

# Building and Grounds Meeting



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

Dec 17, 2018



Meeting – Building and Grounds Meeting  
TREC Gold Room 4pm 12.18.18

**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  
ken.anstaett@tdgfacilities.com  
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**

- Fall Preventive Maintenance completed. Waiting to receive Peck's summary. Found one of the chiller compressors failed. Peck came out and they will need to replace contactor and install new wiring to replace burnt wiring. Waiting on date from Peck to perform the work. **Please see Exhibits A, B, C, D**
- Scheduling for annual bleacher inspections – Interior and exterior. Farnham Equipment Co. Will be out Dec 20 & 21 to complete this effort. Results will be reported to Jeff Langdon.
- (5) Year Maintenance on Sprinkler System out for bid, received bid from Silco, also contacting ABCO.
- Buckeye Power scheduled to perform generator PM.

**Capital Planning**

- TDG will be providing Capital Planning Analysis and cost tracking Q1 2019 i.e.
  - Parking Lot upgrades
  - Field and Court Maintenance
  - HVAC
  - Roof(s)



### **Warranty Items**

- Existing Roof Leaks - Kerkan Roofing fixed existing roof leaks 12/17.
  - Classroom B202
  - Area in cafeteria
  - Area in maintenance hallway

### **Special Project List**

- Auditorium/Theater Lighting – Bulbs came in yesterday. Coordinating with Drama teacher moving their practice on the 12/20 or 12/21. Install will be on one of those days.
- Round-a-bout Landscaping – gaining bids also TDG has bid to self-perform. Will present at Building and Grounds meeting. Anticipated budget ~\$2000.
- Parking Lot Lamps – TDG to provide pricing options with photometrics of map of under lit areas. Please see **Exhibit E,F,G**
- Classrooms to convert to conference rooms – CT Young third floor. FF&E building out space. 30-40 person conference room. Potential room size of 36'x32' seating for 32. Please see **Exhibit H**.
- Poster Board along spine – lettering coming off. Crux Roadboardz Graphics providing bid to fix all damaged signs. Please see **Exhibit J**.
- Curb Plan – On hold until Spring/Summer

### **Facilities Operations**

- Facility related changes – promotion of Keith Crooks. Keith has shown outstanding leadership and able to provide excellent service to our client while providing a day-to-day solution.
- Discuss Work Order Trend Report – TDG encourages TR Staff to use the Work Order System in a non-emergency situation. Please see **Exhibit K**.
- TDG has implemented a Survey Module. Simple questionnaire sent to the requester once a WO is closed. (3) completed to date. Please see **Exhibit L**.

### **Open Discussion**

Questions or concerns:

# THREE RIVERS SCHOOL

Three Rivers School District 56 Cooper Rd.



AIR HANDLING UNIT		AHU 1	AHU 2	AHU 3	AHU 4	AHU 5	AHU 6	AHU 7	AHU 8	AHU 9	AHU 10	AHU 11	
1	Check condition of filters-we don't do filters-extra	Checked	Checked	Checked	Checked	Checked	Checked	Checked	Checked	Checked	Checked	Checked	Quarterly
2	Check condensate pans for cleanliness	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
3	Verify that condensate drains are clear	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
4	Check evaporator coil for cleanliness	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
5	Check belt drive assy. for alignment and cleanliness	Na	Ok	Na	Na	Na	Ok	Na	Na	Na	Ok	Ok	Quarterly
6	Check belt tension and condition	Na	ok	Na	Na	Na	ok	Na	Na	Na	ok	ok	Quarterly
7	Record motor voltage L1	176	205	91	220	227	119	91	117	128	306	194	Quarterly
	L2												
	L3												
8	Record motor amperage L1	13.6	6.3	12.3	24	12.2	7.3	12.4	13.4	12.5	16.6	6.6	Quarterly
	L2												
	L3												
9	Check motor contactor for wear	Vfd	Vfd	Vfd	Vfd	Vfd	Vfd	Vfd	Vfd	Vfd	Vfd	Vfd	Quarterly
10	Check motor and shaft bearings for proper lubrication	Na	ok	Na	Na	Na	ok	Na	Na	Na	Na	ok	Lubricate Annually
11	Check electrical connections for tightness	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
12	Record entering air temperature	63	67	59	59	59	69	69	70	70	70	67	Quarterly
13	Record leaving air temperature	67	72	66	70	65	72	64	68		69	72	Quarterly
14	Check return & exhaust dampers-lubricate	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Na	Quarterly
15	Check outside air dampers- lubricate	Na	Ok	Na	Na	Na	Ok	Na	Na	Na	Na	Ok	Quarterly
16	Check closure/seal outside dampers on off cycle	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
17	Check hot water coil for cleanliness	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
18	Check hot water coil piping for leaks	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
19	Check for proper operation of the control valve	Ok	ok	Ok	Ok	Ok	ok	Ok	Ok	Ok	Ok	ok	Quarterly
21	Check chilled water coil for cleanliness	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
22	Check chilled water coil piping for leaks	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly
23	Check for proper operation of the control valve	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Quarterly

