

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

December 2016

Facilities Management – Maintenance and Operations - General

- In the past month the maintenance crews have completed 149 work orders, and are currently working on 759 open work orders.
- Repairs were made to a leaking boiler exhaust stack at Denfeld High School.
- A boiler heat exchanger has failed at Stowe and I am working on a warranty claim and scheduling installation.
- Facilities maintenance trade crews are currently scheduled to be at Denfeld High School.
- The District has received two Conservation Improvement Rebates (CIP) from MN Power. One is for lighting improvements at HOCHS, in the amount of \$1,600.02, and the second is also related to lighting improvements but at OEMS, in the amount of \$4,009.71.

Capital Construction:

- MWE tuck-pointing and window replacement project is complete. The final walk through is scheduled.
- The Rubber Mulch Replacement Committee Meetings have occurred and a report will be presented to the School Board in January.
- Joint efforts with the City of Duluth to install crosswalk signage and lights at EHS are ongoing and a good solution has been determined and will be implemented.
- 2017 10 Year Capital Plan Projects are being evaluated and proposals solicited as needed for summer 2017 construction.

Building Operations

- Operations staff has been battling the winter elements while maintaining the cleanliness of our schools. The holiday weekend had left us with severe ice buildup and slippery conditions. Operations and the Utility crews have had their hands full keeping our grounds safe for the public. Thirteen entry level custodian positions have been posted internally and externally which has attracted a large pool of applicants. Of the thirteen custodial positions, two unassigned floater custodian jobs have been created to bring more consistency for subbing. Facilities plans to move forward with scheduled interviews of qualified individuals.

Health, Safety & Environmental Management

Environmental/Health/Safety

- Fire inspection scheduled this month for Lakewood and Homecroft. Pre-checklists sent to engineers.
- Denfeld Fab Lab received their flammables cabinet.
- A gas smell at Homecroft was detected. Upon further investigation a regulator went bad and was venting out of the roof. The boiler and gas line were immediately shutdown until the regulator was replaced.
- Sprinkler line glycol recharges were completed at Lowell, Ordean, and Lincoln.
- Law Enforcement partnership meeting was held, led by Amy Starzecki, to ensure coordination between entities during emergencies and to ensure out emergency response plans are current. Discussion was had on updating the plans, running tabletop exercises, and involvement with this group.
- Asbestos samples were collected at Ordean East for broken/missing tile in the restrooms as shown on the 3 year inspection.
- The pipe chase next to room 2001 at Denfeld was opened up and found to be rusted through with improper installation of seals. The pipe was fixed, which should correct the exhaust smells that were detected in this room.
- Seven gaylords of electronics recycling were shipped this month.

Emergency Response

- Law Enforcement partnership meeting was held, led by Amy Starzecki, to ensure coordination between entities during emergencies and to ensure out emergency response plans are current. Discussion was had on updating the plans, running tabletop exercises, and involvement with this group.
- BBP forms and files were updated on the safety webpage.

Workers' Compensation Activities

- OSHA Recordables - 1 (Hernia).
- Incidents Reported: 13 injuries reported.