

# Facilities Management & Capital Project Status Report

## June 2019

### Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 307 work orders, and are currently working on 514 open work orders.
- Facilities maintenance trade crews are currently scheduled at East High School.
- Continuing to work with Human Resources and Firemen and Oilers Union to review and update position descriptions.
- Work continues to complete final award documents for MDE for the 2 awarded Safe Schools grant – Denfeld and Rockridge.
- Signage and lines are scheduled to be painted and installed at both HS sites as related to our Civil Rights review last fall.
- Review of procurement of labor and materials in a compliant manner as related to the Federal Cops grant is ongoing.
- Concrete sidewalk trip hazards were removed at MWE and Congdon.

### Capital Construction:

- The LTFM 10 Year Plan PSS Track Replacement project is underway and progressing nicely.
- The LTFM Denfeld stairwell ceiling project is on track with five stairwells done and starting on the second.
- The Rockridge gym floor tile project is complete and went well.
- Work has begun through KA and Sourcewell for the LTFM HOCHS Fire Alarm System replacement project. This system is antiquated and we have a citation to replace from the fire marshal.
- Work will begin on the LPMS new bathroom/shower facility to facilitate needs of incoming students in the Special Education Program pending School Board approval at this meeting.

### Building Operations

- Operations has filled an entry level custodian position at Ordean East Middle School and Congdon Elementary School. In addition, a fireperson position at Ordean East Middle School has been reposted externally. Operations has interviews for a maintenance custodian position scheduled after being reported externally.
- Operations have put together a floor crew to refinish hard wood gym floors district wide. This is a large and time-consuming task normally left for sites to complete on their own. A floor crew assigned with this task provides more time for each site to focus on deep summer cleaning, moving classrooms, and general upkeep with their building and scheduled events and activities.

### Health, Safety & Environmental Management

#### Environmental/Health/Safety

- Hazardous waste reporting and license applications were submitted to the Minnesota Pollution Control Agency as required annually.
- An air quality concern was investigated at HOCHS. There wasn't any one factor that lead towards an air quality problem, however, there was dust buildup in the intakes so they were cleaned, filters were changed, and air vents were vacuumed.
- Basketball hoop inspections were completed as required annually. Minor issues were found and are being repaired.
- Twin Ports Testing, Inc. began the 3-year asbestos inspections. These are required inspections at all buildings with asbestos containing building materials.

### Emergency Response

- Radio signal boosters were installed at East and Denfeld to increase the fire and police radio signals in the buildings. This is per fire marshal orders regarding Minnesota Administrative Rules Appendix L Section L101 – Emergency Responder Radio Coverage in Existing Buildings.

### Workers' Compensation Activities

- June
  - 9 First report of incidents
  - 0 OSHA recordable incidents
- 2019 YTD Incidents
  - 159 First report of incidents received
  - 15 OSHA recordable incidents
  - 6 Days away from work
  - 221 Days of restricted work