

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

May 2013

Facilities Management – General

In the past month the maintenance crews have completed 273 work orders, and are currently working on 579 open work orders.

Maintenance crews are on scheduled maintenance and focusing on EHS at this time.

Storeroom / Utility functions are being evaluated.

Our roofing T and M contractor will begin roof repairs to STC main shortly. The roof membrane was damaged during recent high winds.

Capital Construction:

Currently, LRFP site work is ongoing at Congdon Park and Myers-Wilkins.

OEMS pool tile issues have been discussed and resolved.

The contractor is working to finish LPMS sidewalk drainage features.

Various training sessions at our new sites on a variety of systems are occurring regularly.

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.

Operations

During the month of May, Operations crews were working on grounds clean-up and end of the year activities. We had a crew cleaning old wax from the baseboards at Congdon Park School to make the old woodwork match the new. John Hoban continues to work with various personnel prepping for the first move from the Woodland site to Congdon Park. The move is currently scheduled to take place starting June 12th and be complete by June 24th, The original move date was pushed back to give staff more time for packing.

Health and Safety

- Emergency Response Crisis Management (ERCM) activities included:
 - Meeting with local law enforcement and fire departments to align our emergency planning with their procedures in the event of a catastrophic event.
 - Beginning discussions with IT regarding Google Docs and file sharing for local authorities/emergency response coordinators to have access to updated building plans and contact lists.
- Workers' Compensation activities included:
 - May: 20 Report of Incidents resulting in 3 OSHA recordable incidents with days away (strains).
 - Continuing to focus on return to work programs for the employees on restricted duty.

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.