

**SCHOOL ADMINISTRATIVE UNIT NO. 27**  
Litchfield, New Hampshire 03052  
**LITCHFIELD BOARD OF EDUCATION BUILDING SUB-COMMITTEE**

**FREQUENTLY ASKED QUESTIONS (FAQ)**

*Responses provided by the following sources: SAU Office; Kevin Lynch, Town Building Inspector & Health Inspector; GMS & LMS Site Facility Mangers; School Board and supporting resources.*

***Q1: How far away from the street is the school?***

**1a) Distance from the street to the closest part of the building.** (as of 3/25/09)

A: 1a): The distance from the street to the closest part of the building (classrooms 8, 9, 10) is 62 feet.

**1b) Distance from the street to the playground.** (as of 3/25/09)

A: 1b): The distance from the street to the closest part of the playground is 150 feet.

**1c) Distance from the street to the main entrance of the building.** (as of 3/25/09)

A: 1c): The distance from the street to the main entrance is 250 feet.

***Q2: What is the posted speed limit on Rt. 3A?***

A: The posted speed limit is 40 mph. (as of 3/25/09)

**2a) Is there additional posting around the school?** (as of 3/25/09)

**2b) Do the lights ever blink?** (as of 3/25/09)

A: 2a/b): Approximately ¼ mile from the school there is a blinking light with a posted 30 mph as a school zone north and south of the school.

***Q3: Regarding buying paper products in bulk, how much money are we loosing per year because we cannot buy supplies in bulk?***

A: *Inventory is purchased as needed/Just in time inventory.* (as of 3/25/09)

**3a) Cost of school supplies yearly.**

**3b) Cost of buying same products in bulk.** (as of 3/25/09)

A: This information is not available. We do not account for supplies by items that may be purchased in bulk nor have we gone out for quotations for bulk pricing due to the lack of storage space. If we were to do bulk purchasing, we would do it at the district level rather than by school.

***Q4: What is the distance from the hooks in the hallways to the other side of the wall?*** (as of 3/25/09)

A: The distance of the hallways with coat hooks from the hooks to the opposite wall is 7' 4 ¾" wide.

**4a) What is the width of the hallways with coat hooks?** (as of 3/25/09)

A: 4a): The width of the hallways with coat hooks is 8'.

*Acceptable clearance is 6 feet, per the SFC Life Safety Report/Building Inspector.*

***Q5: Dehumidifiers:***

**5a) Best approximation of days per year the dehumidifiers run based on 180 day school year.** (as of 3/25/09)

A: 5a): The school's 25 dehumidifiers are not run during the school day due to the heat they produce and the noise levels, which is a distraction in the classrooms.

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Dehumidifiers run overnight on average about 5-6 hours before they are full and automatically shut off. The run times do vary depending on the humidity levels. The less humidity, the longer they run before they shut off. The more humidity, the less they run because they fill up faster. Our 25 dehumidifiers run approximately 80 school days for the months of April, May, June, and September.

**5b) How many gallons are actually being removed from the dehumidifiers?** *(as of 3/25/09)*

A: 5b) The custodial staff removes 40-50 gallons of water every night. For the months of June, July, and August when students are not present, the dehumidifiers run overnight and during the day. They are emptied twice daily, once in the morning upon arrival of the custodial staff, and once in the afternoon prior to custodial shift end. Approximately 90-100 gallons are removed daily. To gauge the approximation of how many gallons are removed, the staff uses 35 gallon trash barrels on wheels to go room to room when emptying the dehumidifiers.