Notes: \_\_\_\_\_  
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# THREE RIVERS SCHOOL

Three Rivers School District 56 Cooper Rd.



HOT WATER CIRCULATING PUMPS		PHWP 1	PHWP 2	SHWP 1	SHWP 2	
1	Inspect pumps and piping for leaks	Ok	Ok	Ok	Ok	Fall & Winter
2	Inspect starter for wear	Ok	Ok	Ok	Ok	Fall & Winter
3	Check motor and pump bearing lubrication	Ok	Ok	Ok	Ok	Fall & Winter
4	Check for proper alignment	Ok	Ok	Ok	Ok	Fall & Winter
5	Record suction pressure	Off	Bad gauge	18	19	Fall & Winter
6	Record discharge pressure	Off	Bad gauge	32	28	Fall & Winter
7	Record motor voltage L1-L2	Remote off	476.5	478	476	Fall & Winter
	L1-L3		27.70%	26.90%	27.10%	
	L2-L3					
8	Record motor amperage		27.5	24.8	23.2	Fall & Winter
	L1					
	L2					
	L3					

Notes: \_\_\_\_\_  
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# THREE RIVERS SCHOOL

Three Rivers School District 56 Cooper Rd.



CONDENSING UNIT		SS 1	SS 2	Frequency
1	Record high side pressure			Spring
2	Record low side pressure			Spring
3	Record amp readings compressor			Spring & Summer
4	Record voltage readings on compressor			Spring & Summer
5	Check contactors for wear			Spring & Summer
7				
7	Visually check for leaks			Spring & Summer
6	<b>Clean condenser coils in spring</b>			Spring
<b>FAN SECTION OF AIR HANDLER</b>				
1	Replace or clean filters	Ok	Ok	Q U A R T E R L Y
2	Check condensate pans for cleanliness	Ok	Ok	
3	Verify that condensate drains are clear	Ok	Ok	
4	Check evaporator coil for cleanliness	Ok	Ok	
5	Check fan drive assy. for alignment and cleanliness	Ok	Ok	
6	Check motor contactor for wear	Ok	Ok	
7	Check motor and shaft bearings for proper lubrication	Ok	Ok	
8	Check electrical connections for tightness	Ok	Ok	
9	Record entering air temperature	Ok	Ok	
10	Record leaving air temperature	Ok	Ok	

Notes:

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# THREE RIVERS SCHOOL

Three Rivers School District 56 Cooper Rd.



## Aerco High Efficiency Boilers

B1

B2

		B1	B2	
1	Inspect and recalibrate gauges, monitors and indicators			Fall/Winter
2	Test and inspect ignition system			Fall/Winter
3	Test and inspect flame failure safety			Fall/Winter
4	Test pilot and main fuel valve			Fall/Winter
5	Test gas pressure interlocks			Fall/Winter
6	Check low water cut off (recondition or replace)			Fall
7	Check safety relief valve			Fall/Winter
8	Clean and check condensate drain tubes			Fall/Winter
9	Replace combustion air filter			Fall
10	Check all high limit safeties			Fall/Winter
11	Test and record flame signal			Fall/Winter
12	Check water temperature controls			Fall/Winter
13	Visually inspect pilot and burner flames.			Fall/Winter
14	Make recommendations for improved efficiency & reliability			Fall/Winter
15	Take monoxide test			Fall
16	Perform annual maint.using annual maint kit ; see notes			Fall
17	Perform 24 monthl maint.using annual maint kit ; see notes			Fall

