

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT MARCH 2018

Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 312 work orders, and are currently working on 559 open work orders.
- Facilities maintenance trade crews are currently scheduled at East High School.
- A thorough cleaning along with some damaged plaster repair will occur starting July 30th in the LPMS pool.
- The District is currently working to finalize an agreement with Greg Follmer to represent us in our commercial property sales.
- A draft is being reviewed by District Leadership regarding energy conservation in District buildings.
- A draft is being reviewed by District Leadership regarding the use of personal appliances in the classroom.
- Timelines are being discussed and plans made to move staff from the Barnes area of Lowell to allow for further expansion of Immersion programs.
- Building mechanical information was provided to staff that are scheduling summer school, giving them information of what rooms and in what areas of each site to use for summer programs to allow us to minimize our energy consumption and do our best to conserve energy.
- The District is working with the City of Duluth with regard to the sale of 23 acres of Hartley property.
- Much time was spent determining budget reduction options, impacts, and LTFM funding shift criteria.

Capital Construction:

- A construction update for the Lakewood roof project which will start in May was emailed to School Board members on March 30th.
- The OEMS gym floor and gym curtain renovation and replacement project will occur July 23rd to August 24th. The construction will be completed by Anderson Ladd, Inc. and procured from the NJPA contract. The total cost will be roughly \$80,000.00. This budget amount will be updated in the annual LTFMR plan brought forth in this Mays School Board meeting.

Building Operations

- Currently, Operations have two maintenance custodian positions that have closed and are pending interviews. In addition three custodial positions will be opened and filled.
- Our new fireperson II's successfully completed their Certified Pool Operators class. They are now assisting their building engineers in maintaining safe and sanitary pools.
- A critical time for operations crews are during school breaks with no students or staff. Our Operations crews clean our schools with a strict schedule and tight staffing on a nightly basis. This does not change during our time without any students and staff. While spring break is upon us, we use this time to tackle demanding and technical cleaning tasks. We capitalize on the extra time to thoroughly clean all areas of the building. Although we may not be able to complete significant maintenance or cleaning projects until summer time, we can still bring our site back up to a standard we are proud of.

Health, Safety & Environmental Management

Environmental/Health/Safety

- Hoist inspections were completed district wide. Repairs were made to the safety devices on the auto lift at Denfeld.
- RPZ (backflow preventer) inspections were completed as required. The list of RPZ's was updated to match what we have in service along with notations.
- Tire swing parts and swing parts were ordered to repair worn equipment on three elementary playgrounds that was found during the last inspection.
- Asbestos samples were taken from assumed material in two locations at HOCHS to determine if the material is asbestos containing material or not. The first samples from the ceiling tiles in the board room came back negative for asbestos related material.
- Attended Congdon Park's safe route to schools meeting.
- PPE- Gloves were ordered for Denfeld science classes.
- The four gas monitors for confined space entry were repaired and updated for use. One unit had a faulty sensor. The sensors typically have a 2 year lifespan.
- Choking prevention posters were ordered and installed per food service requirements.
- Playground checks were done during melt/thaw conditions to monitor the risk on playgrounds and certain equipment. Although we have some hard packed areas, it wasn't enough to keep kids off of the equipment.
- An odor in the gym office at Congdon is being investigated. There is an unpleasant, but non-hazardous, smell coming from the gym office area.

Emergency Response

- Radios – Between Rockridge and several other schools we were able to replace broken radios with new ones for a lower price due to consolidated ordering of over 12 radios.
- Rockridge is scheduled to install the radio base station next month.
- E-kit replacement/expired items were shipped and installed in the E-kits district wide.

Workers' Compensation Activities

- OSHA Recordables for the month: 6
- First report of injuries: 26
- 6 recordables. 5 of which resulted in days away from work. 2 concussions.
 - Student bite to right index finger
 - Slipped on ice dislocating/fracture shoulder
 - Slipped in parking lot, hit head on ice
 - Hit by student, pain in right arm
 - Slipped in hallway, head and neck pain
 - Turned while moving dishes, knee pain
 - Slipped on floor, toe, back, hand bruising