

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

June 2016

Facilities Management – Maintenance and Operations - General

In the past month the maintenance crews have completed 297 work orders, and are currently working on 422 open work orders.

Facilities maintenance trade crews are currently scheduled to be at Homecroft and Lakewood this week, which will be followed by Laura MacArthur, Lester Park, Lowell and Myers-Wilkins.

Re-commissioning efforts continue at four sites as mentioned last month, and will be completed once warm weather arrives and the dehumidification process and functionality can be tested and evaluated.

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 LRFP fund balance.

MWE tuck-pointing and window replacement project has begun and tuck-pointing is progressing close to schedule. During the sample removal of one of the windows, the general contractor discovered some old window jams were left in place back in the 1980s when the windows original to the building were removed and replaced. The jam material was painted and that paint was tested and verified to contain lead, and was chipping and loose in some areas. This condition was not anticipated and has triggered some additional EPA requirements to safeguard building occupants. A change in the construction contract is likely to adjust for the additional unforeseen required services of a EPA Certified Firm and Certified renovators to remove the windows that will expose lead-based paint.

Installation of the East HS visitor management doors will be starting in mid-July.

HOCHS new main 3rd Street visitor entrance access control system is installed and operational.

Johnson-Wilson Constructors is making good progress on the new CTE Design Center at Denfeld High School. There has been some delay projected due to a change in the City of Duluth's ability to review and approve plumbing and mechanical plans for schools. These sections of the building plans will need to be reviewed and approved by the State of Minnesota Department of Administration. The result could be a delay in those aspects of work and could impact the target of August 19, 2016 completion.

The HOCHS 3rd Street parking lot project will begin shortly once plan review is complete and permits issued. Due to a permit issuance delay, this project presents some difficult challenges, but end of summer completion is still considered possible.

The new data cabling and camera installation project at HOCHS is about 2/3 done at this point.

Construction efforts have started for the Unity gym remodeling project, and asbestos abatement work scope is expected to be complete by 07/08/16 approximately three days behind schedule.

Construction has started and good progress has been made on the Lowell office remodel project. This work will align the Lowell office layout and traffic pattern with all other elementary site offices.

The East High School granite monument will be moved from OEMS (Old East High School) location to the new EHS, with a new foundation being constructed for this at that location.

Facilities Management – Operations

Summer cleaning is underway for Operations staff throughout the district. They are doing a great job maintaining the buildings with community use while deep cleaning simultaneously. New cleaning checklists and inspections have been implemented for Operations staff providing a general cleanliness standard and expectation for the district.

Many Operations staff employees attended the Custodial Days event sponsored by Minnesota Association of School Maintenance Supervisors (MASMS) and held at Duluth East High School where they participated in custodial related educational sessions and vendor displays.

Several Engineers are taking part in a series of classes throughout the summer to receive a Building Operators Certification. This certification is focused on energy conservation and efficient building operation from an energy perspective.

The District is seeking hourly employees to work as custodians to help out with summer cleaning duties and to substitute for regular permanent custodians as needed during the school year.

Health, Safety & Environmental Management

- Environmental/Health/Safety
 - Basketball hoist inspections were completed with only two discrepancies found.
 - Man lift inspections were completed and repairs were made to two units. One pin and one down valve was replaced. Operator safety manuals were added to each unit.
 - Lead renovator refresher training was completed by the painters.
 - Lead renovator certification was applied for to conduct lead-based paint activities.
 - The HOCHS tunnel behind the engineer's office that was found to contain asbestos is a work in progress to remove or encapsulate the asbestos. Arrowhead Consulting will be helping lead the project.
- Emergency Response
 - District emergency response team cards were updated with new names and phone numbers and were distributed.
 - Classroom guides were updated and submitted for print.
- Workers' Compensation Activities
 - RAS audit conducted. The audit consisted of a review of programs/policies along with a discussion on what we are doing to address injuries. No major gaps were found.
 - OSHA Recordables- One recordable incident: Custodian slipped on floor stripper and dislocated his shoulder.
 - Incidents Reported: 10 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.

The annual insurance policy renewal process for property, crime, inland marine, general liability, business automobile, worker's compensation and umbrella policies, is nearly completed with new policy proposals to be presented by our insurance broker - Marsh and McLennan Agency, to the School Board for their approval action at the regular School Board Meeting in July. The current policies end August 1, 2016.