

Facilities Management & Capital Project Status Report

March 2024

Facilities Management – Maintenance and Operations - General

- In the past month, the Facilities maintenance crews have completed 286 work orders and are currently working on 278 open work orders.
- Facilities are working on constructing the new Computer Maintenance Management System (CMMS) the operational framework is completed. Fixed and Capital Asset reidentification will happen to integrate with Skyward.
- Auction of surplus items was held on the 24th of Feb. at the Garfield building.

Capital / Construction

- Smith Bell and Clock began the repairs of the clock tower. Hands and Gearing have been removed and are in the process of being redone
- Duluth News Tribune building Schematic Design is complete. Mechanical, Electrical and Structural Engineering assessment has been started.
- Bid opening for the Homecroft parking lot renovation occurred on 3/5/2024
- Lowell Elementary building envelope project is in the process of scope development from ICS
- Lincoln Park Middle School Pool project has cleared the document phase. Horizon is in the process of applying for the permitting through Minnesota Dept. of Health
- Quotes were received and awarded for Lincoln Park Middle School pool filter replacement portion of the renovation.
- Transportation bldg expansion kick off meeting. Project Scope and timeline items discussed.

Discussion with Legal Representation

- Facilities are still in discussions with Sedgwick on behalf of Kemps for the damage to Lowell elementary's loading dock wall.

Building Operations

- Operations still have their hands full filling licensed positions. Most of the Custodian positions have been filled. Operations continue looking to fill Engineer II positions at Lowell and Myers-Wilkins, a Second shift Engineer II position at Denfeld and Lincoln Park Middle School, Second Shift Engineer I at Lakewood, Lester Park, Rockridge and the new DSC building, and Custodian I positions at East High School, Ordean East Middle, and Congdon.
- The Building Operations staff has done an outstanding job pulling off default tasks over the summer. The buildings are looking great for the start of the year. Thanks, Building Operations staff.

Health, Safety, and Environmental Management

- **Audits & Inspections**
 - Automotive hoists at Denfeld were inspected, one needs repairs before it can be returned to use, one needs to be replaced. Both hoists that did not pass were locked out of service.
 - IEA did radon testing at all school sites in Feb, two rooms were slightly over the action limit (One at Denfeld, one at Congdon). Follow up testing is being scheduled per Minnesota Department of Health guidelines.
 - First fire walk through completed at Congdon Elementary 1/15/24 - action items have been corrected, final walk through scheduled for 3/19/24.
 - Fire code corrections at East HS still under way

- **Regulatory Reporting**
 - Bureau of Labor and Statistics survey submitted for Lowell Elementary
 - Community Right-to-Know Tier II reporting submitted

- **Systems & Technology Updates**
 - New Health and Safety Management software purchased through Vector, this system will help automate processes and assist with incident trending, corrective action tracking, and creating OSHA logs. It will also facilitate job safety analysis, inspection reports. Customization of the system is in progress, anticipated to take 8 weeks.
 - New AED management system rolled out - data entry in progress, nearing completion

- **Training**
 - Aerial lift training scheduled for June 25. Staff who utilize lifts must attend.
 - Lexie completed a four day Industrial Hygiene course. Topics covered included air quality testing, ergonomics, hearing protection, physical hazard protection, toxicology, and biological hazards.

- **Chemical and Hazardous Waste Disposal**
 - Oil drums at DNT have been picked up. Other items are inventoried and ready to be picked up. Pickup date is being scheduled.

- **Document Updates**
 - Playground policy finalized, first reading at the 2/6/24, second reading 3/4/24
 - IEA is working with the district to re-write HSE procedural documents that were severely outdated including Bloodborne Pathogens Process and Emergency Operations Plan (ERCM). Goal to update procedural documents before the start of next school year.

- **Injury and Incident Statistics**
 - **February 2024 (as of 3/5/2024)**
 - **OSHA Recordable Rate (TRIR): 1.05**
 - **OSHA Recordable Injuries: 2**
 - **Days Away from Work: TBD (25+)**
 - **Days on Restricted Duty: 0**
 - **Non-recordable Injuries: 7**
 - **Near Misses/Hazards Reported: 1**
 - **2024 Year-To-Date**
 - **OSHA Recordable Rate (TRIR) (Goal ≤ 1.00): 1.56**
 - **OSHA Recordable Injuries: 4**
 - **Days Away from Work: TBD (25+)**
 - **Days on Restricted Duty: 0**
 - **Non-recordable Injuries: 22**
 - **Near Misses/Hazards Reported: 1**

The OSHA rate or TRIR (total recordable incident rate) is equivalent to the number of injuries requiring care beyond first aid per 100 full-time workers.