

Facilities Management & Capital Project Status Report

April 2024

Facilities Management – Maintenance and Operations - General

- In the past month, the Facilities maintenance crews have completed 263 work orders and are currently working on 242 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.

Capital / Construction

- Smith Bell and Clock will install the new hands and gearing for the Denfeld clock on April 11th
- Duluth News Tribune building Schematic Design is complete. Current work on Mechanical and Electrical engineering is on hold, new project timeline and phasing is being looked at to reflect realistic project completion.
- Bid award has gone out to Kaminski Construction for the Homecroft parking lot rebuild
- Lowell Elementary building envelope project is still in the Scope development and timeline phase.
- Materials have begun to arrive for the Pool renovation at Lincoln Park.
- Transportation building expansion. Project Scope and timeline discussions with Design Tree.

Discussion with Legal Representation

- Discussions with Kemps Insurance representatives at Sedgewick are slow but, but Facilities has gotten them to accept responsibility for the damage and are now figuring out final details on payment and getting the repairs done. Getting new quotes from St. Germain's and Stretar Masonry.
- No date has been set for the closing of the Garfield building but it should be in the early part of April. Waiting for the buyer to purchase insurance for the building.

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**
 - Automotive hoists at Denfeld were inspected, one needs repairs before it can be returned to use, one needs to be replaced. 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 is being scheduled per Minnesota Department of Health guidelines.
 - First fire walk through completed at Congdon Elementary 1/15/24 - action items have been corrected, final walk through scheduled for 3/19/24.
 - Fire code corrections at East HS still under way
- **Regulatory Reporting**
 - Bureau of Labor and Statistics survey submitted for Lowell Elementary
 - Community Right-to-Know Tier II reporting submitted
- **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, anticipated to take 8 weeks.
 - New AED management system rolled out - data entry in progress, nearing completion
- **Training**
 - Aerial lift training scheduled for June 25. Staff who utilize lifts must attend.
 - Lexie completed a four day Industrial Hygiene course. Topics covered included air quality testing, ergonomics, hearing protection, physical hazard protection, toxicology, and biological hazards.
- **Chemical and Hazardous Waste Disposal**
 - Oil drums at DNT have been picked up. Other items are inventoried and ready to be picked up. Pickup date is being scheduled.
- **Document Updates**
 - Playground policy finalized, first reading at the 2/6/24, second reading 3/4/24
 - IEA is working with the district to re-write HSE procedural documents that were severely outdated including Bloodborne Pathogens Process and Emergency Operations Plan (ERCM). Goal to update procedural documents before the start of next school year.

- **Injury and Incident Statistics**
 - **February 2024 (as of 3/5/2024)**
 - **OSHA Recordable Rate (TRIR): 1.05**
 - **OSHA Recordable Injuries: 2**
 - **Days Away from Work: TBD (25+)**
 - **Days on Restricted Duty: 0**
 - **Non-recordable Injuries: 7**
 - **Near Misses/Hazards Reported: 1**
 - **2024 Year-To-Date**
 - **OSHA Recordable Rate (TRIR) (Goal ≤ 1.00): 1.56**
 - **OSHA Recordable Injuries: 4**
 - **Days Away from Work: TBD (25+)**
 - **Days on Restricted Duty: 0**
 - **Non-recordable Injuries: 22**
 - **Near Misses/Hazards Reported: 1**

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.