

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

March 2013

Facilities Management – General

In the past month, the maintenance crews have completed 285 work orders and are currently working on 523 open work orders.

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

Storeroom / Utility functions are being evaluated.

Construction is almost complete to create modifications in the main office at ALC for a GED testing booth.

Construction of the OEMS baseball press box is almost complete and being accomplished by Tony Leone and his students from EHS.

Our Utility crew has been working to clear snow from our tracks and turf fields. We have accomplished a good amount of snow removal, but the weather is not cooperating.

Capital Construction:

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

Various training sessions at our new sites on a variety of systems is 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 March: The Auction of surplus items took place on March 9th at Central HS with the food service equipment being auctioned off on March 12, 2013. Currently, the extra items that did not sell will be placed in the next auction.

We are in the process of cleaning Central HS to prepare it for sale. The building crews have been working to remove all the snow that fell in the month of March. With the strong sun and warm daytime temperatures, we have been battling ice on walkways. This is also the time of year we are focusing on ground and litter pick up that was covered by the snow.

Health and Safety

- Emergency Response Crisis Management (ERCM) activities include:
 - Attended a drill at Laura MacArthur and found a non-working door latch, which was fixed the next day. It is suggested to all the schools to include safety/facilities in the drill to assist in door checks and any other discrepancies.
 - "Main Entrance" locations were added to the emergency response maps that are given to local authorities.
- Workers' Compensation activities include:
 - March: 40 Report of Incidents resulting in 3 OSHA recordable incidents (repetitive motion-shoulder, slip on ice-broken ankle, trip in office-broken

ankle). Total OSHA recordable incidents for Q1 are 11. This is an increase from last year (9), however we continue to manage the days away from work - Q1 2013-19 days, Q1-2012-16 days

- Other Items:
 - Two employees attended the playground safety inspector certification course to satisfy the requirement for safety and health.
 - Two radio repeaters were ordered for East and Denfeld for the radios to communicate throughout the buildings.

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.