

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

December 2017

Facilities Management – Maintenance and Operations – General:

- In the past month the Facilities maintenance crews have completed 186 work orders, and are currently working on 593 open work orders.
- Facilities maintenance trade crews are currently scheduled at Denfeld.
- The District has received a CIP rebate in the amount of \$744.15, from MN Power for installing improved lighting and VFD on air handling units at various sites district wide.
- Access control schedules at elementary sites were modified due to the Preschool program ending later in the day than the regular end of day at 2:15 PM.
- Negotiations for a new contract period with the Fireman and Oilers have begun.
- Negotiations with the City of Duluth for the sale of a small buffer zone and wetland in Hartley that we own are now in progress. This process will also include the needed zoning changes to allow us to market the balance of the property.

Capital Construction:

- The Rockridge Academy received the “Certificate of Completion” on Thursday January 4, 2018, and “The Hills” officially started the first day of school at the Rockridge Academy on January 5, 2018. Punch list items and other tasks will continue to be worked on, with site work to begin once spring allows.
- We have entered into agreement with RW Fern and Associates for Phase 2 of the stairwell restoration project at Denfeld to be completed this summer FY 19.
- Bid documents for the Lakewood roof replacement for this coming summer FY 19 will be going out shortly.
- A revised LTFM document will be forthcoming in February or March.

Building Operations

- Operations and trades staff are working hard together to prepare Rockridge Academy for students the first week of the new year.

Health, Safety & Environmental Management:

Environmental/Health/Safety

- Fire sprinkler inspections were completed for the last building this month. The deficiency reports were reviewed and work was approved for Brother's Fire to correct the deficiencies that required attention. The work began over the holiday break and will continue this month.
- Continue to conduct ergonomic reviews with one preventative recommendation for a sit stand desk this month.
- 1 pallet of microwaves and mini refrigerators were recycled along with 3 pallets of computer equipment that was replaced this fall. The Rockridge project is expected to have several more pallets of electronics to recycle this month.
- Playground inspections: During inspections it was noted that several playgrounds were ice covered and dangerous due to abnormally wet ground conditions and weather. Ice Melt was applied to try and alleviate the condition, but cold weather prevented the ice from melting away. Playgrounds reopened after they became snow covered once again and continued to be monitored.
- A review of the kiln area at Stowe was completed to determine whether or not there was sufficient room for a larger kiln based on area, fire code, and insurance recommendations.

Emergency Response

- Rockridge emergency kit was put together and will be delivered the first week of school.
- Evacuation plans were completed for Rockridge

Workers' Compensation Activities

- Conducted an audit of workers compensation injuries to ensure the OSHA log was correct for end of year reporting.
- Conducted meetings with HR, principals, and an employee to return one employee to work on a stepped schedule based on doctors recommendations.
- OSHA Recordables for the month: 3 – Back pain while driving a bus, right foot broken when stepping off bus, torn left ACL while coaching.
- First report of injuries: 19