

# **FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT**

## **November 2016**

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

- In the past month the maintenance crews have completed 169 work orders, and are currently working on 654 open work orders.
- Facilities maintenance trade crews are currently scheduled to be at Lowell Elementary School.
- Duluth Ballet is utilizing the Central High kitchen area to clean and mend costumes, and will be done this month.
- Contractors will start on December 19th at Denfeld in room 2001, and open up the wall and ceiling to get into a piping chase to repair a leaking boiler exhaust pipe that is dripping condensate. Repairs needed at this time are unknown. Once the cause is determined we will then know if the piping warranty will provide reimbursement. This is investigative at this time to determine how to resolve.

### **Capital Construction:**

- MWE tuck-pointing and window replacement project is nearing completion. Current punch list items will be done over the December break, and 35 operable windows will be retrofitted with operable roto handles and limiter stops.
- The new Design Center at Denfeld High School is complete and in use.
- The HOCHS 3<sup>rd</sup> street parking lot project has the first base layer of bituminous placed, and will be finished next summer after school is out. Unforeseen conditions have plagued this project and delayed completion until 2017. The lot and new HOCHS main entrance are in use at this time. The new completion date identified in change order #4 presented at this month's School Board meeting is July 8, 2017.
- The first Rubber Mulch Replacement Committee Meeting will occur December 8<sup>th</sup>. Our landscape architect Luke Sydow, from SAS+Associates, will present his initial feasibility and potential options at that meeting.
- Joint efforts with the City of Duluth to install crosswalk signage and lights at EHS are ongoing and a good solution has been determined and will be implemented.
- 2017 Ten Year Capital Plan Projects are being evaluated and proposals solicited as needed for summer 2017 construction.

### **Building Operations**

- Operations staff has been diligently preparing for the winter season. Building heating systems have been updated for cold weather settings, boilers have been fired up, and snow removal equipment has been checked. Facilities has filled an open district wide Utility I position. Unilateral transfer process within the Custodian II class has been completed. Facilities plans to move forward, and post its 13 Custodian II vacancies internally and externally.

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

### Environmental/Health/Safety

- Fire inspection was completed at Stowe Elementary. No major hazards were found. Three minor infractions were corrected.
- Fire inspection was completed at HOCHS. No major hazards were found. Three minor infractions were corrected.
- A safety review of the Denfeld Fab Lab was conducted. Welding curtains were ordered, a fire extinguisher was added, and other items were listed to be corrected prior to use. A discussion took place regarding the testing of welding fumes, as necessary, for hexavalent chromium once welding has begun.
- A gas smell at Congdon Park was evaluated. It was found to be a leaking coupler at ceiling height prior to the main regulator. The boiler was shut down and the gas valve was closed until the next day when the coupler could be tightened. The other couplers were checked as well.
- A gas smell was investigated at HOCHS. No gas was present when investigated; however, there were smells of radiator/heat as the steam was on for the first time of the year. The gas smell has been followed up daily and has not returned.
- The asbestos 3 year inspection was completed. While the majority of the schools have very little asbestos (some fire rated doors), HOCHS had several damaged/repairable items listed. The damaged areas of concern were immediately fixed and the rest of the areas (i.e. attic hvac joint cracks) were placed on a schedule to be corrected by qualified facilities personnel.
- A smell exhaust gas continues in room 2001 at Denfeld. The pipe chase in the wall was monitored for gasses. None was found, however, one monitor failed to record data. Further investigation is scheduled to be completed in December by opening up the pipe chase from the ceiling of room 2001.

### Emergency Response

- A meeting with select principals was held to discuss the need for updating the emergency response plan and procedures. The procedures are good, but lacking updating and process flow. The next step is to gather more information and other examples before proceeding.
- A conference call with Crisis Go was held to learn about emergency response apps and their effectiveness. This system is a good way to get information to everyone in a timely manner via cell phone apps, but comes at a cost.

### Workers' Compensation Activities

- OSHA Recordables- 1 (Back).
- Incidents Reported: 30 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.