

2013 SUMMER PROJECT REQUESTS			
	SCHOOL	COMPLETED	NEW TARGET DATE
Install lights for flagpole	Both	YES	
Parking lots - reseal & re-stripe	MMS	YES	
Parking lots - Patch & re-stripe	MES	YES	
Seal & Stripe Emergency Road & Playground	MMS		SUM 2014
Parking Lot - Resurface sections, sealcoat & re-stripe	MES		SUM 2014
Parking Lots - Evaluate condition and review options for repair	Both	YES	
Add intercom at front office door	MES	NO	SEPT 2013
Explore moving intercom	MES	YES	
Add smoke detectors to computer labs moved summer 2012 & Hallways by gyms	MMS		SEPT 2013
Update/Replace Parking Lot Signage	Both	YES	
Replace Building Interior Signage as needed	Both	NO	OCT 2013
Re-seal Wood Gym Floors - June	Both	YES	
HVAC - Clean univent A/C coils in every univent	Both	YES	
Determine which light fixtures/Ballasts need to be replaced	Both	YES	
Wireless Access upgrade - Contractor	Both	YES	
Install classroom projectors	Both	YES	
Replace/Repair restroom stalls & paint (2nd & 5th grade area @ MES) -	MES	YES	
Install Emergency Shut-Off for Boiler (Required by Fire Dept/ROE)	MES		OCT 2013
Replaced hallway walk-off mats (trip hazard)	MES	YES	
Graded soil near N.E. entrance to solve erosion problem	MES	YES	
Door Repair/Replacement - Northeast Corner of Old Building (by Room 208)	MES	NO, REPAIRED	
Door Repair/Replacement	MMS		SUM 2014
Sidewalk Replacement/Repair - Rear of Building by cafeteria	MES		SUM 2014
New Pad & Fencing for Recycling Dumpster	MES		SUM 2014
Replace floor tiles as needed	MES	YES	SUM 2014
Replace light covers in west stairwell	MES	MOST REPLACED	
Millburn Elementary - Lighting for New Sign	MES	YES	
Repaint Offices - District Labor	MES		SUM 2014
Replacement of cafeteria tables	MES	YES	
Install handrail/pipe under sidewalk - Northwest Corner Entrance	MES		OCT 2013
Adjust/Repair sound systems (Gymnasium & Cafeteria)	MES	YES	
Upgrade wireless microphones to be in compliance with new FCC frequencies (June 12, 2010)	Both		SEPT 2013
Install Security Mirror in front entrance	MES		OCT 2013
Install Hard-wired intercom for front entrance	MES		SEPT 2013
Roof Replacement (Computer Lab & 2 story classrooms - Garden Level)	MES	YES	
Roof Replacement (Old Section)	MES		SUM 2014?
First floor common areas - strip many years of wax build-up	MES	MOST COMPLETED	

Strip floors in classrooms	MES		SUM 2014
Have selected outdoor parking lot drains cleaned	MES	YES	
Grade near retention pond in rear of school	MES	YES	
Coordinate installation of PTO purchased playground equipment	MES	YES	
Repaint Roofline Flashing on front of Building	MES		SUM 2014
Repair restroom stalls	MMS	YES	
Re-weld lock connections on fire lane gates	MMS		SUM 2014
Install energy saving exit signs, water flow adapters, etc... (Lights for Learning Fundraiser)	MMS		FALL 2013
Replace Guardrail by playground	MMS		SPRING 2013
Install soap dispensers in the art room	MMS	YES	
Repair/Re-build retaining wall by park next to parking lot	MMS		SUM 2014
Repair Millburn Middle School Sign	MMS		
Replace Millburn Middle School Sign	MMS		?
Re-work vent cover to better protect during rainstorms - Room 1033	MMS	YES	

