

# Kittery

School District

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TO: Eric Waddell, Superintendent  
FROM: Mark Everett, Director of Facilities  
DATE: September 29,2020  
RE: Quarterly Report

I am writing to inform you of our progress made this past quarter. Over the summer vacation we were able to tackle led lighting upgrades at Shapleigh and Traip Academy. This now completes the district on upgrading to led lighting. We are getting big rebates from Efficiency Maine to help fund the project.

Much of my time prior to and up until now has been making sure the building HVAC is maintained and ready for the school year as well as making sure we have supplies to do the cleaning and proper sanitizing throughout the days and nights. The hospital grade merv-13 filters are now arriving for our unit HVAC'S after being ordered in early July.

We have ordered 130 air purifying and sanitizing units from a reputable company in NH and expect them to arrive in a few weeks hopefully.

We also have ordered 12 additional touch free filtered/cooled drinking fountains.

I have been stocking up on PPE for staff and students as needed.  
It's been a very busy but successful start of the school year.