

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

November 2013

Facilities Management – General

In the past month the maintenance crews have completed 203 work orders, and are currently working on 684 open work orders.

All outdoor facilities have been winterized.

The 3326 Vernon Street house was prepared for the home buyer's inspection and this sale was finalized at a closing on December 5th.

Maintenance crews are on scheduled maintenance and focusing on OEMS at this time.

Capital Construction:

The new basketball court for Piedmont is complete except for establishment of sod and grass, which will not be determined until June 2014. Retainage will be held equal to the value of sod and seeded areas.

New sections of lockers were installed at Congdon Park for kindergarten areas.

Final Certificate of Occupancy for MWES has been received. There remain some last punch list items that contractors will complete by end of break.

Additional acoustical panels have been received and will be installed in the Denfeld band room. These panels are required to address some unacceptable reverberation of opposing hard wall surfaces.

Operations

In November, Operations personnel were busy performing the daily functions of the district, cleaning, and operating buildings. The District hired four new custodians to fill current openings and will be adding two more new members as there will be two more retirements in December. The new hires will be replacing the engineer at Macarthur and a custodian at Stowe. Both of these employees were long-term employees each having over 30 years of experience. Facilities Management would like to thank them for their dedicated service and we will miss them.

Health, Safety & Environmental Management

- Claims Review:
 - A claims review was held. Our liability for a significant 2010 injury was reduced where it was determined the injury was due to a condition that pre-existed that insurance coverage. This attributed to a reduction in the experience modification rate to 1.08 and a \$22,000 premium savings.
- Emergency Response Crisis Management
 - A second antenna was added to Denfeld to assist in radio contact in “dead zones” in the building.
- Workers' Compensation Activities
 - OSHA Recordables

- 1 Lost Time: Lower back – Herniated disk from driving a bus
 - Incidents Reported: 21 injuries reported.
- Safety Training
 - Hazardous communication safety training was sent out to several employee groups. The training updates employees on the new regulations. New labeling and MSDS's (now SDS's) will be required in the future. Training will be completed through the APEX online training system and includes a test at the end of the training.
- District-wide Continuous Improvement Plan:
 - The team met to review workers' compensation trends to determine where the focus should be to reduce injuries and costs.
 - Playground inspections were conducted by the team to determine gaps in the playground monitoring/monitor training process.

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.