**5c) What is the decibel reading for the dehumidifiers? What is that reading equivalent to?**

A: 5c) We have not tested the decibel levels. They are loud which is why they are not run during school hours. *(as of 3/25/09)*

**5d) How many hours per day do the dehumidifiers run and how much energy do they use?**

A: 5d) The dehumidifiers run an average of 5-6 hours daily (more in summer). We have not tested each dehumidifier to determine the amount of electricity they use. There are too many variables in electricity usage to determine the dehumidifier cost from the monthly electric bills. *(as of 3/25/09)*

**Q6: Accurate count of how many outlets are in each room.**

A: Count of outlets in each room: *(as of 4/8/09)*

Rm #	Outlets	Rm #	Outlets	Rm #	Outlets	Rm #	Outlets	Rm #	Outlets
1	5	2	2	3	3	4	3	5	5
6	3	7	2	8	2	9	2	10	2
12	4	14	4	15	6	16	3	17	3
18	5	19	4	20	4	21	4	22	3
23	4	24	4	25	10	26	7	27	15
Library	4	Gym	2	Cafe	7				

**6a) What are the fire code restrictions on extension cords and power strips?** *(as of 3/25/09)*

A: 6a): Power strips are permitted because they have an emergency built-in circuit breaker so there is no overheating. Extension cords can be used temporarily to run a television or overhead projector.

**6b) Are the electrical strips running along the walls code?** *(as of 4/1/09)*

A: 6b): These electrical strips are called wire mold and are not allowed on a permanent basis.

**Clarification on the use of wire mold in the classrooms.** *(as of 4/1/09)*

Response from Kevin Lynch, Litchfield Code Enforcement Officer indicates that the code does allow for 110 wires to be run within conduit (plastic or metal). Note: even though code allows running wires along the wall in the wire mold, there may not be expansion space available in the electrical distribution system to actually take advantage of this option.

**How many circuit breaker slots are empty?**

There are 58 empty circuit breaker slots throughout the building. *(as of 4/13/09)*

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**Q7: Life expectancy of roof:**

*(as of 3/25/09)*

A: The roof has five sections. Dates of installation run from June 1990 to July 2007 (1930's roof). The warranty on each section is 15 years with the exception of the June 1990 installation, which was only a 10 year warranty. A roof map was attached. The District makes no attempt to place a life expectancy on any roof as it is a very subjective opinion. The information we have on the roofs can be found in the Team Design report.

**Q8: Aging for all systems: when was it put in and what is the life expectancy at this point?**

- HVAC
- Electrical
- Lighting – what is being fixed per state approval (*Rms. 1-10, Gym have been budgeted*)
- Plumbing/Septic

*(as of 3/25/09)*

A: The District makes no attempt to place a life expectancy on any system as it is a very subjective opinion. The information we have on these systems can be found in the following documents:

- Team Design Facility Study ([www.litchfieldsd.org/schoolboard/reports](http://www.litchfieldsd.org/schoolboard/reports))
- Vollmer Report ([www.litchfieldsd.org/schoolboard/reports](http://www.litchfieldsd.org/schoolboard/reports))
- Longchamps Electric ([www.litchfieldsd.org/schoolboard/reports](http://www.litchfieldsd.org/schoolboard/reports))
- Harriman & JCN Construction Reports ([www.litchfieldsd.org/schoolboard/reports](http://www.litchfieldsd.org/schoolboard/reports))
- Hamm Septic Report ([www.litchfieldsd.org/schoolboard/reports](http://www.litchfieldsd.org/schoolboard/reports))

One of the boilers was replaced this past year. Items being done specific to state school approval will be to upgrade all classroom lighting throughout the building, construct new ADA compliant staff restrooms, and the replacement of all Romex wiring.

**Q9: Enrollment projections vs. actual enrollment for as far back as we have the information.**

**9a) See how accurate or contradictory the actual numbers are from the projections.**

**9b) Using 3 year weighted averages.**

**9c) Definition of formula.**

A Building Committee member *was researching the information, but no answer is available.*

*(as of 5/7/09)*

**Q10: Actual capacity for GMS in today's standard?**

**10a) Can this be redone with today's educational standards or do we still consider the last estimate to be valid?**

**10b) Capacity now with the school's "grandfathered" space.**

**10c) What would the capacity be if the current space was not "grandfathered"?**

The SAU overlooked the response for this question as it was mistakenly thought that it was assigned to a Building Committee member. Committee members researched the answer in the Team Design Facility Study report and found that the capacity of GMS is 401 students.

