

Facilities Management & Capital Project Status Report

October 2019

Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 435 work orders, and are currently working on 311 open work orders.
- Facilities maintenance trade crews are currently scheduled at Laura MacArthur Elementary School.
- Stowe Nature Playscape will be partially installed by volunteers this fall.
- Discussions are occurring with the City of Duluth to update our Joint Power Use and lease Agreements.

Capital Construction:

- The LTFM 10 Year Plan PSS Track Replacement project is completed. The track is ready and safe for use next spring. I am currently working with the contractor and design professionals to determine appropriate solutions for some minor deviations in slope of the track to allow proper drainage.
- Federal COPS grant work for 12 sites is proceeding. I anticipate work to be complete by early New Year.
- Work has begun through KA and Sourcewell for the LTFM HOCHS Fire Alarm System replacement project. This system is antiquated and we have a citation to replace from the fire marshal.
- Work is completed at the two MDE Safe Schools grant projects – Denfeld and Rockridge. New security features will be implemented at the same time as the 12 other sites funded by the Federal grant.
- Work is being done to bid the FY-21 LTFM 10 Year Plan Rockridge Roof Replacement Project.
- Work is being done to bid the FY-21 LTFM 10 Year Plan Congdon Park Tuck Pointing Project.
- A meeting will occur Nov 7th with LHB to determine potential causes and action plan to resolve the mortar failure on the HOCHS 2nd street retaining wall that was re-constructed in 2015-2016.

Building Operations

- Operations have filled the open fireperson II position at Ordean East Middle School with an internal applicant. As a result, a not assigned floater custodian position is open for transfer. In addition, operations have a custodian position open at Piedmont Elementary and East High School. These postings will be closed very soon and will be filled as soon as possible.
- Recently a custodian position was filled at Denfeld with an external applicant along with an internal applicant filling a maintenance custodian position at Congdon.

Health, Safety & Environmental Management

Environmental/Health/Safety

- Lakewood water tests for lead and copper were below the action level. Results were posted as required.

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- Congdon Park fire inspections were completed. Minor discrepancies were corrected.

Workers' Compensation Activities - September

- 33 First report of incidents
- 8 OSHA recordable incidents

2019 YTD Incidents

- 233 First report of incidents received
- 27 OSHA recordable incidents
- 123 Days away from work
- 329 Days of restricted work

Emergency Response

- Continued working on radio systems to improve signals in the buildings; Ordean completed, Lincoln in progress.

Emergency Response - Power Outages:

- Multiple power outages occurred when a storm went through the city. In the event of a power outage the facilities department follows a Power Outage Plan. This plan includes a list of duties for facilities personnel and a list of contacts to assist in keeping the schools safe during an outage. Generators supply temporary, reduced power to the buildings during an outage. They supply power to emergency lighting, main bathroom fixtures, select front office outlets, smoke dampers, fire alarms, elevator lights, IT rooms, and generator louvers.

Emergency Response Crisis Management:

- In the event of an emergency everyone is encouraged to follow the guidelines set forth in the Emergency Response Crisis Management (ERCM) manual. The District divides crisis response into three areas:
- ERCM Manual – Building leaders and administrators have access to the manual which is designed to maximize the safety and welfare of all students, staff, and visitors by promoting emergency preparedness district-wide. The in-depth four-part manual (Prevention, Preparedness, Response, and Recovery) outlines information including role definitions during a crisis, planning for a crisis including drills, response guidelines for multiple emergencies, and steps to assist in the recovery stage after a crisis.
- Site Plan – The site-specific plan is to help School Incident Commanders and staff to respond effectively in the event of an emergency. The plan includes information such as communication devices, emergency team contact information, staff with first aid training, assembly areas, evacuation locations, staging areas for individuals with disabilities, and other preparation checks to be completed annually.
- Classroom Guide – The classroom guide is used to assist staff members during a crisis. It includes response actions for a variety of situations (active threats, lockdowns, evacuations, etc.), emergency contact information, and evacuation locations.