
RE: Howard Items 9/19

From : Dexter Rummel <rummel_d@4j.lane.edu> Thu, Sep 22, 2016 12:27 PM
Subject : RE: Howard Items 9/19
To : Allan Chinn <chinn@4j.lane.edu>
Cc : Misty Jackson <jackson_misty@4j.lane.edu>

Responses in bold below.

Dexter Rummel
Eugene School District 4J
Cell: 541-228-1726

From: Allan Chinn [mailto:chinn@4j.lane.edu]
Sent: Monday, September 19, 2016 9:11 PM
To: Dexter Rummel <rummel_d@4j.lane.edu>
Subject: Howard Items 9/19

Hi Dexter,

Here's the latest:

- **Echo in Conference Room** - After holding a few meetings in the Conference Room, when we have a full house there is a echo of sorts that makes it hard to hear everyone. Is this something that could be helped with sound panels? **Sounds like something needs installed in there. I'll ask the design team to make a suggestion for something that can be installed quickly.**
- **B102 Curtain Not Down Over Weekend** - The curtain in B102 was jammed up and did not come down over the weekend. The teacher in there untwisted so it did come down. **I think I responded to this in the email sent today. I'm keeping track of the constant issues for replacement.**
- **Cracked Tile Staff Restroom Upstairs Green Wing** - The staff restroom in upstairs green has a cracked tile. See the attached picture. **I think I already added this to the contractor punch list, but need to verify again.**
- **Damage to Covered Play Column** - I'm thinking a construction vehicle rubbed up against one of the green posts. A bunch of paint looks like it got scraped off. **We haven't done the site punch yet and this will be on there.**
- **Timeline Classroom Projector for Music** - Do you know when the short throw projector will be installed in the Music Room? The teacher in there is chomping at the bit. **Misty is cc'd to provide a response on this one.**
- **Fallen Classroom Sign A101** - The class sign for A101 has fallen down and needs to be reinstalled. I think this one had fallen once earlier. **On my list to get Todd to fix.**

- **A205 Blinds Problems** - The blinds in A205 are still broken at the back. It doesn't go all the way up, and goes down way too far. **I'll look at this next time I'm out there.**
- **Clock for Music Room** - There is no clock in the Music Room. Can one be installed? **Yes.**
- **Permanent Fence for Playground** - I'll have more information on this for you when I get a copy of the inspection report, but the state inspector for the preschool program is requiring a permanent fence where we currently have the orange fence separating the playground and the parking lot. They are okay with a gap for the sidewalk and fire lane, but said the rest needs a fence. I'd actually like a fence too given all our SPED students. **I'm awaiting direction from Harlan and Ben on fencing around the school, but it wasn't related to the preschool program. Please send me the inspectors memo and contact information where they are stating this as a requirement. That way we can reach out to them for info.**
- **Card Reader for Second Slider Door** - We've discovered it's a hassle for a lot of staff carting things back and forth or if they are outside with their class and want to come into the building during the day because they have to all go through the office. Can a second card reader be installed in the security vestibule that will open the second set of slider doors with a staff badge? **I'll talk to AI about this and see about getting it done.**
- **Washers on Playground Honeycomb Structure** - We've had a few kids scrape themselves up on the washers on the honeycomb structure. I'm thinking too large of a washer was used because they stick up over the lip of where kids crawl in and out of them both above and below. **I'm getting ready to send an email to the playground installer. These can probably be bent with a hammer and not cause the issue.**
- **Playground Structure Nuts and Bolts** - Did the contractors come out this weekend to look at the equipment? I was handed two other bolts and screws that fell off different structures today. **Yes they did and facilities will be putting the two plastic components back on shortly.**

Thanks,

Allan

Allan Chinn
Principal, Howard Elementary School
Eugene School District 4J

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RE: Howard Items 9/20

From : Dexter Rummel <rummel_d@4j.lane.edu> Thu, Sep 22, 2016 12:13 PM
Subject : RE: Howard Items 9/20
To : Allan Chinn <chinn@4j.lane.edu>
Cc : Misty Jackson <jackson_misty@4j.lane.edu>, langan d <langan_d@4j.lane.edu>

Allan,

My responses below in bold. I added two technology folks who can better answer the projector and phone questions.