*(as of 3/25/09)*

**Q11: Air Quality report – GMS done this past year.**

**11a) Are these being done yearly?**

*(as of 3/25/09)*

A: 11a): Air quality tests were scheduled every three years. However, the Litchfield Health Officer is now requiring us to complete an air quality test every two years.

**11b) Copies of the last 3 air quality reports.**

*(as of 3/25/09)*

A: 11b): Copies of the last three air quality reports have been provided by the SAU.

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**Q12: Safety reports from the fire marshal and town fire chief, as well as the company Chief Scofield hired to assess GMS last year.**

A: There were no Litchfield Fire Department or State Fire Marshal pre-school opening letter/report issued this past year as they used the consultant's report and verified that the recommended corrections were made. They did issue a letter advising of their requirement to add voice notification to the upgraded fire alarm system. The consultant's report has been provided and can be found at [www.litchfieldsd.org/schoolboard/reports](http://www.litchfieldsd.org/schoolboard/reports). (as of 3/25/09)

**Q13: List of what was done this past year and what is expected to be done in the 2009-2010 year.**

A: A list of items completed in the 2008-2009 year was provided, as well as a list of those items that are slated to be completed in the 2009-2010 year. Included in the list of items to be completed are:

- Addition of three portable classrooms for kindergarten including site preparation and an ADA compliant ramp; (\$68,354)
- Replacement lighting in Rooms 1-10; (\$27,650, est. \$2,160 PSNH rebate)
- Replacement lighting in gymnasium; (\$11,500, est. \$400 PSNH rebate)
- Upgrade fire alarm system with voice notification; \$38,000)
- Remove all Romex wiring; (\$10,000)
- Install gutters on south side of building over emergency exit walkway;
- Replacing two grease traps in kitchen;
- Air quality test.

(as of 4/1/09)

**Clarification on the items "to be completed" list – are they required or just slated to be done?**

All items with a cost are necessary in order to open the building for classes in September. The latter three items are not necessary to open the building. (as of 4/1/09)

**Q14: Bleaching:**

**14a) What are the reasons for bleaching?**

(as of 3/25/09)

A: 14a): Bleach is an efficient and affordable germicide for killing bacteria and mold, as well as washing the walls.

**14b) Did someone recommend it?**

(as of 3/25/09)

A: 14b): This was recommended by the Tools for Schools Committee in order to increase indoor air quality. Tools for Schools is an EPA developed indoor air quality program that was adopted at GMS.

*Building Committee revised wording: This was recommended by the Tools for Schools Committee in order to improve indoor air quality. GMS adopted an EPA developed indoor air quality program to improve indoor air quality.* (as of 3/25/09)

**14c) What year did we start bleaching?**

(as of 3/25/09)

A: 14c): We started bleaching the walls in 1997.

**14d) Is there an outside company that has had input into the recommendation of bleaching?**

(as of 3/25/09)

A: 14d): No.

**14e) What surfaces are bleached? Please be as specific as possible.**

A: 14e): All walls are washed with bleach. A half ounce of bleach is diluted per gallon of water.

(All classroom walls are washed with bleach.)

(as of 4/22/09)

**14f) How often do we bleach – what times of the year?**

(as of 3/25/09)

A: 14f): Once per year during the summer months.

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**Q15: Water issues:**

*(as of 3/25/09)*

A: Documentation regarding water issues at GMS can be found at [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html).

**Q16: Storage:**

**16a) Square footage set aside for storage?**

*(as of 3/25/09)*

A: 16a): GMS has about 2,328 sf of storage that includes three PODs.

**16b) What should we have for that many students in regards to storage?**

*(as of 3/25/09)*

A: 16b): We are not aware of any storage guidelines per student.