- 1 Annual maint kit part # 58525-01
- 2 24 month maint kit part # 58525-06 every 2 years





Proposal Number: **F-TR-1218-LED**  
 Proposal Date: **December 14, 2018**  
 TR PO:

Attn: Jeff Langdon

**Billing Address:**

Three Rivers  
 56 Cooper, Ave  
 Cleves, OH 45002



**Work Description**

**Fees / Costs**

**Parking Lot LED Retro-fit Solution Plan:**

**Option 1** - (33) existing units converted from 400w MH to **150w** LED (600w equivalent)

Parts, Fixtures, Lift Truck and Labor **\$21,600.00**

**Option 2** - (33) existing units converted from 400w MH to **200w to 240w** LED (800w equivalent)

Parts, Fixtures, Lift Truck and Labor **\$25,750.00**

\*will can test 150w/200w LED fixture at no charge prior to installation

Please make check payable to:  
 TDG Facilities, LLC  
 6819 Ashfield Dr  
 Blue Ash, Ohio 45242  
**Federal I.D. # 81-4014080**

If you have any questions concerning this proposal, please call: Steven Johnson 513-289-7501



Proposal Number: **F-TR-1218-LED**  
Proposal Date: **December 17, 2018**  
TR PO:

Attn: Jeff Langdon

**Billing Address:**

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Three Rivers  
56 Cooper, Ave  
Cleves, OH 45002



**Work Description**

**Fees / Costs**

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**Parking Lot LED New Fixture Solution Plan:**

**Option 1** - (33) existing units converted from 400w MH to **up to 300w** LED (1000w equivalent)

Parts, Fixtures, Lift Truck and Labor

**\$31,075.00**

\*will can test 300w LED fixture at no charge prior to installation

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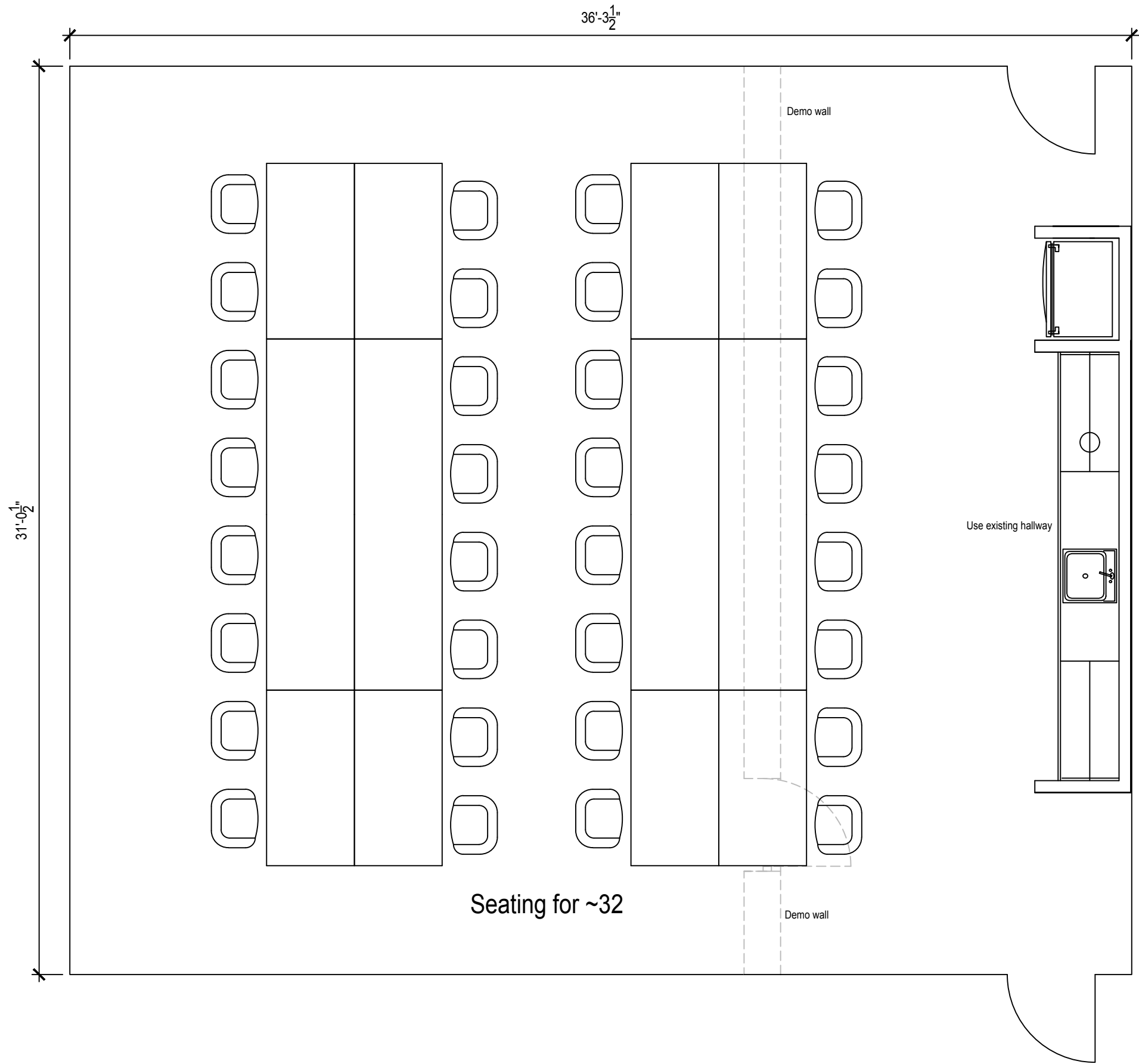


