

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

November 2015

Facilities Management – General

In the past month the maintenance crews have completed 244 work orders, and are currently working on 583 open work orders.

Facilities maintenance trade crews are currently scheduled at OEMS, which will be followed by Congdon Park.

The new vestibule security access control door at MWES will be up and running by mid-December.

We have hired Reid Johnson from Duluth for the open School Equipment Maintenance Mechanic, replacing Jeff Graves whom recently retired. Reid will start December 28th.

P2000 Software and Firmware upgrades have been installed to allow the new wireless access control system at HOCHS to “talk” with our existing hard wired systems. Final hard wiring of communication modules is taking place this week, and I hope to have the system ready to activate by the second week of December.

The five-year “Vehicle Replacement Plan” for Facilities has been discussed with Bill Hanson, and we are moving ahead with some aspects. This is extremely important as this month we had three incidents of trucks losing brakes while on the road due to brake line failures. Vehicle 3, 4, & 10 all had brake line failures due to rusted out brake lines. No accidents occurred, but these examples further exemplify the need to replace these 14 to 22 year-old vehicles we rely upon for daily use and snow removal.

Capital Construction:

Ongoing - Facilities is working with design professionals as well as time and material contractors to facilitate the completion of the School Board approved projects related to the remaining LRFP fund balance. Projects related to this have begun or are complete at Denfeld, EHS, OEMS, Homecroft, Lakewood, Lester, MacArthur, HOCHS, OEMS Lowell, MWE, Congdon, and Stowe.

The project for Classroom Security Locksets and new key cylinders throughout will start the week of December 7th at Stowe, then move to Lakewood. HOCHS key schedules are being approved and will be the last building to upgrade to our new keyway.

HOCHS new main entrance design is complete and we are waiting for budget numbers for construction.

The MacArthur elevator shaft modification project is progressing as scheduled.

Lowell office renovation design is complete and construction should start in June.

Lakewood parking lot LED lighting system has been installed.

HOCHS LED clock tower lighting retrofit project will start on December 5, being accomplished in-house.

HOCHS exterior lighting LED retrofit is underway with Hunt Electric.

The EHS Culinary Arts casework modification project will be completed during winter break.

The OEMS Auditorium Sound and Lighting Renovation project has material bids received, which will be recommended to the School Board for approval in December. Installation is expected to begin in January.

Meetings are ongoing related to the FabLab project and new addition construction at Denfeld. Our goal is to have bid documents ready for bidding in January with Board action recommended in February. We, then, anticipate construction to begin as soon as April with completion by September 2016.

Operations

All of the District building staff have been diligently preparing for the winter season. This includes preparing snow clearing equipment and updating the building heating systems to winter settings. High schools and middle schools will be switching some of their staff to the overnight shift to allow us to respond to snow events and have entries and travel ways safe by the start of each school day.

Our facilities hosted some important events along with the always busy Community Education schedule. Ordean East Middle School hosted the Ordination dinner for the Diocese of Duluth. Denfeld High School hosted the District's Annual Report to the Community meeting also. Building staff set up these events and then cleaned up after and returned the facilities to normal use for the next school day.

Jerome Chopp, formerly an Engineer 2 at Myers-Wilkins, was selected for promotion to the Engineer 3 position at Lincoln Park Middle School starting November 23, 2015.

Several of the building facilities staff successfully passed varying levels of the State boiler license test. The knowledge and expertise gained in these tests will greatly benefit the District. The following passed to the level indicated:

1. Jeff Bloomquist – Chief
2. Dan Mokros – Chief
3. Jim Fridsma - 2nd Class
4. John Gunderson - 2nd Class
5. Lisa Liabraaten - 2nd Class
6. Kim Luoto - 2nd Class
7. Steve Kolberg - Special

Health, Safety & Environmental Management

- Environmental/Health/Safety
 - A safety review was completed for the Laguna equipment in the East HS shop. The equipment was found to need some guarding and e-stops rewired before use.

- A review of the graphics art lab at Denfeld was conducted. The lab needs to add a fire extinguisher and a first aid kit was requested for Denfeld and East.
- A sewer smell at Lowell/Barnes was investigated and it was determined there was no immediate health hazard. A loose drain/vent pipe was fixed along with an unsealed grease trap that was overdue to be cleaned out.
- Emergency Response
 - AEDs were checked for updates and expiration requirements. Some manufacturers expire support of their AED's; however, the District uses Philips AEDs which continue support for a much longer timeframe.
 - Fire inspections for Ordean East and Lincoln Park have been scheduled for the week of December 28th.
- Workers' Compensation Activities
 - OSHA Recordables- 3 recordable incidents: one slip in the kitchen (knee), one laceration on a metal cabinet (6 stitches), and one handling of a student (lower back).
 - Incidents Reported: 21 injuries reported.

Risk Management

There have been no significant reportable incidents or claims relating to insurance policies for general liability, property, auto, and school leader's legal liability.