MEETING MINUTES

1. Locations Visited: Hilliard Memorial Middle School, Hilliard Station Sixth Grade School and Hilliard Crossing Elementary

2. Issues identified and discussed
   a. Hilliard Memorial Middle School
      • Second floor fire extinguisher case is cracked
      • Second floor ceiling tile needs replaced
      • Tack strips throughout need re-adhered
      • Second floor boy’s bathroom has a leaky faucet
      • Handrail on stairway is loose
      • Roof leak in Room 26
      • Sinks in first floor restrooms need updated
      • Evaluated loose materials on doors and walls
      • Ceiling tile outside of pre-engineering needs replaced
      • Ramp outside of Door C11 needs reworked
      • Evaluate auditorium ceiling
      • Evaluate sound system
      • Outside handrail needs repainted and straightened
      • Base of outside light by steps is cracked
   
   b. Hilliard Station Sixth Grade School
      • Review double door versus single door egress
      • Updated intervention rooms, have added space and look great
      • Ceiling tile needs replaced outside of Room 12
   
   c. Hilliard Crossing Elementary
      • Drinking fountain basins need refinished
      • Leaks outside of custodial office and follow up on potential leak in cafeteria
      • Replace ceiling tile outside of custodial closet
      • Media Center improvement is complete and looks good
      • Considering carpet replacement in Media Center
      • Reviewing the elimination of the pit in the Media Center
      • Review double door versus single door egress
      • Carpet concerns in Rooms 9 & 10
      • Conduit and data boxes need removed in the office

3. Next Building Tour & Committee Meeting
   Date: Friday, January 6, 2017
   Tour: 8:00 AM – Hilliard Tharp Sixth Grade, Ridgewood Elementary & JW Reason Elementary
   Meeting: 10:00 AM – Central Office, Conference Room 3and4