**16c) What do we have for POD space?**

*(as of 3/25/09)*

A: 16c): We currently have three PODs at GMS. Each is approximately 128 sf.

**16d) Cost of PODs?**

*(as of 3/25/09)*

A: 16d): Each POD costs \$109 per month.

**Additional questions from the Building Committee:**

***What is the capacity of the portables currently at GMS and LMS?***

*(as of 4/1/09)*

LMS: 2 portables, 4 classrooms:

2 classes with 24 students/ 1 teacher; 2 classes with 25 students/1 teacher

GMS: 1 portable, 2 classrooms:

Grade 3 - 21 students/1 teacher per classroom

***What is the capacity of the kindergarten portables?***

*(as of 4/1/09)*

GMS: 2 portables, 3 classrooms

Kindergarten – each classroom will house 16-18 students/1 teacher

***What is the status of the kindergarten portables?***

*(as of 4/8/09)*

Kindergarten portables have been ordered from Schiavi leasing. The kindergarten plan includes sketches and floor plans of the portables. A site plan has been drafted and is subject to final confirmation from Kevin Lynch and Chief Scofield.

The single portable will be placed next to the existing grade 3 portable and will take approximately two feet of the paved play area. The double portable will be placed behind them, next to the playground, with a paved emergency access area between the portables that is required by the fire department. Jersey barriers will be placed between the portables and the playground. The propane tank will be enclosed with a six foot fence and will be placed in the playground. There will be a gated access opening between the double portable and the propane tank area required by the Town Code Enforcement Officer. Site prep for the propane tank is more expensive than estimated because of the distance to run the pipes.

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Hamm Septic and Energy North are scheduled to begin the work running utility and septic lines the first week in July. Paving will begin the second week in July. Schiavi is scheduled to set up the portables during the third and fourth weeks of July. Phone lines and other necessary work will be scheduled the first two weeks of August. All work is subject to the delivery of the portables in June.

***Class size for kindergarten going into the portables:  
Recommended and limit class size?***

*(as of 4/1/09)*

Classrooms sizes are estimated to be between 16-18 students. 80 students were projected for total enrollment. Currently, there are 66 kindergarten students enrolled for September and 92 first grade registrations.

***Is there a policy and how is it set?***

*(as of 4/1/09)*

Policy IHB, Class Size policy approved by the School Board several years ago, states class size for kindergarten is 20 students per class.

***What is the cost of the portables?***

*(as of 4/1/09)*

LMS Portables – 4 classrooms – Grade 5:	\$36,252
GMS Portables – 2 classrooms – Grade 3:	\$21,299
GMS Portables – 3 classrooms – Kindergarten:	\$74,882

**Assess what we already know:**

Longchamps Report 2007– [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Hamm Septic Report 2008 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Vollmer Septic System Analysis 2004 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Stantec (Vollmer) Dewatering Study 2008 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Team Design Facility Study 2003 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Team Design Program Study 2003 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Harriman & JCN Facility Study 2007 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

URS Indoor Air Quality Investigations 2001 – 2008 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

SFC Engineering Fire & Life Safety Code Review 2008 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Kindergarten Plan – approved November 2008 – [www.litchfieldsd.org/curriculum/kindergartenindex.html](http://www.litchfieldsd.org/curriculum/kindergartenindex.html)

GMS & LMS Portables Update – dated March 31, 2009 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

Current District Enrollment – dated October 1, 2008 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

State of Additions/Renovations – Ed Murdough, NH DOE –

dated July 31, 2007 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)

NRPC Region-wide Buildout Impact Analysis – dated October 24, 2005 –

[www.nashuarpc.org/publications/landuse/Regionwide\\_buildout\\_final.pdf](http://www.nashuarpc.org/publications/landuse/Regionwide_buildout_final.pdf)

District Buildout Study - dated November 6, 2005 – [www.litchfieldsd.org/schoolboard/reports.html](http://www.litchfieldsd.org/schoolboard/reports.html)