

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

April 2011

Facilities Management – General

Jamar Company is under contract to complete repairs to the HOCHS roof. Approximately 130 concrete tiles blew off over the last two windstorms.

Capital Construction:

Currently, LRFP site work is ongoing at Grant, WMS, Denfeld, East HS, Piedmont, East MS, Lester Park, and Laura MacArthur.

Above ceiling inspections have recently occurred at MacArthur and Lester Park prior to ceiling tiles going in.

Training has been conducted for District personnel on proper operation of the new pool at East MS.

The District, JCI, and the City of Duluth are meeting weekly 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 March, Facilities Management Operations crews worked @ Denfeld cleaning up areas like the auditorium and other spaces where there was no scheduled construction. Our Carpentry shop has been working with contractors and District staff to coordinate the installation of the new keying system for the five sites coming on line this summer. Facilities staff are developing the cleaning standards and frequencies for all buildings so that per building custodial staff assignments will allow for a fair and uniform cleaning capacity. These adjustments will be implemented in July following a budgetary caused reduction in the number of custodial staff. Annual contracted services (like lawn mowing and snow removal) are being amended to adjust for changes to existing sites and new school sites.

Currently the District has **262** open work requests district-wide. Specific to the month of March, we received **219** new work requests and **213** were successfully responded to and closed.

The comparison table for utilities previously included in this report related to energy consumption is not included at this time since it does not provide relevant year-to-year comparisons during the construction process. These reports will resume once new baselines are established at each site.

Health, Safety & Environmental Management

- Emergency Response Crisis Management (ERCM) activities included:
 - A teacher on special assignment, funded by Health and Safety – Alternative Facilities Revenue is working with principals to help ensure ERCM plan uniformity

throughout the district and working to resolve unique building/school ERCM needs and situations.

- Last month, the ERCM Advisory Committee considered strategies for the ERCM manual and classroom guide revision, response procedures review, question and comment, and visitor and employee display of identification issues.
- Workers' Compensation activities included:
 - Filing of 27 new employee accident reports during the month of March. One report, based on federal requirements, was classified as an OSHA recordable.
 - Ongoing management of several open Workers' Compensation cases.
- Ongoing involvement with various issues related to the construction currently underway across the district.
- Annual inspections/certification of overhead hoists and cranes was completed this month.
- An ergonomic assessment was conducted for a district employee at our Merritt Creek Academy location
- An indoor air quality investigation was started at Congdon Elementary to determine if there was any related concern due to a roof leak. Sampling was conducted for both mold and asbestos and it was concluded that there were no elevated levels of mold in the area, and no asbestos in any of the materials sampled.

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. In March, a minor claim was made requesting the District pay for damage caused to a motor vehicle that was driven into the gate closing the Blackman Avenue entrance at Central H.S. The District's insurance company has investigated and has denied any district liability in the matter. The denial has been communicated to the claimant and owner of the motor vehicle.