2013 SUMMER ROUTINE MAINTENANCE	SCHOOL	COMPLETED	NEW TARGET DATE
Inspect/Repair man lifts used to change lights, etc	Both	YES	
Maintenance & Repair of bleachers	Both		SEPT 2013
HVAC - Clean univents, power wash coils, lubricate, replace belts, check wiring, & change filters - Approx 150	Both	YES	
Clean roof drains	Both	YES	
Clean/landscape outdoor drains	Both	YES	
Maintenance/repair of water faucets, toilets, etc...	Both	YES	
Clean/sanitize lockers and windows	Both	YES	
Repair/ Replace Window Screens	Both		SPRING 2014
Landscape clean-up	Both	YES	
Move selected classrooms and offices (within buildings)	Both	YES	
Playground Repairs (Equipment repairs, rust on stairs, fresh top coat of mulch)	Both		SPRING 2014
Touch-up painting	Both	YES	
Replace ceiling tile as needed	Both	YES	
Clean carpets in all office areas	Both	YES	
Clean all light covers	Both	YES	
Clean ductwork - all rooftop units	Both	80%	FALL 2013
Lubricate cafeteria table hardware	Both		DEC 2013
Dishwasher Repair/Maintenance	Both	YES	
		YES, BUT	
Replace light bulbs in parking lot	Both	VANDALIZED	FALL 2013
Lubricate/Repair Basketball Backboard Mechanisms & Hoops	Both	YES	
Wax floors	Both	YES	
Paint stair railings (supplies only)	MES	YES	
Repaint select classrooms (Supplies - District/Labor - Volunteers)	MES		SUM 2014
Repaint Visitor Restrooms by Cafeteria	MES	YES	
Replace Cafeteria Tables	MES	YES	
Paint Cafeteria, clean Sound Baffles, and remove table storage units off wall	MES	YES	
Repair warming units in the kitchen	MMS	YES	
Lubricate Operable Walls in the Gymnasiums	MMS	YES	
Repaint cafeteria, locker rooms & gymnasiums	MMS	PARTIAL	

SEPTEMBER 9, 2013



MILLBURN
CUSTODIAL &
MAINTENANCE
UPDATE



CUSTODIAL & MAINTENANCE STAFF

» Terry Miller, Head of Building & Grounds

» **SUMMER STAFF**

» Ben Mueller

» Brian Mellinger

» Larry Souder

» Jim Vanko

» Dawn Swindell

» Susana Martinez

» Marcelino Velasquez

» Jimichael Slaby

CUSTODIAL & MAINTENANCE STAFF



» **MILLBURN ELEMENTARY SCHOOL**

» Stephen Novak, Head Custodian

» Nancy Harmon

» Alma Maynez

» Rhonda Prosser

» Evangelina Reyes

» Susana Rodriguez

» Guadalupe Smith

CUSTODIAL & MAINTENANCE STAFF



» **MILLBURN MIDDLE SCHOOL**

» Gabriel Gonzalez, Head Custodian

» Maria Cordova

» Adan Gallegos

» Ana Rodriguez

» Dan Stagg

CUSTODIAL & MAINTENANCE STAFF



- » Ongoing training for the custodial/maintenance staff
- » White glove inspections will be conducted throughout the year at both buildings

NEW STANDARD IN CLEANING >

- » The Green Cleaning Schools Act, 105 ILCS 140 was enacted on August 13, 2007
- » It requires Illinois Elementary and Secondary Schools to purchase and use **ONLY** **ENVIRONMENTALLY SENSITIVE CLEANING SUPPLIES**
- » OSHA requires that the district have a Materials Safety Data Sheet on each product used in the school.
- » All containers must be labeled appropriately - \$5000 fine per bottle.

Green Cleaning Schools Act >

» Cleaning supplies available to teachers

- > Alpha HP – Cleaner/Disinfectant
 - + Kills approximately 80% of germs on contact. To obtain maximum disinfection surface must be left damp for up to 10 minutes
- > Glance – Window/Whiteboard Cleaner
- > Blue microfiber cloths – for Glance (blue liquid)
- > Green microfiber cloths – For Alpha HP
- > Disinfectant wipes





ROOF BEFORE





IN PROGRESS









FINISHED PRODUCT >



MES CAFÉ IN PROGRESS >







FINISHED CAFE





IN USE 8/20/13





PROJECTORS & WIRELESS ACCESS POINTS





WIRELESS ACCESS POINT >



PROJECTOR





NEW STAFF COMPUTER





MES ENTRY DOORS >







STRIPPING WAX OFF FLOORS





MES – BEFORE & AFTER





FINISHED PRODUCT >



Stripping Not Needed – Buffing Only





REMOVED TREE





PLAYGROUND EQUIPMENT
REMOVED











EQUIPMENT IN USE >



GYM FLOORS SEALED





FRESHLY PAINTED RAILINGS >



INSPECTED & LUBRICATED





SWING PURCHASED BY PTO @ MES





TWO NEW BACKBOARDS – MES PTO





MMS PARKING LOT





ADDED SOAP DISPENSERS –
MMS ART ROOM





RECREATION ROOM - MMS >



MES EAST GYM STAGE BEFORE >



AFTER





DISTRICT, FOUNDATION
& PTO INVESTMENT IN
EQUIPMENT AND
INFRASTRUCTURE –
SUMMER 2013:
\$520,000



QUESTIONS FROM THE BOARD?