

Kittery

School District

Mark Everett

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TO: Eric Waddell, Superintendent

FROM: Mark Everett, Director of Facilities

DATE: January 8, 2021

RE: Quarterly Report

This has been the most active quarter in my time here in Kittery. We have invested a lot of time to keep our buildings safe for everyone during the pandemic.

Co-coordinating staff to be effective, getting the necessary PPE and sanitizer product for my staff and for that of teachers and students.

In November we began receiving just in time our Trio Air purifier/sanitizing units as the windows were closed for winter.

The touch free drinking water units just arrived and installation began last week.

Our HVAC units are operating properly and have been checked. They have the merv 13 high efficiency hospital grade filters. The HVAC automation and software at Shapleigh and Mitchell is being replaced soon, ordered last month.

Seasonal repairs that are typical are no different this year we have had some issues present themselves with boilers this past month. Also replacement of sewer pumps at Shapleigh School. We have been helping the IT department with assembly of almost fifty carts for the promethean boards. We just received the new chairs for staff use and have begun cycling in the new and disposing of the old chairs.

That being said we hope for the best for all in 2021!

Respectfully submitted,

Mark Everett
Director of Facilities