

Facilities Management & Capital Project Status Report June 2018

Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 323 work orders, and are currently working on 724 open work orders.
- Facilities maintenance trade crews are currently scheduled at Ordean East Middle School.
- Estimates related to costs involved and evaluating options to further increase our school security are being worked on to allow us to be prepared for the grant applications for state funding to be available later this year.
- Efforts to eradicate rodents are occurring, and options are being discussed as the rodents are proving to be a challenge. This issue is consuming extensive time.
- The AutoCad Technician position has been re-posted.
- Annual EWF playground top off process has been completed.
- Facilities is working with Curriculum for installation of new auto lifts and several other FABLAB machines.
- The move of DW staff from the Barnes wing was completed and was a great success due to Dylan Carlson's excellent efforts.
- Nettleton was prepared for closing – both by preparing the site along with working with our attorney preparing sale documents.
- Our monthly meeting was conducted with MN Power to determine what additional items will qualify for CIP (conservation improvement projects) rebates.

Capital Construction:

- The Lakewood roof project is almost done, with masonry work now occurring.
- Rockridge site work is almost complete. Bituminous will be installed in the next week depending on weather. With some contingency funds available we will be increasing the coverage of bituminous in the back parking lot.
- Efforts were undertaken by Facilities staff to re-write the 10 year plan based on new funding criteria established.
- OEMS gym work is further refined and will commence in July.

Building Operations

- Operations will have their hands full filling positions this summer due to several anticipated retirements. Operations look to fill an Engineer IV position at Denfeld High School, an Engineer III position at Ordean East Middle School, and lastly an Engineer II position at Lester Park Elementary. Currently, Operations has one entry level Custodian II position open at Ordean East Middle School.
- Operations recently participated in an online auction of school furniture. Operations have been creating an inventory of classroom furniture over the last year at minimal cost. We have sent trucks as far down as the Twin Cities to obtain classroom furniture that had been donated or purchased. Recently, we were able to walk away with roughly \$5,000 worth of tables/desks/chairs for under \$75 at an online auction in North Branch.

Health, Safety & Environmental Management

Environmental/Health/Safety

- Lead in Water: The lead in water plan required by the state was completed and approved by the Board. The plan includes testing for lead in water at least every 5 years.
- The remaining semi-annual playground inspections were completed. Typical wear parts were found and replaced (swing chains, clevises, seats).
- Playground wood fiber was added to the playgrounds after the settling of wood fiber from the rubber mulch replacement. The playgrounds were then inspected and measured to ensure the appropriate depths for attenuation.
- Neutralization Tanks: One quote was received and another company was in this week to gather information for their quote. Once the quotes are all received a decision will be made to clean the tanks. This should be a routine maintenance item going forward.
- The outgoing science teacher at East conducted a chemical lab clean out and listed/sorted the old chemicals for recycling.
- The Integrated Pest Management (IPM) plan was revisited after the rodent concerns at Congdon Park. The plan dictates the use of pesticides onsite. Facilities will ensure the plan is up to date for next fall.
- Basket Ball hoop inspections were completed as required.

Emergency Response

- The after school programs held an ERCM meeting with Kathy Hughes. The safety coordinator conducted a question answer session for issues and concerns for the security of the building and lockdown procedures. Follow up meetings will need to be held to ensure the safety of the children during non-school hours.
- A law enforcement meeting was held to gather feedback on the latest procedures for ERCM, in particular, lockdown procedure enhancements. The information will be utilized in rewriting the lockdown procedures for next school year.
- A conference call was held with Katie Kaufman, Jason Barsness, and Michelle Day-Millett from Anoka-Hennepin. AH has lockdown procedures that are very similar to procedures Duluth is looking into implementing and Michelle created a video to relay the updates to the procedures. The discussion consisted of the procedures and progression steps of the video.

Workers' Compensation Activities

- OSHA Communications: An ankle injury led to an overnight hospital stay that required to be reported to OSHA. OSHA changed their report rulings in 2015 which requires any hospital stay immediately after an injury to be reported within 24 hours. This included a follow up investigation along with corrective measures reply to an OSHA representative. The injury and reply was also required to be posted at Myers-Wilkins for 15 days.
- OSHA logs were submitted electronically as required. The Federal OSHA does not require our industry to submit electronically unless requested, but MNOSHA didn't adopt that portion of the new rule so we are required to submit our OSHA logs electronically each year.
- A claims review was held with Marsh & McLennan Agency to ensure our reserves are as low as they can be on our open claims. This is done to help keep our rates down.
- OSHA Recordables for the month: 3 –Slip and falls inside the buildings.
- First report of injuries: 6