



FY23 Budget Discussion

Revolving Funds and Facilities Maintenance

February 15, 2022

Revolving Funds

- ❑ Established for a particular dedicated service with a specific revenue source
- ❑ Used to pay expenses related to particular service
- ❑ Fund balance rolled over without further appropriation

Revolving Funds

Integrated PreSchool	Summer Music Program
School Meals	Summer Fitness Program
Lost Book Fund	HHS Turf Field – Donation/Rental
Before/After School	HHS Turf Field - Advertising
JASPER	Drama – Donation and User Fees
Jacobs Math League	Athletics – Donation and User Fees
HHS Activity Fees	Facilities Use

Annual Inspections and Preventative Maintenance

- Safety inspections
- Annual roof inspections and maintenance
- Kitchen exhaust systems
- Fire alarm systems, fire extinguishers, fire protection sprinkler and Ansul systems
- Classroom univent HVAC systems
- Rooftop air handling units
- Hot water heaters/pumps
- Boilers
- Generators
- Air cooled condensing units
- Exhaust fans
- Kitchen Equipment
- Elevators
- Automated external defibrillators (AED)
- Pest Control
- Security monitoring
- Security cameras
- HVAC controls

Custodial, Maintenance, and HVAC Staff Duties

- Ensure buildings are safe daily and ready for next day
- Clear walkways of snow/ice and snowplow parking areas
- Inspect for heating issues or frozen pipes
- Maintain motors and pumps
- Replace valves and actuators
- Replace HVAC filters
- Replace ceiling tiles
- Perform minor plumbing/electrical repairs
- Wash, strip, wax all floors
- Paint interior walls, outside overhangs, curbs
- Mow grass and trim shrubs/trees
- Remove graffiti
- Equipment repair
- Clean all bathrooms, classrooms and occupied spaces daily
- Service groups renting facilities
- Resolve heat/air conditioning issues
- Replace light bulbs
- Keep inventory of cleaning/paper supplies
- Clean up non toxic spills
- Window cleaning and screen repair
- Inspect/repair field windscreen
- Replace floor tile

Recent Projects

- HHS and JES gym floor refinishing
- Annual roof maintenance
- JES granite steps and kneewall repairs, and front entry door repairs
- Replace HVAC heat exchanger MMS
- Upgrade HVAC controls JES
- Bostonian Cleaning – remediation and deep cleaning JES and MMS

Upcoming Projects

- MMS building project (ongoing)
- JES sealant repair of front facing windows
- JES railing repair/reset
- Replace turf field advertising signs
- Installation of new electronic sign at HHS
- Replace HHS gymnasium scoreboard and sound system
- HHS replace carpet in main office and exhibition room
- Upgrade HHS phone system