

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT AUGUST 2017

Facilities Management – Maintenance and Operations - General

- In the past month, Facilities maintenance crews have completed 86 work orders, and are currently working on 761 open work orders.
- Facilities maintenance trade crews are currently scheduled at District Wide.
- Efforts will be taken to start updating Facilities Management trades and operations position descriptions. Most current position descriptions that we are using are from 1990.

Capital Construction:

- Refinement of the project scope at Rockridge is occurring in conjunction with ARI and Kraus-Anderson, the GC for the project. The required amendment or modification of the Regulating Plan as related to current Rockridge site zoning classification will be heard at the Planning Commission August 8th, and City Counsel August 28th and September 11th. Once that process is complete and if successful, we will have all documents needed to proceed.
- A “Regulating Plan” is being developed for Rockridge with the City of Duluth, to allow us to perform needed construction compliant with the Zoned R-P Concept Plan.
- HOCHS parking lot is complete.
- The Playground Rubber Mulch Replacement project is underway, with a completion date of October 15th.
- The Stowe playground reconstruction project will be completed the second week of September.

Building Operations

- Operations staff has been on track deep cleaning our schools in preparation for the start of the school year. Our gym floor refinishing crew has remained on schedule throughout the district.
- Fireperson II position at Denfeld High School has been filled by an internal candidate. This has opened up a maintenance custodian position at Piedmont Elementary. Due to a resignation, a maintenance custodian position has opened up at Stowe Elementary as well. Also, a custodial position has opened up at Lincoln Park Middle School. An

anticipated retirement in September will open up another custodial position. Operations will have their hands full filling these positions during the start of the school year.

- Local police departments and sheriff's office continue to utilize some of our vacant sites for live trainings and demos.

Health, Safety & Environmental Management

Environmental/Health/Safety

- The safety department presented to facilities, transportation, and food services for the professional development day. Employees were trained in workers compensation and the importance of reporting injuries, risks and how to recognize them, hazardous communications and training locations, and lifting techniques.
- Confined space areas were catalogued and will be reviewed for proper designation per OSHA requirements.
- Basketball hoop inspections resulted in a few repairs needed. Repairs have been scheduled for the beginning of September.
- Kitchen hood inspections were completed. The fire marshal was out to review some of the corrective measures. She noticed that the inspectors did not apply the regulations appropriately resulting in some of the corrections not needing to be made at Lowell.
- Sprinkler inspections were completed. Once the reports are reviewed the recommended corrections will be completed.
- The door used as a second exit between the science classrooms at East was completed per fire marshal orders.

Emergency Response

- ERCM classroom guides were distributed prior to school starting.
- Site plans were moved to Google and are now available to be updated online by the principal and their admins.

Workers' Compensation Activities

- OSHA recordable injuries for the month: 1 – Teacher fell off of countertop reaching for a book and fractured their heel.
- First report of injuries: 4