

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

## **March 2012**

### **Facilities Management – General**

Union negotiations with the Fireman and Oilers Unit are ongoing and will be meeting again later this month.

### **Capital Construction:**

Currently, LRFP site work is ongoing at Grant, WMS, Denfeld, East HS, and East MS.

The District will shortly receive a PowerGrant rebate check from MN Power in the amount of \$17,236.56 related to energy conservation work accomplished at the new Ordean East Middle School. This rebate check is in addition to the previous \$108,771.17 that we have already received this fiscal year for similar conservation efforts at Denfeld, Piedmont, Lester Park, and MacArthur.

A full tour was conducted this week with City Code officials at the future Ordean East MS to ensure we are on track for our planned May / June occupancy inspection. The Code officials were satisfied and impressed with progress.

Brick samples have been selected for Myers-Wilkens (Grant) Elementary School.

Testing / Balancing / and Commissioning of our new HVAC systems in our new sites is occurring and almost completed, and contractors are very close to completing the repairs as identified.

The build-out of the Memorial Community Center at the new MacArthur is close to complete. We are currently waiting for some mechanical components to be fully installed and testing and balancing will occur next week.

The District, JCI, and the City of Duluth are meeting as needed to resolve any issues and ensure smooth transition from construction to occupancy at our new sites.

JCI, District, and CM's continue to meet at Facilities on a weekly basis to review all ongoing issues, as well as weekly at all site construction meetings.

### **Maintenance:**

During the month of February, we focused on the upcoming moves for the middle schools. We are in the process of determining the amount of district-provided items needed i.e. pencil sharpeners, flag holders, and restroom paper dispensers. Trades are still focusing on requests related to opening up five new sites. Facilities staff members are still working with contractors to get the energy management systems up and running.

Specific to the month of February **208** work orders were successfully responded to and closed.

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

- Emergency Response Crisis Management (ERCM) activities included:
  - Continual work on advancing and improving our ERCM program district-wide.
  - A teacher on special assignment continues working to help ensure ERCM district-wide uniformity. Topics include: radio usage, site plans, personnel identification, classroom guides, district-level response actions and lockdown implementation.
  - The ERCM Advisory Committee met to discuss issues related to emergency response policy and procedures with district wide application.
- Workers' Compensation activities included:
  - Filing of 8 new employee accident reports during the month of February. The districts OSHA log was updated to include an "OSHA recordable" due to the diagnosis of tendonitis of the right wrist.
  - Ongoing management of several open Workers' Compensation cases.
- Ongoing involvement with various issues related to the construction currently underway across the district.
- An Ergonomic assessment of an employee's computer work station was completed. Adjustments were made and the employee reports the situation has improved.
- Removal of waste classified as "hazardous" was attained from the Transportation Department. The waste was brought to the "Clean Shop" at WLSSD for disposal and/or recycling.
- The annual light bulb, ballast and battery recycling was completed. All spent fluorescent bulbs and PCB containing light ballasts have been collected from the buildings district wide.

### **Risk Management**

There have been no significant claims or changes in status relating to insurance policies for general liability, property, auto, and school leader's legal liability.