Dexter Rummel
Eugene School District 4J
Cell: 541-228-1726

From: Allan Chinn [mailto:chinn@4j.lane.edu]
Sent: Wednesday, September 21, 2016 10:07 AM
To: Dexter Rummel <rummel_d@4j.lane.edu>
Subject: Howard Items 9/20

Hi Dexter,

Here's yesterday's list:

- **Life Skills Washing Machine** - Tried to use the washing machine yesterday. It runs, but it appears that the water is either turned off or not hooked up. **Contractor probably left the water off. I'll get them to turn it on.**
- **Bark Chips for Chicken Coop** - Could more bark chips, preferably large ones to deal with potential mud during the rainy season? Also, for the new planting in the coop area, probably put some of the regular planter beds bark/mulch. **I coordinated with facilities on what to put down and they said nothing. Please put a work order in and they can add whatever seems reasonable. I think facilities concern was chickens will just tear up whatever is put there.**
- **No Classroom Sign for A202** - Room A202 is still missing a classroom sign. **I've noticed a few missing rooms signs and have to apologize. They shouldn't be missing and I've got to wait until Andy is back for this one. He should be there next week so I can track those down and ensure they are installed.**
- **Library Projector Not Powering On** - I tried using the library projector today and the control panel would not power it on. The panel would raise and lower the screen, but it would not turn on the projector. Also is there a remote for that projector and do you know if it was checked regarding brightness and over-projection like the cafeteria? **This is an amx program issue they are working on, but it will work with the remote. The remote is in the back cabinet in the media work room that has amx equipment in it.**

- **Cafeteria No Audio from Audio Jack** - I tried using the audio jack (both actually) in the cafeteria last night and did not get any sound. Wasn't this supposed to have been fixed? **Its not fixed yet. The installer is hoping to get there tomorrow to install the audio input jack.**
- **Cafeteria Projector Over Projecting and Dim** - This is an old item, but do you know where we're add on getting a brighter project and fixing the over projection outside the screen? **This is in Misty's court (cc'd) – they have one being sent to them to trial prior to installation.**
- **Playground Rubber Mats for Spinners** - Should we also install rubber mats under the three different spinner pieces of equipment? All three are getting a pretty good trench going around them. **I'm sure this can be done...I'll ask Matt prior to ensure there aren't any safety reasons not to.**
- **Playground Pieces Falling Off** - I have three different pieces of playground equipment on my desk that have fallen off different pieces of playground equipment. Did anyone check the equipment yet or is that still coming? **I picked these up from you yesterday. They went through all fasteners last Saturday and I verified they got the missing ones back in and had tightened the other semi-loose ones. I believe the one that was handed over has been replaced already.**
- **PE/Cafeteria Restroom Door Not Hung Right** - Harry came out to look at the issue on this door with the key not properly locking, but he discovered the issue is the door wasn't hung right and is putting too much pressure on the locking mechanism to work. **I'll get with him and see what the issue is and see if he fixed it or not.**
- **Emergency Page Disconnecting** - This has happened a four times now, when I've done an all building page from my phone that it has suddenly disconnected. **David Langan (CC'd) should know. I haven't been tracking the phone items, but did talk to folks about your concern for how many sequences it takes to page.**

Thanks,

Allan

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RE: Howard Items 9/21

From : Dexter Rummel <rummel_d@4j.lane.edu> Thu, Sep 22, 2016 11:58 AM
Subject : RE: Howard Items 9/21
To : Allan Chinn <chinn@4j.lane.edu>

Good morning Allan,

Responses below in bold.

Dexter Rummel
Eugene School District 4J
Cell: 541-228-1726

From: Allan Chinn [mailto:chinn@4j.lane.edu]
Sent: Thursday, September 22, 2016 12:30 AM
To: Dexter Rummel <rummel_d@4j.lane.edu>
Subject: Howard Items 9/21

Hi Dexter,

Here is today's list. I don't always put them all down, but there are curtain jams and issues daily. It seems like it's to the point where we should be looking at installing some old fashioned manual blinds.

- **B102 Curtains Coming Down Crooked** - Staff in this room said their curtains are still not coming down properly. I'm not sure if this was looked at yet or not. **I went through all blinds and corrected their issues on Saturday 9/17. Here is a summary of what I found:**
 - **A104 – blind short, I fixed this. Boxes of stuff too close to blinds.**
 - **A204 – long blind too long – fixed this. It was also catching on the roll around furniture.**
 - **A204 – short blind too short – fixed this. This wasn't catching on anything, but I couldn't find the aluminum cover anywhere to put it back? Can you ask the teacher about that?**
 - **B202 – blind was crooked due to hanging on a cardboard box flap.**
 - **Rest of school had all exterior shades down with none that were too short, if too long I wouldn't have noticed from the exterior inspection.**
 - **Rest of interior shades were working and not hung up, but some were sitting on items at the very bottom. Nothing major enough to cause an issue.**
- **B103 Curtains Not Coming Down at Night** - The curtains in B103 are not coming down at night are are staying open. **I think this is the first time I have seen this one on the list.**
- **B203 Curtain Jammed** - The teacher lowered the curtains, but one of them jammed coming down. **Also the first time on the list - did the custodian(s) try to get it unjammed? This take me about 1 minute to do and then they work fine afterward.**
- **Playground Garbage Cans** - I know this is on the list, but do you know when it will get done? We're seeing quite a bit of garbage showing up all over the playground since there's nowhere to put trash yet. It's most all from after school use. **I'm getting ready to order them.**

Clock for Health Room - There is no clock in the health room and one needs to be visible to students and school nurse. **We will get one on order. If the curtains are closed they wont have visibility to the clocks.**

