

# **Facilities Management & Capital Project Status Report**

## **July 2018**

### **Facilities Management – Maintenance and Operations - General**

- In the past month, the Facilities maintenance crews have completed 357 work orders, and are currently working on 618 open work orders.
- Facilities maintenance trade crews are currently scheduled at Piedmont Elementary 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 appear to be effective. This process will continue for some time. Proper notification as per statute to Congdon families will occur, and school will begin as normal this fall.
- The AutoCad Technician has been re-posted.
- The Hartley land sale to the City of Duluth is proceeding well and should be concluded in the next few months.

### **Capital Construction:**

- The Lakewood roof project is complete, and punch list items will be done.
- Rockridge site work is almost complete; bituminous will be installed in the next week depending on weather.
- LTFM scheduled OEMS gym work is ongoing and will result in a “like new” gym once done.

### **Building Operations**

- Operations currently 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 an undetermined elementary school. Currently, Operations has an entry level Custodian II position at Ordean East Middle and an Engineer IV at Denfeld with scheduled interviews.
- Throughout the rest of the summer and into the fall several operations staff are attending BOC classes. Building Operator Certification (BOC) is a nationally recognized professional certification for facilities operations and maintenance staff. Graduates make their buildings more comfortable, efficient and environmentally friendly, thanks to skills they master throughout the classes. Also, all certification fees will be fully reimbursed upon completion of all classes, completion of the class scoping project, and for implementing the scoping project at a Minnesota Power served facility

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

#### **Environmental/Health/Safety**

- Asbestos Inspector Training was completed and passed. An asbestos inspector is required to sign off on the 6 month asbestos inspections and other asbestos related activities in the schools.
- Hazardous Waste Licensing Renewal was completed. This reporting, tracking, and submission is required by the state to ensure we are controlling any hazardous wastes the buildings produce.

#### **Emergency Response Crisis Management**

- Assisted Jeff Horton in writing the Community Oriented Policing Services School Violence Prevention Program (COPS SVPP) Grant. The COPS Grant would allow the use of funds to make schools more secure. Information was gathered for the Grant to secure the front entrances of the school buildings by controlling access.
- Temporary measures for front office access control were researched. The possible use of chrome books and additional software to “buzz” visitors in were looked at as a temporary security measure.

#### **Workers' Compensation Activities**

- Began planning and scheduling the services of Marsh & McLennan Agencies, our insurance broker, to assist in a workers compensation training including common risks and preventative measures. They will also be assisting in safety committee meetings and safety walkthroughs this year.
- OSHA Recordables for the month: 0
- First report of injuries: 4