

Facilities Management & Capital Project Status Report May 2024

Facilities Management – Maintenance and Operations - General

- In the past month, the Facilities maintenance crews have completed 289 work orders and are currently working on 235 open work orders.
- The facility's CMMS system has begun building the CAD layouts for processes, work orders and asset mapping. Drawings should be completed by October 2024, Have begun entering capital assets into the framework. High schools will be the first building assets entered and completed.

Capital / Construction

- Smith Bell and Clock installed the new hands and gearing for the Denfeld clock on April 11th. Final clock GPS and gearing installation will be completed on May 14th.
- Duluth News Tribune building remediation should be completed by May 10th.
- PSS Stadium Water Main Break was repaired and is back in service.
- Lowell Elementary construction ready to go out for public bid.
- Materials have begun to arrive for the Pool renovation at Lincoln Park. Pool shut down scheduled for May 17th
- Transportation building expansion. Project Scope and timeline discussions with Design Tree. Going to the City for approval.

Discussion with Legal Representation

- Discussions with Kemps Insurance representatives at Sedgewick are in final discussions. All updated quotes have been submitted. The only issue is if there is any interior wall damage and how that will be handled if it is discovered once the wall has been opened up.
- Garfield building sale closed on April 18th.

Building Operations

- Let's please give a big thank you to the Operations staff as we come off the National Cleaning week. The last week in March is the National Cleaning week. This year it was over March 24-30 and with a big snowstorm closing down the district Monday and Tuesday. The Operations staff was still cleaning, just a little different cleaning this time it was outside the building. ISD709 has a very dedicated Operations Staff providing building cleanliness and safety for all staff and students. So please let your custodial staff, janitors, Engineers, maintenance workers, and all those who dedicate themselves to maintaining the cleanliness and order of our schools know how much they are appreciated. Let them know that their hard work does not go unnoticed, and the impact is felt every single day. They are the ones who ensure classrooms are ready and spotless for the next day, Sidewalks/Hallways are safe from slip and falls, and that the facilities are in top-notch condition for learning. Their dedication and attention to detail create an environment where students can thrive, and teachers can focus on educating.

- We are still working on filling licensed positions. Most of the Custodian positions have been filled. Operations has continued looking to fill Engineer II positions at Lowell and Myers-Wilkins, Second Shift Engineer II position at Lincoln Park and Ordean Middle School, Second Shift Engineer I at Lakewood, Laura MacArthur, and Lester Park, and Custodian I positions at East High School and Denfeld.

Health, Safety, and Environmental Management

• Audits & Inspections

- One automotive hoist at Denfeld HS needs to be replaced, replacement has been ordered and installation has been scheduled. One auto hoist needed repairs, the repairs were completed. Both hoists that did not pass were locked out of service.
- IEA did radon testing at all school sites in Feb, two rooms were slightly over the action limit (One at Denfeld, one at Congdon). Follow up testing was conducted per Minnesota Department of Health guidelines. Technical difficulties with equipment, IEA is trying to recover data, but may need to retest one room.
- Fire code corrections at East HS still under way

• Regulatory Reporting

- Nothing needed in April

• Systems & Technology Updates

- New Health and Safety Management software purchased through Vector, this system will help automate processes and assist with incident trending, corrective action tracking, and creating OSHA logs. It will also facilitate job safety analysis, inspection reports. Customization of the system is in progress, final system setup meeting May 9th, then system just needs final touches. Will be ready for rollout in '24-'25 school year.
- New AED management system rolled out - Crystal Olker assisting in assigning inspector roles to school nurses

• Training

- Aerial lift training scheduled for June 25. Staff who utilize lifts must attend.
- Basic Life Support & First Aid renewal training for nursing staff scheduled for August 27th.
- Lexie completed OSHA 30 hour. Topics covered included how to prepare for an OSHA audit, machine guarding, Lock-out tag-out, industrial hygiene, fall protection, and many others.
- Lexie passed the Certified Playground Safety Inspector exam. She is just waiting to receive the certification card via email (estimated to take 4-7 weeks to arrive).

• Chemical and Hazardous Waste Disposal

- Other old chemicals at DNT are inventoried and ready to be picked up. Pickup date is pending, waiting for the cleanup project to be finished up.
- Bulb and battery pickup google form was sent out to building engineers to get inventory for June or July disposal.

- **Document Updates**

- IEA is working with the district to re-write HSE procedural documents that were severely outdated. Goal to update procedural documents before the start of next school year.
 - Bloodborne pathogens - complete, pending rollout
 - AED program - complete, pending rollout
 - Bleacher safety program - in progress
 - Emergency Response Crisis Management Plan - EOC team meeting 4/10, 5/3, 5/17, 5/28. On track to roll out at beginning of the school year.

- **Injury and Incident Statistics**

- **April 2024 (as of 5/6/2024)**
 - **OSHA Recordable Rate (TRIR): 0.00**
 - **OSHA Recordable Injuries: 0**
 - **Days Away from Work: 0**
 - **Days on Restricted Duty: 0**
 - **Non-recordable Injuries: 10**
 - **Near Misses/Hazards Reported: 0**
- **2024 Year-To-Date**
 - **OSHA Recordable Rate (TRIR) (Goal ≤ 1.00): 1.36**
 - **OSHA Recordable Injuries: 6**
 - **Days Away from Work: 59**
 - **Days on Restricted Duty: 28**
 - **Non-recordable Injuries: 46**
 - **Near Misses/Hazards Reported: 12**

The OSHA rate or TRIR (total recordable incident rate) is equivalent to the number of injuries requiring care beyond first aid per 100 full-time workers.