

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

April 2017

Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 350 work orders, and are currently working on 533 open work orders.
- Hallberg Engineering Inc. is progressing on the Re-Commissioning process at OEMS.
- Crews are preparing our facilities district-wide for spring athletic sports.
- Facilities maintenance trade crews are currently scheduled at LPMS.
- The District received 4 rebates from The City of Duluth Comfort Systems, in the sum of \$6,877.00, for energy conservation efforts in the past year.
- The District received a MNPower CIP (Conservation Improvement Program) rebate in the amount of \$1,600.02 for lighting improvements in the Unity gym.
- The PSS turf was inspected and warranty items were addressed. The field looks excellent.

Capital Construction:

- Ongoing - 2017 Ten Year Capital Plan Projects are being evaluated and proposals solicited as needed for summer 2017 construction.
- Discussions with Utility Systems of America have begun to define the timeline to finish the HOCHS parking lot.
- A walk through was conducted at Lowell Barnes in regard to expansion as related to site specific programs.
- Bids have been received for BID #1258 Playground Rubber Mulch Replacement, and will be recommended and discussed at the May School Board meeting.
- Bids for Stowe playground renovation will be due later this month.

Building Operations

- Due to a rejection on probation in the maintenance custodian class, one maintenance custodian position has opened and one custodian II position has been filled. A transfer opportunity for maintenance custodians will be offered to those who have passed their probation.
- The Duluth Police Department has begun utilizing Central High School grounds for K-9 training sessions now through most of summer.
- Facilities have been working on an in-house gym refinishing program to take place this summer. Select operations employees will be refinishing all the elementary school gyms this summer in effort to standardize district gym refinishing processes and also to provide each building the time they would normally spend on the gym to spend it elsewhere deep cleaning the school. The gym refinishing process can sometimes take up to 5 days of valuable summer cleaning time.

Health, Safety & Environmental Management

Environmental/Health/Safety

- Lead in water testing: Samples from all potential drinking/contact fixtures were collected and sent in to the lab for analysis. Awaiting the report.
- Marsh & McLennan Agencies has begun to create orientation training for new employees.
- Asbestos was cleaned up in the fan room at Central per the 3 year asbestos survey.
- 3 bins of recycled electronics were collected from HOCHS
- A response to Liberty Mutual Insurance recommended improvements was completed.
- A program regarding fire system outages (scheduled and unscheduled) was drafted and will soon be completed with minor changes. This program gives guidelines on how to operate if a system is out of service and who to notify.
- Weekly fire pump inspections and testing have started per requirements. Brothers' fire was in and trained several employees on how to conduct the churn tests each month.
- The art room at East has shown improvement, but is still being cleaned up.
- A fire inspection was conducted at East High School. No immediate issues were found, however several corrective actions will need to be taken. Extension cord use and improper storage of materials were the most common items found.
- The fire re-inspection at Congdon was completed and all items were corrected as required.

Emergency Response

- The ERCM manual is being reworked to try and make it more user friendly as well as more up to date. This project will be trialed per section prior to a completed overhaul.
- Building checks were completed including eye wash access, e-kits, drills, etc. Only a couple of schools were behind on the required drills for the year.

Workers' Compensation Activities

- OSHA Recordables- 2 (Repetitive motion from working clay, PT appointments and Concussion, hit head on basement ducting).
- Incidents Reported: 17 injuries reported.
- One employee out on work comp was returned to work on modified duty after working diligently with RAS, safety, and the doctor's office.