

Facilities Management & Capital Project Status Report February 2024

Facilities Management – Maintenance and Operations - General

- In the past month, the Facilities maintenance crews have completed 326 work orders and are currently working on 291 open work orders.
- Facilities are working on constructing the new Computer Maintenance Management System (CMMS) operational framework, and are beginning the fixed asset data entry.
- Auction of surplus items will be held on the 24th of Feb. at the Garfield building.

Capital / Construction

- Smith Bell and Clock has begun the repairs of the Denfeld clock mechanism.
- Duluth News Tribune building Schematic Design is complete. Will begin Mechanical, Electrical and Structural Engineering.
- Request for Bid posted in the Duluth News Tribune for Homecroft parking lot renovation.
- Lowell sitework and building exterior inspection completed. ICS was onsite for the inspection.
- Horizon Pools has been awarded the bid for the Lincoln Park pool renovation.
- Requests for quotes have gone out for the Lincoln Park pool sand filtration system replacement.

Discussion with Legal Representation

- Claim number has finally been issued by Sedgwick Ins. for the damage to the Lowell loading dock wall. Facilities will need to resubmit new quotes from Stretar Masonry and St. Germain's. Once the quotes are accepted Facilities can schedule the repair work to begin.

Building Operations

- Operations still have their hands full filling licensed positions. Most of the Custodian positions have been filled. Operations continue looking to fill Engineer II positions at Lowell and Myers-Wilkins, a Second shift Engineer II position at Denfeld and Lincoln Park Middle School, Second Shift Engineer I at Lakewood, Lester Park, Rockridge and the new DSC building, and Custodian I positions at East High School, Ordean East Middle, and Congdon.
- The Building Operations staff has done an outstanding job pulling off default tasks over the summer. The buildings are looking great for the start of the year. Thanks, Building Operations staff.

Health, Safety, and Environmental Management

- Lexie Neff hired 12/16/23 as new EHS Coordinator
- Lexie Neff named as new AHERA designated person
- Lexie toured most of the schools (Ordean East tour 2/16, still need to schedule with Denfeld, ALC, and "Academies"). Safety related "Wish-List" items were documented.
- First fire walk through completed at Congdon Elementary - action items in progress. All minor fixes.
- Fire walk throughs completed at Piedmont and Laura MacArthur - Operational permits received
- Fire code corrections at East HS still under way
- New OSHA hours report created for Skyward - previous report was off by 1.5 million hours
- 2023 OSHA logs completed and sent to building principals/primary contacts to post
- AED purchased for Chester Creek Academy

- New AED management system rolled out - data entry in progress
- IEA hired to complete walk-throughs of all buildings and report on risks
- IEA completed an internal program walkthrough, including inventorying equipment, boiler information, and confined spaces. This information will be used to update the safety procedural documents. Goal to complete updates before July.
- IEA did Radon testing. Testing completed Feb 2, still waiting for the report with results
- Electronics hauled to recycler from Garfield building and DNT building
- Old chemicals at Garfield building disposed of properly
- Old chemicals at DNT are inventoried. Oil drums to be picked up and unlabeled containers to be sampled on 2/14.
- Playground policy drafted with IEA and finalized, with the first reading at the 2/6 policy committee

- **Injury and Incident Reporting**
 - January 2024 (as of 2/9/2024)
 - OSHA Recordable Rate (TRIR):
 - OSHA Recordable Injuries:
 - Days Away from Work:
 - Days on Restricted Duty:
 - Non-recordable Injuries:
 - Near Misses/Hazards Reported: 0
 - 2023 Year End
 - OSHA Recordable Injuries:
 - Days Away from Work:
 - Days on Restricted Duty:
 - Non-recordable Injuries:
 - Near Misses/Hazards Reported: 2