

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

January 2014

Facilities Management – General

In the past month the maintenance crews have completed 209 work orders, and are currently working on 669 open work orders.

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

Maintenance crews have installed acoustic panels for sound attenuation in the Denfeld band room.

Maintenance crews adjusted the computer lab tables at Congdon Park down to the 28 inch standard.

Contractors installed a Dutch door in the AD's office at EHS for security purposes.

Capital Construction:

We are working on designing the Congdon Park sloped tile roof replacement.

Operations

January was an interesting month when every time it warmed up above 0 degrees you couldn't seem to get your feet clean to enter the building. The entrance areas and into the halls got tracked up and required extra effort by staff to clean and make reasonably safe.

During the month of January, we experienced four days with no staff and students due to the extreme cold. On these dates, our building door system was put into a special mode to allow staff access from 6:15 a.m. until 2:00 p.m. if they wanted to come in to work, and many did. With clerical staff in the main office, our building engineers unlocked front doors to accommodate deliveries, mail, and had a door open just in case a student was dropped off so they would have a warm place to stay until the parents could be contacted. The Energy Management systems were put in unoccupied mode to conserve energy with a temperature setting of 62-65 degrees.

Building operations and maintenance unit employees are required to report to work on these snow and cold days. We allow some work schedule flexibility to accommodate weather extreme impacts on worker travel and family circumstances. If a full work shift is not possible, employees are approved to use vacation leave. These days have allowed staff time to perform special cleaning tasks, preventative maintenance duties and as weather permits, snow removal and sidewalk sanding.

Health, Safety & Environmental Management

- Emergency Response Crisis Management
 - Held a meeting with local law enforcement and the fire department to further our coordination efforts in case of an emergency event.
 - Flash drives were updated with aerial views and will have staging areas identified once law enforcement approves them.

- A follow up review of the Lincoln Park lockdown incident was completed to discuss recommendations for improvement, including internal communications.
- The incident at Esko involving a bomb threat was discussed with local authorities who indicated a threat assessment should be completed prior to evacuating a school.
- Coordination with 911 operators during an event will be streamlined.
- OSHA Logs were completed for last year. There were a total of 27 injuries, 244 days away from work and 147 restricted work days. This was the same number of injuries as last year with an increase in days away by 65%. One injury accounted for 140 days away.
- Workers' Compensation Activities
 - OSHA Recordables
 - 1 Recordable: Needle stick injury during cleaning.
 - Incidents Reported: 22 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.