

# **FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT**

## **December 2014**

### **Facilities Management – General**

In the past month the maintenance crews have completed 216 work orders, and are currently working on 587 open work orders.

Facilities maintenance trade crews are currently scheduled district-wide. This open period allows us to catch up on maintenance tasks where needed, that may have come up between previously identified scheduled maintenance.

CHS, STC Main, STC Annex, and Rockridge have been inspected by the City of Duluth for I & I compliance and we have received the Point of Sale Certificate stating we are compliant.

### **Capital Construction:**

The Denfeld basement trench drainage project is now complete.

Jamar will install a new sump pit drainage system in the new basement at MWE over the holiday break.

LHB is investigating moisture issues under the gym floor at LPMS.

### **Operations**

December was a busy month for Operations staff as it is the month of setups and tear downs for the holiday programs for students and their families.

This December was mild compared to last year, which should be reflected in our utility and snow removal bills. During the winter break, Operations employees' time was scheduled to elevate cleaning, change air filters and perform general maintenance to keep the sites operating efficiently. This break we scheduled a crew to start cleaning out the basement levels of Denfeld after floor drains were installed. We also dumped a considerable amount of water and added fresh to the Ordean East Middle School pool to get the Total Dissolved Solids (TDS) lowered.

Greg Fuller, the fireperson at Piedmont, retired in December after working 29 years for the Duluth school district. We wish him well in his new endeavors.

The District is planning an auction to liquidate the remaining items at STC. The auction is predominantly excess items from the industrial education programs and will be held in the STC main building on January 17, 2015.

### **Health, Safety & Environmental Management**

- Environmental/Health/Safety
  - Working with the shops in the district to trial an alternative parts cleaner, which is non-flammable and non-hazardous to the environment. The current cleaner is considered a hazardous waste.
  - An office at Lincoln Park Middle School was experiencing a mold/mildew smell. The office was checked and it was determined the carpet gets wet from swimmers and over time it begins to smell. The carpet was cleaned to eliminate the concerns.
  - Approximately 6,800 pounds of electronic waste was recycled this month.
  - Researched a new regulation that would allow “zones” to be cleared when a fire alarm goes off prior to students evacuating. This would be beneficial on cold winter

days; however, current systems and procedures make compliance difficult so research was halted.

- Workers' Compensation Activities
  - OSHA Recordables: 3 recordable incidents (engineer/custodians) from conducting regular job duties.
  - Incidents Reported: 26 injuries reported of which three were slip on ice/snow incidents.

**Risk Management**

There have been no significant reportable incidents or claims relating to insurance policies for general liability, property, auto, and school leader's legal liability.