Exhibit H



# Initial Estimate

11 Victory Place  
 Lebanon 10

Date 12 1 1  
 Note R

**Customer:** TDG Facilities Services  
**Contact:** Ken Anstaett (513-607-5393)(ken.anstaett@tdgfacilities.com)  
**Sales Rep:** Adam Coffaro (859-689-4666)(adam@cruxroadboardz.com)

Thank you for this opportunity to quote your wall graphics

Qty.	Item Description	Total
	<b>Scope of work:</b>	
	Remove existing "frames" from all seven walls and replace with new custom color frames. We will leave the top two rows of text (ie P R A A AR ART as is). New frames to be custom cut and constructed of 1/4" thick acrylic which is a stronger sign board material and will not dent or peel like current frames.	
	Remove all notes along bottom portion of walls. Replace with full coverage printed graphic rather than cut vinyl lettering. Laminated with scratch proof film overlam for durability.	
1	<b>Vincent Van Gogh</b> Overall Frame Size 60" x 60" Overall note graphic Print 130" x 32"	0
1	<b>Martin Luther King</b> Overall Frame Size 60" x 60" Overall note graphic Print 130" x 32"	0
1	<b>Rosa Parks</b> Overall Frame Size 60" x 60" Overall note graphic Print 130" x 32"	0
1	<b>Hellen Keller</b> Overall Frame Size 60" x 60" Overall note graphic Print 130" x 32"	0
1	<b>Amelia Earhart</b> Overall Frame Size 60" x 60" Overall note graphic Print 130" x 32"	0

1	<b>Albert Einstein</b>	0
	verall Frame Si e Red 0" x "	
	ower all ote ra hic Print 130" x 32"	
1	<b>Benjamin Franklin</b>	0
	verall Frame Si e ray " x "	
	ower all ote ra hic Print 130" x 32"	
	a or Removal and nstallation	1 00 00
	<b>TOTAL</b>	10 60

