

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

## **May 2011**

### **Facilities Management – General**

Jamar Company is about 85% complete with HOCHS roof repairs.

### **Capital Construction:**

Currently, LRFP site work is ongoing at Grant, WMS, Denfeld, East HS, Piedmont, East MS, Lester Park, and Laura MacArthur.

A discussion with the City Fire Marshal has resulted in slight modifications of our access control systems.

Meetings are being scheduled to conduct punch lists for Laura MacArthur.

Training has been scheduled for Operations and Maintenance personnel for new equipment at Laura MacArthur, Lester Park, and Piedmont.

The District, JCI, and the City of Duluth are meeting weekly to resolve any issues and ensure smooth transition from construction to occupancy at our new sites.

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.

### **Maintenance:**

During the month of April, Facilities Management Operations crews worked at MacArthur School cleaning up construction areas and preparing classrooms for the punch list process. Facilities staff have been setting up next year's services for district-wide contracted labor, refuse bids, and custodial staffing. Boxes, tape, and labels are being supplied to the sites for the moves. Soon we will start packing and do final preparations to move seven sites this summer as construction is completed. In addition, we will also be preparing to move Rockridge and the Facilities Management building contents.

The District will be saying good bye to our field specialist, Gary Carlson, who will be retiring this month after 30 years of service. He will be missed.

Currently the District has **257** open work requests district-wide. Specific to the month of April, we received **167** new work requests and **159** were successfully responded to and closed.

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

- Emergency Response Crisis Management (ERCM) activities included:
  - A teacher on special assignment, funded by Health and Safety – Alternative Facilities Revenue is working with principals to help ensure ERCM plan uniformity throughout the district and working to resolve unique building/school ERCM needs and situations.

- National Tornado Drill awareness week included communication and direction for our principals in conducting their annually mandated drill.
- On-site meetings continue with school principals, office personnel and other radio users explaining usage guides and procedures to aid our staff with communication issues.
- Workers' Compensation activities included:
  - Filing of 17 new employee accident reports during the month of March. One report, based on federal requirements, was classified as an OSHA "Lost-time incident" due to the employee missing work for his injuries.
  - Ongoing management of several open Workers' Compensation cases.
- Ongoing involvement with various issues related to the construction currently underway across the district.
- An ergonomic assessment was conducted for a district employee at Lincoln/Piedmont Elementary.
- Recertification of Asbestos Inspector Licensure was completed.
- Removal of waste classified as "hazardous" was attained from several building sites throughout the district. The waste was brought to the "Clean Shop" at WLSSD for disposal and/or recycling.

### **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.