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**Mansfield School Committee
Facilities Subcommittee
Minutes for February 25, 2021**

2021 MAY -6 A 11:51

A meeting of the Mansfield School Committee Facilities subcommittee was opened and called to order at 4:32pm.

Attendees: Lauren Scher, Linda Fernando, Matt Jacques

Absent: Ed Donoghue

Approval of Minutes

Minutes approved from 1/21/21 facilities subcommittee meeting (2-0)

New Business

- Work Order Update
 - Encouraging schools to put in WOs instead of ad hoc requests
 - Averaging about 12 WO / day, mostly HVAC
- Custodial Update
 - Custodial staff
 - One resignation at JJ (last day 2/22/21)
 - Internal candidate hired starting March 1st
 - Will post for a day custodian to backfill the internal move
 - Robinson
 - Day custodians will manage with mid-shift support when K comes in full-time
 - Beginning to look at the needs for when/if students come back full-time in April
- New Project Update
 - Security check-in
 - Plans have been approved by the town
 - Once Town Manager signs off, project will move to next step
 - Contractor will order materials and obtain permits from the town
 - Need 6-8-week lead time on materials
 - QMS hoping to be finished in April
 - Roofs
 - Robinson roof survey
 - Audit results show 5-7-year life expectancy remaining
 - Will add to CIP plan for 2022/2023
 - Other schools
 - Will continue with audits of each roof
 - Boilers will be focus of MSBA request
- PPE Update
 - This year, there have been 600 orders for PPE
 - Lots of supplies on hand

- Very good shape for Kindergarten to return – all classes have enough PPE and are well stocked
- Policy Review
 - FB Facilities Planning – Matt will review and provide feedback
 - KF Use of School Facilities – Matt will review and provide feedback
- Other
 - Presentation at the next SC meeting – focus on Kindergarten return
 - Furniture
 - Cleaning
 - Cafeteria
 - Seating / spacing
 - PPE

Next meeting date: March 25, 2021 at 4pm

Meeting adjourned: 4:58 pm

Respectfully submitted,
Linda Fernando
School Committee