

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

September 2015

Facilities Management – General

In the past month the maintenance crews have completed 189 work orders, and are currently working on 542 open work orders.

Facilities maintenance trade crews are currently performing scheduled maintenance at Denfeld from September 21 through October 15, 2015, after which they will begin working at East High School.

We will be interviewing shortly for a new School Equipment Maintenance Mechanic, to replace Jeff Graves who recently retired.

The District will receive a \$704 rebate for a LED lighting replacement project for two rooms at Lester Park.

P2000 Software and Firmware upgrades are being installed to allow the new wireless access control system at HOCHS to “talk” with our existing hard wired systems.

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 LRFPS fund balance. Projects related to this have begun or are complete at Denfeld, EHS, Homecroft, Lakewood, Lester Park, HOCHS, OEMS Lowell, Laura MacArthur, MWES, and Stowe

Projects not complete when school started will have coordination plans in place to allow work to continue with school in session and not impact teaching and learning. Examples of these are the new locksets and key cylinders that will be replaced at Stowe, Lakewood, Lowell, Homecroft, and HOCHS. These projects should start within several weeks.

Repairs have been made to the subsurface materials and the sidewalk damage corrected at the playground door at Piedmont.

HOCHS new main entrance design is 90% complete.

MacArthur elevator shaft modification and car installation project will begin shortly.

MWE received a cafeteria sound system.

Concrete was installed at Denfeld's front entrance to allow installation of tables and bike racks.

Homecroft is receiving a gym sound system at this time.

The blinds for OEMS pool windows have been installed and are almost operational.

The District is participating in the construction meetings for the new Gary New Duluth Rec Center field next to Stowe School.

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

Operations

The school year began with all buildings clean and ready for use and there have been many fall athletics and other activities at the stadiums and schools. Building and utility staff have done a great job keeping the facilities clean, safe and accessible. As the weather is already changing, we are preparing the facilities and vacant buildings for the coming heating season.

There are many open positions at the schools, which we began to address by interviewing and filling the two open Engineer 4 positions at Denfeld and East HS. Steve Lundberg was selected for Denfeld HS and Tom Esse for East HS. We have the Engineer 3 position at Lincoln MS currently posted (closes 10/2/15) and will interview and fill this position next. The plan is to post and fill the three open Engineer 2 positions in the coming weeks. There are also two open Custodian 2 positions posted (closing 9/28/15) and will be filled shortly.

We had two recent retirements: Gary Snow, Fireperson at MacArthur retired 8/31/15 and James Cheslak, Engineer 2 at Lowell, will retire 9/30/15.

Health, Safety & Environmental Management

- Environmental/Health/Safety
 - Chemicals left over from Morgan Park and Central High School were brought in for recycling There was a pickup load of old chemicals (\$1,331.10).
 - First Aid kits in all schools were inventoried and restocked for the new school year.
 - Fab Lab equipment at Denfeld was reviewed prior to training. Installation wasn't completed; however, the equipment was placed in good locations for use. It is recommended that fire extinguishers be added to the room.
 - A new first aid kit was installed in the Fab Lab.
 - Additional goggles kits were installed at East and Ordean East.
- Emergency Response
 - Introduction meetings were held with new principals to go over the Emergency Management Plan. The meeting was to introduce Dave Halver and Jason Barsness to discuss roles, make sure they have the ERCM plan, understand the site plan and update, discuss radios, and answer any other questions they had.
 - Met with or communicated with all the schools to ensure they are updating their site plans and ensuring they have access online to do so.
 - A meeting was held with Kathy Hughes to discuss emergency response kit items, fire drills, etc related to the nursing staff. It was determined that during fire drills, at a minimum, the red back for the ERCM kit should be taken out in practice. It is still recommended that schools make one hard copy of student contacts to be placed in the e-kit in the fall of each year.
- Workers' Compensation Activities
 - OSHA Recordables 0 recordable incidents.
 - Incidents Reported: 10 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.