

Granby Public Schools  
Facilities Department  
[www.granby.k12.ct.us](http://www.granby.k12.ct.us)

March 16, 2016

To: Alan Addley, Ed.D., Superintendent of Schools  
Anna Robbins, Business Manager  
Granby Board of Education

From: Tom Steinke, Director of Facilities

Re: 2016 Annual Facilities Report

With the changes in staff this past year and continuing to promote the most qualified individuals, we were able to fill the Lead Maintenance Mechanic, High School Head Custodian, Lead Evening Custodian, a Maintenance II HVAC. Due to the changes in personnel we have seen a significant improvement in productivity. The Town of Granby also received a grant for the installation of a generator at the Middle School giving us the ability to utilize the building as a shelter if the need should arise. The generator can restore power to the entire building anytime during the year under any weather conditions.

On the last day of school in June, the movers will begin moving furniture at Kelly Lane in preparation for construction. They will remove furniture from the first 13 rooms and then move the rest of the furniture from Kelly Lane to its next location. Classrooms 1 through 11 at Wells Road will be conditioned between June 14<sup>th</sup> thru June 23<sup>rd</sup> in preparation for Camp Invention and summer school. Kearns School will continue to hold Camp Kearns. Furniture from Kearns School is scheduled to move in July. Middle School moving of classrooms will be handled in-house by the facilities staff. Contents from the sixth grade teachers' classrooms will be moved from Kelly Lane and Wells Road to the Middle School by the moving company. Schedule could change throughout the process. Completion of the project is scheduled for August 19, 2016.

Attached to this report, for your information, please find a copy of the annual public school inspection report from Joe Killen, Town of Granby Fire Marshal.

## **Repairs and Maintenance**

**Wells Road:** Installed magnetic door holders for the gymnasium and cafeteria.

**Middle School:** Repaired and serviced all lockers. Painted gymnasium ceiling. Buffed and recoated gymnasium floor.

**High School:** Repaired basketball backstops in the main gym. Replaced stair treads in building five. Upgraded auditorium house lights to LED lighting. Installed volleyball court in the main gym. Purchased a softball/field hockey storage shed for the pit field. Buffed and recoated main gymnasium and community gymnasium floors.

**District:** Purchased leaf vacuum with trailer for grounds cleanup.

**Unexpected Repairs:** Autos (\$4,800), HVAC (\$30,000), plumbing (\$6,500), emergency roof repairs (\$17,000), emergency fire system repairs and additional HVAC (\$9,800), and radios (\$684). Total of unexpected repairs: \$68,784.

## **FY17 Budget**

**Kelly Lane:** Carpet extractor

**Middle Schools:** Installation of magnetic door holders for the classrooms. Replace dust collector in wood shop.

**High School:** Software upgrade for the Trane automation system, floor fan, replace fire/security doors in hallways, replace rubber stair treads in Building 2, remove trees on fence line on field hockey/softball field, and partial replacement of concrete sidewalk.

**District:** Vacuums

I would like to thank the Board, Superintendent, Administrators, and the staff for their continued support of the Facilities Department.

Thank you.

Tom Steinke  
Director of Facilities

# TOWN OF GRANBY

*Incorporated 1786*

*15 North Granby Road*

*Granby, Connecticut 06035-2102*

*860-844-5318*

*Joseph Killen  
Fire Marshal*

October 1, 2015

Mr. Tom Steinke  
Director of Facilities  
15 North Granby Rd  
Granby CT 06035

Re Annual public school inspection

Tom

I conducted my annual fire safety inspections of the Granby Public Schools. The purpose of these inspections was to determine compliance with the CT Fire Safety Code along with the Ct Fire Prevention Code.

In general, the inspection was a success.

- I found that none of the schools are doing the 2<sup>nd</sup> fire drill within the first 30 days as required. I have inserted text from my regulations which describe exactly how and when drill should be conducted. See ( 3 ) .

(Amd) **20.2.3.1.2** Emergency egress and relocation drills shall be conducted as follows:

(1) Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session, unless both of the following criteria are met:

(a) In climates where the weather is severe, the monthly emergency egress and relocation drills shall be permitted to be deferred.

(b) The required number of emergency egress and relocation drills shall be conducted, and not less than four shall be conducted before the drills are deferred.

(2) All occupants of the occupancy shall participate in the drill.

(3) One additional emergency egress and relocation drill, other than for educational occupancies that are open on a year-round basis, shall be required not later than 30 days after opening.

(4) A written report shall be kept by the school administrator describing the date and time of the drill, person in charge of the drill, and time of recall.

(Add) **20.2.3.1.4** Emergency evacuation drills shall be conducted at different hours of the day or evening, during the change of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

(Add) **20.2.3.1.5** Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability

## High School

- I found a several older wood doors in building 4, which did not latch when released. Section 14.5.4.1. This has been a noted in years past. Not only is this a fire code violation, but as emergency manager I can also say it creates an issue with your school safety and security plan.

Middle School, Wells, and Kelly Lane my only comment was the fire drill issue

## Kearns school

- I found an emergency light which is not operational near classroom 39

Public act 227 requires that the annual fire inspection report be forwarded to the local Board of Education, I would ask you make this report available to the Granby Board of Education

As always my phone is always available to answer questions or offer advice whenever needed, and again thank you for your support

Sincerely,

Joe Killen  
Fire Marshal