**Terms:**

All art design set fees incl ded Prices do not incl de taxes or shi ing

Prices valid for 0 days Additional terms and conditions may a ly

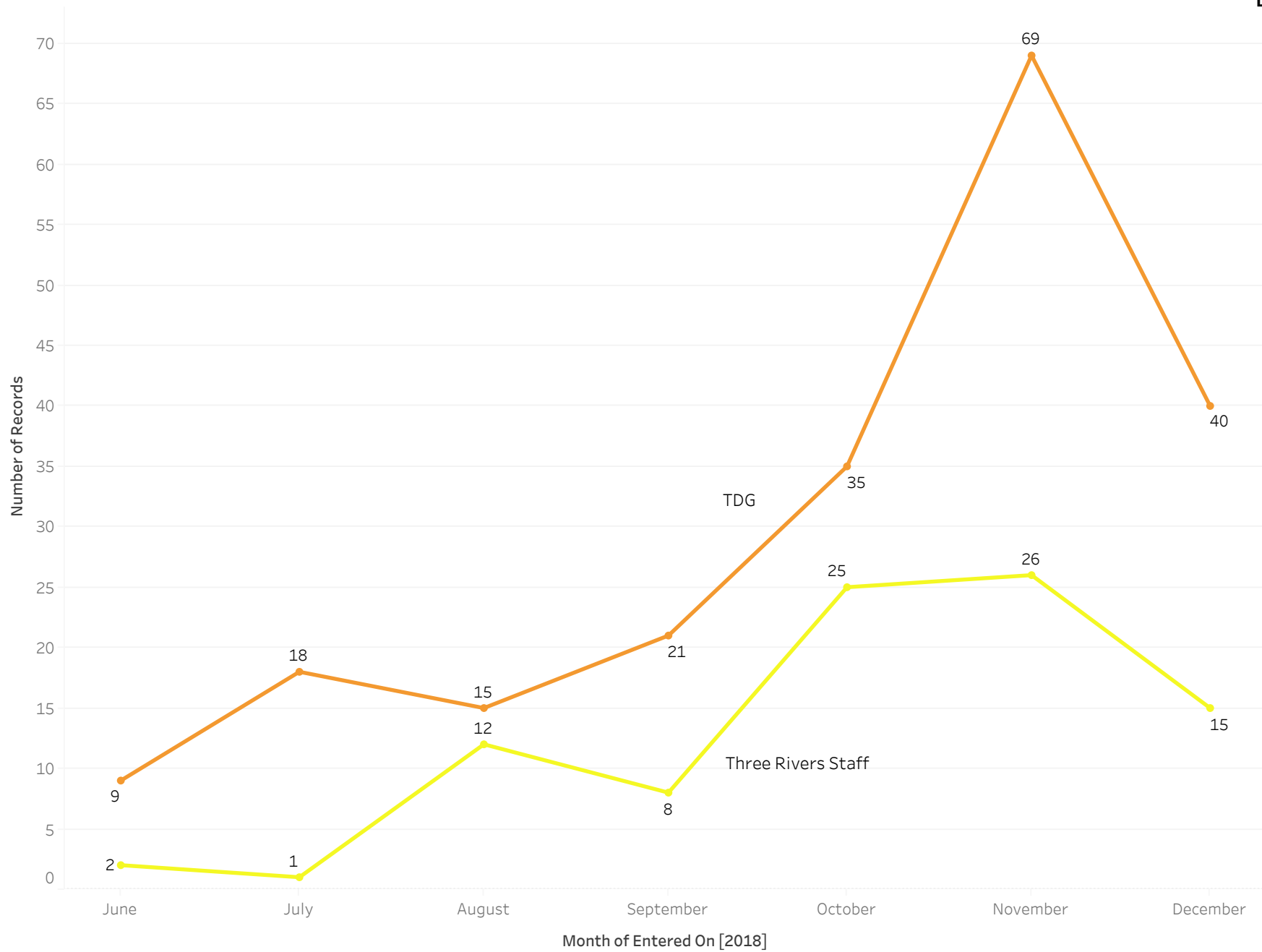
**To approve this estimate please sign below and return to us via fax or e-mail.**

Received A roved y

Date

# Three Rivers - Submitted WOs

Exhibit K



# TDG Survey - Three Rivers

1. Were you satisfied with your recent visit from our TDG Technician?

	1	2	3	4	5
Rate 1-5 (1 being poor and 5 being great)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Do you have any other comments or suggestions?\*

Done

Cancel