

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

February 2016

Facilities Management – General

In the past month the maintenance crews have completed 283 work orders, and are currently working on 556 open work orders.

Facilities maintenance trade crews are currently scheduled at Stowe, which will be followed by HOCHS and Denfeld HS.

The HOCHS Access Control system is now installed on all perimeter doors, but not yet on the new 3rd Street visitor entrance to HOCHS. Once fully installed on all doors, District administration will provide direction for implementation of this system.

Facilities Management is working with MNPowr to have East HS Energy Star certified. MNPowr is funding this process. Energy Star information can be found at the following link: <https://www.energystar.gov/about>

Re-commissioning has started at four (4) sites. Lakewood and Stowe will be performed by FJJ; Homecroft and Lowell will be performed by ICS Consulting.

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 LRF fund balance.

The project for Classroom Security Locksets and new key cylinders throughout is complete, except for HOCHS. This will occur in late March.

Installation of the East HS visitor management doors will be starting in April.

Installation of the new elevator at MacArthur will begin in late March.

HOCHS new main entrance construction has started. Demo is occurring and we have about an eight (8) week construction period.

The Denfeld HS built up roof replacement project has been completed.

East HS Concessions Team Room is coming along well and finishes are on track to be installed in March.

The three compartment culinary sink at East HS has been installed and the project is complete.

OEMS Auditorium Sound and Lighting Renovation project is scheduled to be complete by mid-March. Training on the lighting system has been conducted.

Our T and M contractor, Donald Holm Construction, has been authorized to prepare for a June start of the Lowell office remodel project.

Bid documents have been let for the Denfeld CTE construction, MWE tuck-pointing and windows, and the HOCHS elevator renovation project.

Bid documents are prepared and will be let shortly for the new HOCHS 3rd Street visitor parking lot.

Facilities Management – Operations - General

Cleaning effort district-wide occurred over the February spring break.

Terrazzo polishing was accomplished in the front entry at MWE.

Health, Safety & Environmental Management

- Environmental/Health/Safety
 - The Fire Marshall re-inspection of Ordean East and Lincoln Park was completed with all items of correction completed as required.
 - A meeting was held with Nick Schneider from Riverport (our insurer) to align DPS with Riverport in regards to common gaps in safety. A punch list of items was created to review and make sure DPS is operating as safely as possible.
 - An odor at Congdon Park was investigated. An external odor, potentially from the neighbor burning garbage, was believed to have entered the intake of the HVAC units. Air quality was fine, but it took some time for the smell to dissipate.
 - The semiannual forklift inspections were completed as required.

- Emergency Response
 - Held a meeting with SpecEd to discuss what is expected during an evacuation and during an evacuation drill for students. Further discussion is needed to determine the proper use of rescue rooms vs. evacuation (and how to evacuate i.e. stair chairs).
 - Responded to a water outage at Lakewood School. The water outage plan was activated; however, power was back on prior to needing action beyond bringing in pizza for lunch.

- Workers' Compensation Activities
 - The BLS reports for submitting the OSHA log information were completed as required.
 - A claims review was held and shows an expected modification factor on an upward trend. This is in part due to a lower claim year coming off of the calculation and a higher claim year added in.
 - OSHA Recordables- 2 recordable incidents: Both Spec Ed student related
 - Incidents Reported: 22 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.