Grounds and Facilities Report – This report covers the period from March 27 to April 16, 2015.

**Priority Repairs:**

1. **Gutter Cleaning, Gutter & Roof Edge Inspection, Gutter Repairs**:

The rain gutters on all buildings were cleaned by Diaz Construction. Given the cost and speed with which this contractor performed this work, I would recommend that this company perform this work annually. The other price quotations for cleaning were much higher.

During the course of the gutter cleaning, and the work performed by Revolution Window, these items were identified as needing repair: decayed fascia boards behind rain gutters and bottom edge board under slate roof at the service building, and the rain gutters around the Great Hall. These are leaking and will need repair or replacement. The roofs on the buildings otherwise appear to be in good condition.

**Recommendation: Obtain 3 estimates for service building boards and Great Hall gutter repair.**

**Investigation/scoping of main water supply line and storm drain at rear of school:**

There appears to be mud/soil infiltration into the main water line; Backflow Prevention device inspected in February had sediment in it; subsidence at concrete water meter box indicates that soil may be entering line. There is a subsided area near a storm drain manhole at rear of CFMS building, probably localized. **Solution:**

1. Have DC Water scope the incoming water line. **(Requested)**
2. Backfill small subsided area r/o CFMS. **(Completed)**
3. Obtain 3 estimates for scoping (TV) of lines. **(Requested estimates from 3 companies.)**
4. Obtain 3 estimates for repair or replacement. **(Pending after scoping of lines)**
5. **Repair/Rebuild Back Flow Preventer:**

The BPA on the main fire suppression system supply line failed and will need to be repaired and re-inspected within 45 days (March 29, 2015). While we believe this is under warranty, our support contractor Southland will not rebuild this for us. We need to notify DC Water when repaired. Project is needed for regulatory compliance. **Solution:** Have another company rebuild; price quotations:

* + 1. RV Carey, $515
    2. ATS, $894
    3. Southland, $1,467

**A check has been requested and RV Carey will perform the work.**

**Pending Projects:**

**Choir Cabinet:** A project is in progress to build a set of cabinets in the choir room closet; contractor has the doors; cam locks due in the week of 20-24 April. Revised estimated completion date: April 30.

**Completed/Pending Repairs:**

**Church Lights:** 1 in ground light at the front of church and 1 flood light at side of Church were repaired. 1 wall light repair is pending (ballast needed); repair scheduled for 22 April. Spare bulb now on hand for all 3 types of light.

**SPC:** The vertical rod assembly on the double doors to the gallery was repaired by Diaz Construction. This turned out to be a minor repair.

**SPC Great Hall:** The window installation has been completed.

**Recommended Projects:**

**SPC and Church Door and Lock Repairs:** 1 door needs adjustment or repair of door closer; 1 door closer needs to be replaced; 1 drooping latch; one lock in church basement (electrical room) needs to be reversed. Repairs are needed to prevent further damage, ensure security, maintain integrity of doors; avert potential fire code violation. Some parts on hand. **Solution:** **Re-estimate and repair.**

* + 1. Central lock: $525 to $625.
    2. Sure Fit: $1895
    3. Acme Lock: $329-$359, depending upon labor required and complexity

**Recommendation: Have Acme Lock re-cost this project as 1 repair has been completed; then have Acme repair.**

**Church Small Rear Closet**: The wiring and fire safety of the two small closets inside the main entrance ought to be evaluated for both code compliance and structural upgrades.

**Recommend** evaluation by an electrician and structural engineer; will obtain 3 price quotation.

1. Assessment and price quotation requested from Specified Electrical
2. Assessment and price quotation requested from Diaz Construction.
3. Assessment and price quotation requested form KW Electric.

**Convection Oven:** Has an intermittent problem with the latching mechanism, preventing use. I would recommend repair should this item be intended for future use.

1. Ecolab: $146/hour plus $122 trip charge plus parts
2. Estimate 2: TBD Diaz Construction
3. Estimate 3: TBD

**Floor Drain and Grease Trap in Kitchen:** The drain for the sink is clogged; grease trap probably needs cleaning. Three estimates to be obtained.

**CONTRACT RENEWALS:**

**Generator Contract:** The maintenance contract for the Generator was up for renewal in March. I have obtained a quotation from the incumbent ($987) and have obtained another quotation of $1500; one additional latch on the front main panel needs to be replaced. I plan to replace at the nextPM visit*.* Recommend we renew contract. A copy is attached.

**HVAC PM and Maintenance:** This contract ends on May 30. Due to high rates, we will be seeking three bids and will go with another contractor. The Statement of Work has been drafted.