

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

## **December 2015**

### **Facilities Management – General**

In the past month the maintenance crews have completed 305 work orders, and are currently working on 550 open work orders.

Facilities maintenance trade crews are currently scheduled at Homecroft, which will be followed by Lakewood, MacArthur, Lester Park and Lowell respectively in January.

P2000 Software and Firmware upgrades have been installed to allow the new wireless access control system at HOCHS to “talk” with our existing hard wired systems. Final hard wiring of communication modules is taking place this week, and we hope to have the system ready to activate by the second week of January.

### **Capital Construction:**

Ongoing - Facilities is working with design professionals as well as time and material contractors to facilitate the completion of the School Board approved projects related to the remaining LRFPS fund balance.

The project for Classroom Security Locksets and new key cylinders throughout has started and 3 sites are done. Stowe is underway, and HOCHS key schedules are being approved and will be the last building to upgrade to our new keyway.

Authorization to proceed has been issued for the HOCHS new main entrance.

MacArthur elevator shaft modification project is complete, with elevator installation work to begin shortly.

HOCHS exterior lighting LED retrofit is underway with Hunt Electric.

EHS Concessions Team Room is coming along well and finishes are on track to be installed soon.

OEMS Auditorium Sound and Lighting Renovation project has begun and is scheduled to be complete in early February.

Meetings are ongoing related to the FabLab project and new construction.

### **Operations**

We have filled all the district open building engineer positions – Five with internal candidates and one external candidate at Lowell. Below is a list of the new engineers:

1. Jerome Chopp is the Engineer 3 at Lincoln Middle School
2. Jeff Bloomquist is the Engineer 2 at Myers Wilkins Elementary
3. Alan Dartanyan is the Engineer 2 at Laura MacArthur Elementary
4. Barb Chopp is the Engineer 2 at Lowell Elementary
5. Michael Murray is the Engineer 2 at Piedmont Elementary
6. Jason LeDoux is the Engineer 2 at Stowe Elementary

After filling these engineer positions, we also were able to fill the Fire 2 position at Lincoln Park Middle School with Si Truong. Si had been laid back to a Fire 1 position and has now moved back to his original status. With this move, there are currently no more laid back Fire 2 employees.

Three additional building facilities staff successfully passed a level of the State Boiler License test. This knowledge is helpful on the job and exhibits dedication by the following staff:

1. Steve Kolberg from Denfeld HS passed his Special License test.
2. Tim Rusk from Stowe ES passed his 2<sup>nd</sup> Class License test.
3. Brad Wolf from Denfeld HS passed his 2<sup>nd</sup> Class License test.

Training for all building facilities staff was held at Denfeld during the winter break. Training covered maintaining district cleaning equipment (auto scrubbers, vacuums, and carpet machines) and how to disinfect and properly clean restrooms.

During the winter break, several locations performed substantial floor waxing work and scaffolding was erected at Denfeld HS to completely change the lecture hall lights.

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

- Environmental/Health/Safety
  - 3-Year Fire Marshall Inspections were completed for Ordean East and Lincoln Park. Each school had similar findings with items such as improper use of power bars, small appliances not plugged directly into an outlet, and exit or fire doors not adjusted properly.
  - Additional first aid kits were placed in the graphic arts rooms.
- Emergency Response
  - Action Committee Meeting was held with local law enforcement and emergency responders. New members were updated and new flash drives were handed out. Using the DECC as a reunification center as well as lockdown procedures and training were discussed.
- Workers' Compensation Activities
  - OSHA Recordables- 4 recordable incidents: two tripping over objects, two from being hit by students.
  - Incidents Reported: 20 injuries reported.

### **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.