

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

January 2013

Facilities Management – General

In the past month, the maintenance crews have completed 225 work orders, and are currently working on 583 open work orders.

Maintenance crews are back on scheduled maintenance and focusing on EHS at this time.

Storeroom / Utility functions are being evaluated.

Modifications to create a GED testing booth in ALC are being worked on with Beth T., and the design effort has just begun.

Capital Construction:

Currently, LRFP site work is ongoing at Congdon Park, Myers-Wilkins, WMS, and OEMS.

OEMS girls' pool locker room floor drain issues have been resolved and approved by MDH.

Piedmont's under floor ventilation system in the gym has been installed.

Various training sessions at our new sites on a variety of systems are occurring regularly.

Commissioning of HVAC equipment is still ongoing at both LPMS and OEMS.

Testing / Balancing / and Commissioning of our new HVAC systems in our new middle school sites is occurring, ongoing, and almost completed, and contractors are very close to completing the repairs as identified.

JCI, District, and CM's continue to meet at Facilities on a weekly basis to review all ongoing issues, as well as weekly at all site construction meetings.

Operations

During the month of January, we were in the process of setting up the square footage assessments for Meyers-Wilkins and Congdon Park school. Presently, we are putting together the information used to calculate custodial staff needs as it relates to the rest of the district, and generating moving lists and key control lists.

Plans for the auction of surplus equipment are proceeding. The items in the gym and commons area are expected to be auctioned on March 9, 2013 and the food service equipment will follow shortly thereafter in a separate auction with a final date yet to be determined.

Operations/Maintenance staff are closely monitoring the new sites and making adjustments to provide heat in the extreme cold weather. Operation staff at the sites are shoveling and sweeping sidewalks to keep them safe. This time of the year, everything tracks into the building so it is a challenge to keep hallways clean and dry.

Health and Safety

- Emergency Response Crisis Management (ERCM) activities included:
 - The department meeting with Cabinet to discuss further measures that can be taken to secure schools. Schools are enforcing locking back doors and buzzing deliveries in. Facilities is surveying the schools and determining the capabilities and shortcomings of each building for lockdowns, emergencies, and front office access. Other items that will need a determination of use before implementation: Classroom doors locking from the inside, locking down offices during the day, addition of a “911/lockdown” button under the front desks, and safety (shatterproof) glass on front doors.
- Workers’ Compensation activities included:
 - 2012 ended with 26 OSHA recordable incidents, slightly up from last year’s 22 incidents. OSHA logs are posted at each location as required by law.
 - January: 26 reports of incidents resulting in 2 OSHA recordable incidents and 3 other doctor visits.
 - Para in-service: Discussed the importance of reporting incidents, returning doctor’s notes, and constantly paying attention to your surroundings.
- Influenza
 - Increased cleaning is taking place and additional hand sanitizers have been added.
 - Measures consistent with MDH are being taken.
- CPR/First Aid
 - Beginning January 1, 2013 Red Cross no longer has an open P.O. for employees who take the training classes. Employees will now have to pay for the class and submit a reimbursement form along with documentation they attended the class.

Risk Management

There have been no significant claims or changes in status relating to insurance policies for general liability, property, auto, and school leader’s legal liability.