 - a. Cost is \$11,622.
9. Intercom System.....needs evaluated
 - a. Forward Edge is working on this now.
10. Improve the lighting in the athletic hall of fame area. It's like walking in a cave in that part of the building it's so dark.
 - a. Replaced all light bulbs in that hall way to increase light. Also replaced over 300 fading bulbs throughout the facility to improve lighting.
11. Fix or upgrade the speaker system in the competition gym. Larry has had a lot of problems with it recently.
 - a. Talked to Larry and he said it was working fine.
12. Purchasing a new pressure washer to use on the football and soccer bleachers. The one we had I think finally died and it took two people to run it. One to keep pulling the cord to get it started because it wouldn't stay running and other to operate it.
 - a. Rented a pressure washer for clean up this year. It would be nice to have one onsite. Cost would be around 1,800 for a quality unit.
13. Look into installing duress(panic) alarms in a few areas(receptionists, secretary areas etc) I'm not aware of any on campus and think they'd be a great idea to notify the SRO, principals if any trouble arises during the daytime. You can never have too many "lines"of security.
 - a. Need to identify if and where you might want these installed and we will get a quote.
14. Also upgrading the various "This door must remain closed" signs with more authentic signs.

- a. Have not looked into cost for this.
15. Coming in the front CTY driveway, we are developing quite a pot hole.
- a. Pot hole has been repaired.
16. There's some sort of pipe that has an exterior exit above door D7 (above one of the two exterior elementary gym doors). The rest of these pipes have a screen in them. This one does not. There has to be a bird's nest in it because we see birds fly in and out of it regularly. A new screen should be added in there. Thanks!
- a. Evaluating all rooftop drains. Received rooftop plans from builder to identify where they are going.
17. I've thought of another thing the committee may want to consider adding to the campus... in the elementary front circle, where there's the small guest parking lot, I believe it's meant to be one-way traffic and probably should be for safety's sake. Many people turn left into that lot in the morning, going the wrong way. Students and staff are put at risk in the mornings during drop-off times by people going the wrong way in a one-way; maybe some signage would help?
- a. Open for suggestions.
18. Sealed and striped the front playground side lots.
- a. Completed