

**FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT**  
**SEPTEMBER 2017**

**Facilities Management – Maintenance and Operations - General**

- In the past month, the Facilities maintenance crews have completed 368 work orders, and are currently working on 760 open work orders.
- Facilities maintenance trade crews are currently scheduled at East High School.
- Efforts will be taken to start updating Facilities Management trades and operations position descriptions. Most current position descriptions that we are using are from 1990.
- The City and District are meeting regularly now to work towards joint efforts where possible.

**Capital Construction**

- Refinement of the project scope at Rockridge is occurring daily, and the contract should be finalized next week.
- The Playground Rubber Mulch Replacement project is underway, with a completion date of October 15<sup>th</sup>. Weather has had a major impact on schedule, with rain over 20+ days last month. I'm still hopeful we will meet that date with all sites.
- The Stowe playground reconstruction project is completed and punch list items are being accomplished.

**Building Operations**

- Maintenance Custodian positions at Stowe and Piedmont have been filled with internal candidates. As a result, one Custodian position is open at both Denfeld and East High School. These positions are currently open for transfer among existing custodians district wide. Facilities has interviewed external candidates for two additional Custodian positions at Lincoln Park Middle School and East High School. We are currently in the process of making offers.
- Facilities will be adding to their operations staff in the coming months with the opening of Rockridge. Facilities will be looking to hire an additional Engineer 1 and Maintenance Custodian.
- Local police departments and sheriff's office continue to utilize some of our vacant sites for live trainings and demos.

## **Health, Safety & Environmental Management**

### **Environmental/Health/Safety**

- Basketball hoop safety straps were installed at the remaining locations throughout the schools.
- Generator inspections were completed; awaiting the final reports.
- Two ergonomic reviews were conducted. One employee was able to find a sit stand desk within the district and has seen a significant improvement. I am working with RAS to assist with the second assessment.
- Investigated air quality concerns at Congdon. During the time of the concerns the air handling unit dehumidification was out of service. The air was damp giving a different feel/odor, but the unit was fixed within a few days and back to normal operating conditions.
- Rockridge asbestos abatement request for quotes went out and was completed. Three companies responded and the low bid was accepted. The agreements were signed, permits started, and the work will begin on October 5th.
- AED training units were sent out to be used by the students and staff for AED/CPR training.

### **Emergency Response**

- Back to schools items are well underway. Site plans are being updated, drill charts are submitted and the 10 day drills are complete.
- A committee was created to begin the review of the Emergency Response Manual.

### **Workers' Compensation Activities**

- OSHA recordable injuries for the month: 4; 3 are lost time injuries. Tripped over box-fractured pelvis, Stepped on stool-pain in knee, Laceration right finger cleaning tables-infection, Left pinky finger fracture from chair thrown.
- First report of injuries: 26