

# Kittery

School District

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TO: Kittery School Committee  
Eric Waddell, Superintendent

FROM: Mark Everett, Director of Facilities

DATE: May 21, 2019

RE: Quarterly Report

I am writing to inform you of our progress made this past quarter. Over the April vacation we were able to complete the following projects:

- The replacement of approximately 6000 square feet of rubber membrane roof material that covers the Atrium area at Traip Academy
- The installation and completion of the intercom system at Shapleigh School following the total master clock replacement the previous vacation
- The installation of acoustic panels for the cafeteria at Mitchell School.
- Lettering project for the granite benches in American and Japanese at Shapleigh School

As I prepare the summer order for our cleaning supplies as well as paper products, I compared pricing to other vendors and ultimately was able to get more favorable pricing and get a better deal from our current vendor. The cost reduction savings is approximately \$4,000.00 for the year.

I have been working on preparing some summer projects by reaching out to contractors for competitive pricing for painting services and flooring replacement for the District. We advertised and posted RFP's with our local advertising sources as well as posted them on our District website. We are now in the process of requesting bids for Lawn care services.

Respectfully submitted,

Mark Everett  
Director of Facilities