- **B203 Classroom Sink Faucet Loose** - The faucet in Room B203 is very loose and needs to be tightened. I checked a few other sinks and they all seem a bit flimsy, but the one in B203 is VERY loose. **I'll take a look at this when I'm on site next.**
- **Yellow Wing Door Pad Still Not Working** - This is one that's causing a fair amount of inconvenience when classes want to come in from the courtyard or for EEP when they come in from the buses. Do you know the timeline for when this will get fixed? **The contractor is aware of it and I requested that it be fixed before the end of this week.**
- **Green Wing Downstairs Small Group Room Electrical Outlet** - There is one electrical outlet (there are only 2 in the room) that is not working. It is the one on the wall closest to the cupboard. **I'll notify the contractor to fix it.**
- **A102 White Board Exposed Nail** - The teacher in there noticed that her front white board has a hole with a nail showing. The white is chipped off, leaving a gray spot. **I'll look at this one too when I'm on site next.**

Thanks,

Allan

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Howard Items 9/22 & 9/23

From : Allan Chinn <chinn@4j.lane.edu>

Fri, Sep 23, 2016 10:19 PM

Subject : Howard Items 9/22 & 9/23**To :** Dexter Rummel <rummel_d@4j.lane.edu>

Hi Dexter,

Here's the list from yesterday and today.

- **Gym Projector Stuck On** - After the music projector was installed today, the main gym projector also located in the music room turned on and would not turn off from either the remote or from the AMX panel in the gym.
- **Classroom Speakers PA System** - Do you know when these will be fixed? The wall microphone volume is a bit better (though it's still muffled and not how it should be), but it comes out too loud in classrooms when we use the phones. Will these two volumes be balanced soon?
- **Clock and Tack Board for Upstairs Blue Small Group Room** - The speech teacher in the upstairs blue wing small group room asked if she can get a clock for her office space and also a tack board. Any problem if we put in a work order to put up one of the spare tack boards in custodial storage?
- **Garden Shed or Outdoor Locking Cabinet** - Does Facilities happen to have a space garden shed or other outdoor locking cabinet we put inside the bike cage by the playground to store our playground equipment? It's kind of a hassle to wheel the ball cart in and out of the the storage closet in the cafeteria each day, so it's would be really nice if we could lock it up in the bike cage instead.
- **Nail in Board in A102** - The teacher in A102, the wrong room I send you to about the exposed nail in the board, emailed me later to say he did find a nail mark when he put up a YouTube video.
- **A102 Missing White Interactive Cable** - The teacher in A102 said he is missing the white cable to connect his laptop to the projector to make it interactive. This is an EEP classroom, but I do think we should provide this for the classroom, especially since we're only 18 kids away from adding another classroom.
- **A102 Lights Randomly Turing Off** - The teacher in A102 also said that the lights in the classroom seem to randomly turn off.
- **Audio in A103** - Next door in Room A103, the teacher reports that on some days, the sound comes through her projector and she is able to control it with her computer and the remote. On other days, the sound comes through the ceiling speakers. It is quiet and crackly and she's not able to control it using the AMX wall keypad.

- **Audio in B105** - The audio using the audio wall jack in B105 cuts out randomly, and the teacher has to plug and unplug the audio cable to get it to work.
- **Staff Sink in Green Wing Water Running** - I believe it was upstairs, but I was told the water was continuing to run in this sink and no one was able to turn it off.
- **Dirt Around Circular Seating** - Do you know if plants or grass are being planted around the circular seating area on the playground, and also when that is going to happen? After school, kids are taking dirt clods and throwing them all over the area, making a mess, so it would be nice to have something else there to deter that behavior.
- **Floor Mats by Doors** - We currently do not have mats for most of the exterior doors around the building, which was an issue today when we had rain and caused at least three slip-and-fall accidents. Is this something you can help us with or is it something we have to go through Trevor for? I've left Trevor a message, but haven't heard back.
- **Green Wing Toilet Requires Multiple Flushes** - The upstairs staff restroom toilet in green wing requires about three flushes to get all toilet paper and waste to fully flush out.
- **Bike Cage Post Unpainted** - The posts at each end of the cage were painted on their back sides. The one by the cafeteria is most obvious. The one by the utility courtyard is less obvious, but it's also unpainted.
- **Playground Courtyard Gate Intermittently Working** - The security pad on the playground gate furthest to the south is working sometimes and is not working for people other times.
- **Privacy Glazing for School Psychologist** - In the bottom floor small group room by blue wing, the School Psychologist requested privacy for testing, if you can do the same thing you did for the counseling spaces. I agree with her that she should have privacy for testing and I actually had the same request from the Early Childhood Team, who's also in the blue wing, to have glazing put on the small group room so they could have privacy for testing as well.
- **Green Wing Downstairs Staff Restroom Door** - The green wing downstairs staff restroom has the same as cafeteria family restroom door, where the door appears to be hung wrong and is putting too much pressure on the door locks.

Thanks again,

Allan

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