

Facilities Management & Capital Project Status Report

August 2019

Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 315 work orders, and are currently working on 288 open work orders.
- Facilities maintenance trade crews are currently scheduled at Denfeld High School.
- Continuing to work with Human Resources and Firemen and Oilers Union to review and update position descriptions.
- Work is currently occurring as related to the two awarded MDE Safe Schools grant – Denfeld and Rockridge.
- We have made an offer to fill a vacant Master Electrician position.

Capital Construction:

- The LTFM 10 Year Plan PSS Track Replacement project is underway and progressing with a Sept 7th completion date. This date may get revised due to rainy weather.
- A pre-bid meeting was conducted, and bids are out for the work associated with the Federal Cops grant that will enhance site security.
- Work has begun through KA and Sourcewell for the LTFM HOCHS Fire Alarm System replacement project. This system is antiquated and we have a citation to replace from the fire marshal.
- Work is complete for the new LPMS bathroom/shower facility to facilitate needs of incoming students in the Special Education Program.

Building Operations

- Operations has accepted a voluntary demotion from the newly filled maintenance custodian position at Congdon Elementary. Currently, this position is open for internal transfer again before it will be posted.
- Operations have been working hard to get our schools ready for the start of the school year. A huge thank you is in order for all staff that has been working toward this goal. Amidst this critical time, operations staff took time to participate in ALICE training and practiced different ALICE scenarios conducted by trainers on the Facilities Management team.
- Earlier this year, a district wide custodial equipment inventory was conducted and reviewed. It was determined that the vast majority of our cleaning equipment was far beyond their expected life and performing ineffectively. An equipment replacement plan kicked off this year with the purchase of new equipment on a three-year lease-to- own program which was approved by the School Board in August and will provide our schools with top performing pieces of cleaning equipment and allow us to clean more efficiently and effectively. This new equipment will replace a portion of our end of life cleaning equipment, and in coming years we will look at future purchases as budget allows.
- Also, earlier this year, a district wide entry matting survey was conducted and reviewed. It was determined that almost all schools did not have adequate entry matting for entry ways. Many of the areas with inadequate matting are correlated with documented slip and falls. New matting for our schools replaces ones that are currently a trip hazard or installs mats where ones do not exist. Adequate entry matting in key entry ways can help stop up to 85 percent of soil coming into the building resulting in less soil to remove on a nightly basis saving time and resources.

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Health, Safety & Environmental Management

Environmental/Health/Safety

- Fire Marshal Inspection was completed at Garfield.
- Kitchen Stove Hood Cleaning/Fire System Inspection was completed as required.
- Workers' Compensation training was given to all non-certified staff during Staff Development Day.
- Annual basketball hoop hoist inspections were completed and repairs were made as necessary for safe operation.
- Annual Sprinkler Inspections were completed.

Emergency Response

- Continue to work on updating the Classroom Guides, Student Handbook, and Emergency Response Cards to match what we now do with ALICE training.

Workers' Compensation Activities - AUGUST

- 6 First report of incidents
- 2 OSHA recordable incidents
 - Fell on left knee, heard a pop.
 - Large object fell on left foot while moving table.
- 2019 YTD Incidents
 - 170 First report of incidents received
 - 19 OSHA recordable incidents
 - 31 Days away from work
 - 270 Days of restricted work