



BUILDINGS AND GROUNDS COMMITTEE | 2016

Meeting: Friday, December 2, 2016

Members: Paul Lambert, Vice President BOE

Lisa Whiting, Member BOE

Mike McDonough, Assistant Superintendent

Cliff Hetzel, Director of Business

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