

# Facilities Management & Capital Project Status Report November 2024

## **Facilities Management – Maintenance and Operations - General**

- In the past month, the Facilities maintenance crews have completed 278 work orders and are currently working on 270 open work orders.
- Insurance claim with Kemps/Sedgwick for damages to the loading dock at Lowell Elementary has been completed and closed.
- Surveying is scheduled for district property on Pioneer Road in the next couple of weeks.
- District sidewalk rehab work has begun.
- Winter prep has begun on District equipment.

## **Capital / Construction**

- Myers Wilkins scope of work has been established and bids have been received by ICS, to begin the gym repair.
- Ricks Tree Service removed all dead trees at East High School.
- Working on Chiller replacement quotes for Myers Wilkins.
- Boiler inspections with Liberty Mutual completed.
- Waiting on Minnesota Power to inspect the power poles for possible replacement at Homecroft.

## **Discussion with Legal Representation**

No discussions

## **Building Operations**

Operations have filled two new positions, one a returning employee at East High School Ryan Zentgraf and one at Lincoln Park Middle School Jacob Miller. Welcome aboard Ryan and Jacob.

This week we received two letters of resignation for two Custodians. That brings the open positions to: (2) Second Shift Engineer2 positions at Denfeld High School and Ordean East Middle School. (1) Second Shift Engineer1 position open at Myers-Wilkins. (2) Custodian position open at Denfeld and Lowell.

## **Health, Safety, and Environmental Management**

- **Audits & Inspections**
  - Fire code corrections at East HS and Denfeld HS approved
  - Lincoln Park fire code inspections completed - report was sent, corrections due early Dec. All minor fixes.
  - Lester Park and Rockridge fire inspections complete - waiting on report
  - Congdon Park state fire inspection for HeadStart complete - report issued. Corrections underway
  
- **Regulatory Reporting**
  - Nothing needed in October
  
- **Systems & Technology Updates**
  - Nothing to report for October
  
- **Training**
  - Lexie attended MN Safety Council NE Regional Safety Day 9/24 at the DECC
  - Lexie attended MASMS conference 10/2-4
  
- **Chemical and Hazardous Waste Disposal**
  - Battery and paint pickup from DSC - TBD
  - Hand sanitizer pickup from Laura MacArthur TBD
  - Paint pickup from Denfeld TBD
  
- **Document Updates**
  - Goal to complete a thorough review of all HSE procedure documents and policies in FY25.
    - Progress: 5/46