

# **FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT**

## **January 2016**

### **Facilities Management – General**

In the past month the maintenance crews have completed 315 work orders, and are currently working on 556 open work orders.

Facilities maintenance trade crews are currently scheduled at Myers-Wilkins ES followed by Piedmont ES. After Piedmont, there is an undesignated period to work on special projects or catch up on open projects, which will be followed by Stowe ES to complete February.

P2000 Software and Firmware upgrades have been installed to allow the new wireless access control system at HOCHS to “talk” with our existing hard wired systems. Final hard wiring of communication modules is taking place soon, and I hope to have the system ready to activate by the second week of February.

Our energy consumption data is now fully entered into the State B3 software program. We have some fine tuning to do, but appears the District is performing very well in relationship to other districts. A report of results is being planned for School Board information in the coming months.

### **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.

The project for classroom security locksets and new key cylinders throughout has started and four sites are done. HOCHS key schedules are approved, hardware is ordered, and will be the last building to upgrade to our new keyway.

HOCHS new accessible main public entrance construction has started.

Meetings are ongoing related to the FabLab project and new construction.

### **Operations**

Our facilities employees have done a great job keeping snow cleared from all our sites. Building employees shovel, snow blow and apply sand and salt to keep students and staff safe as they come and go each day. We have had huge swings in temperature and we have had to respond to snow one day and then ice that forms from those really warm days.

Nettleton School was given a thorough cleaning this month as it has been sitting idle and needed a good cleaning and removal of some clutter. It now looks neat and tidy.

## **Health, Safety & Environmental Management**

- Environmental/Health/Safety
  - All but one item from the 3-year Fire Marshall inspections at Lincoln and Ordean have been completed. One sprinkler related item is being addressed by contractors and will take more time to complete.
  - OSHA logs were distributed and posted in each building as required.
  - A gas smell was investigated in the science room at Denfeld. No source or smell was found at that time, however, the investigation is ongoing.
  - A labor management safety committee meeting was held with members from each unit. The meeting introduced new members and began addressing current safety concerns. The group will meet quarterly.
  
- Emergency Response
  - Reminders are out that safety only covers AED and Adult CPR training up to \$70. If training is required beyond that, the cost may be covered by individual departments.
  
- Workers' Compensation Activities
  - Two employees off of work were addressed. One was offered modified duty, but denied it while the other returned to work in a modified position.
  - OSHA Recordables - 1 recordable incident: hit by student.
  - Incidents Reported: 17 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.