

Building and Grounds Meeting



SUBMITTED BY:
TDG Facilities
Steven Johnson
6819 Ashfield Dr.
Blue Ash, OH 45242

Feb 14, 2019



Meeting – Building and Grounds Meeting

TREC Gold Room 4pm 02.14.19

Goals and purpose

As a collaborative team we need to come together and provide solutions for Three Rivers School District from a Building and Grounds perspective. We will be discussion several topics in detail, though it's my expectation we discuss together and find solutions together – not just one person talking.

Introduction

Ken Anstaett – Facility Leader
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513.607.5393

Steven Johnson – VP of Operations
steven@tdgfacilities.com
513.289.7501

As Always Thank You for the Opportunity!

High Level Preventive Maintenance Items this Month

- Annual bleacher inspections complete – Interior and exterior. Farnham Equipment Co. has delivered their final report, we are in process in fixing all the issues (interior items complete), none of which are major. **Please see handout Exhibit A**
- (5) Year Maintenance on Sprinkler System inspection in process. First inspection was 1-21, two remaining inspections to be on 2/15 and 2/18.
- Peck HVAC PM Report – Last discussion the winter PM report showed failed relays on circulating pumps. TDG has corrected the issue with newly replaced relays.
- Pressure Reducing Value – Failed value has produced some issue in a bathroom, certain flush values are not working after incident. Working with Ken Neyer to provide a solution.

Capital Planning

- TDG will be providing Capital Planning Analysis Q1 2019 i.e.
 - Parking Lot upgrades (lighting)
 - Summer Projects
 - Spring and Summer Cleaning/Planning
 - Spring Grounds Planning
 - Field and Court Maintenance scheduling
 - HVAC
 - Roof(s)



Warranty Items

- None at this time

Special Project List

- Round-a-bout Landscaping – gaining bids also TDG has bid to self-perform. Working with Jeff Langdon on layout and proposed budget of ~\$2000.
- Parking Lot Lamps – Progress made in this area, using the east side of the building parking lot (playground area) as our beta. (2) LED pole lights were replaced near the basketball hoops, (1) at the south entrance into the east parking lot. In addition, we have also replaced (5) wall lights providing more light against the building and the east parking lot. Will be installing more pole lights and wall lights throughout the south and west parking lot. **Exhibit B**
- Classrooms to convert to conference rooms – CT Young third floor. Meeting with Architect yesterday, we will be proposing alternative locations at CT Young that will have less structural effect on the building.
- Poster Board along spine – Lettering coming off. Crux Roadboardz Graphics providing bid to fix all damaged signs. This is open for discussion on next steps.
- Curb Plan – Jeff Langdon has escalated this to high priority. TDG is working on alternative solutions to save on cost.

Facilities Operations

- Discuss Work Order Trend Report – TDG encourages TR Staff to use the Work Order System in a non-emergency situation. Please see **Exhibit D**.
- TDG has implemented a Survey Module. Simple questionnaire sent to the requester once a WO is closed. Please see **Exhibit C**.

Open Discussion

Questions or concerns:

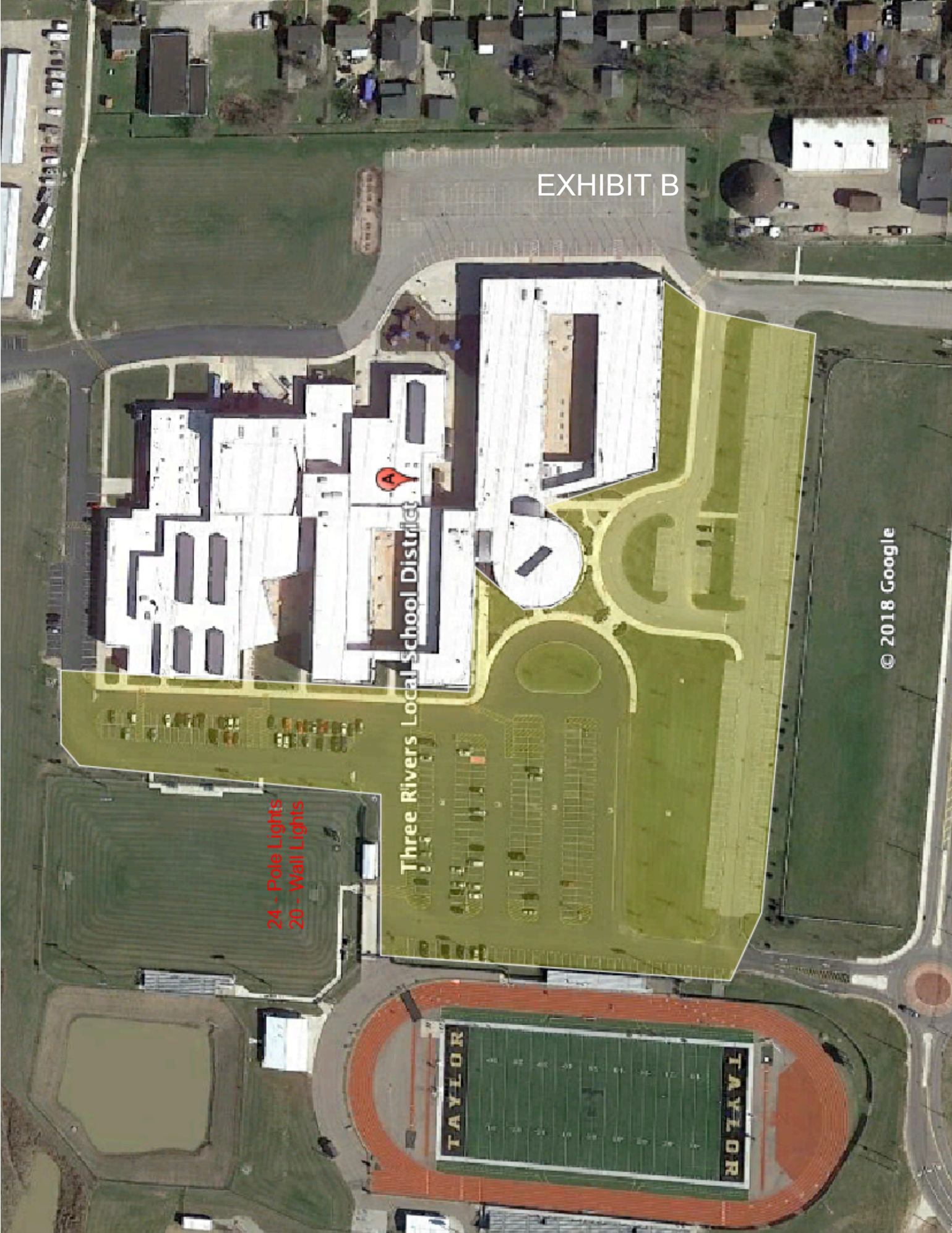


EXHIBIT B

Three Rivers Local School District

24 - Pole Lights
20 - Wall Lights

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Results from TDG Survey Module

EXHIBIT C

Date Started	Were you satisfied with your recent visit from our TDG Technician?	Do you have any other comments or suggestions?
12/5/18	Rate 1-5 (1 being poor and 5 being great) = 5	Always pleasant, quick and helpful!
12/6/18	Rate 1-5 (1 being poor and 5 being great) = 5	TDG always does great work.
12/7/18	Rate 1-5 (1 being poor and 5 being great) = 5	no, they were efficient and effective
12/27/18	Rate 1-5 (1 being poor and 5 being great) = 5	Keith is doing a great job. We could use a good dusting on the furniture in the library soon. Thanks!
1/2/19	Rate 1-5 (1 being poor and 5 being great) = 5	no
1/8/19	Rate 1-5 (1 being poor and 5 being great) = 4	No.
1/11/19	Rate 1-5 (1 being poor and 5 being great) = 5	No
1/14/19	Rate 1-5 (1 being poor and 5 being great) = 5	Thank you!
1/16/19	Rate 1-5 (1 being poor and 5 being great) = 5	None at this time.
1/17/19	Rate 1-5 (1 being poor and 5 being great) = 5	No
2/12/19	Rate 1-5 (1 being poor and 5 being great) = 5	Thank you for helping me so quickly!

Average Rating: 4.90

Three Rivers - Submitted WOs

EXHIBIT D

