

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

October 2013

Facilities Management – General

In the past month the maintenance crews have completed 330 work orders, and are currently working on 675 open work orders.

Repairs to a roof top cupola and a small exterior wall area above a roof line at Denfeld are completed and resolved a problem with rain water infiltration.

Fire Marshal inspections identified deficiencies at Homecroft, Lakewood, Lowell, Stowe, and STC Annex, and work orders have been completed and re-inspection has begun.

The failed main heating control valve was replaced at HOCHS by the City of Duluth staff resolving a several day problem where there was not adequate building heat.

Maintenance crews are continuing to work on scheduled maintenance and focusing on EHS at this time.

Capital Construction:

The new basketball court for Piedmont is under construction and should be complete by November 12th weather dependent.

Final punch list items are being completed at MWES.

Denfeld band room acoustic testing has occurred and there were some opposing reflective hard wall surfaces that were causing reverberation that we are purchasing additional absorptive panels to install.

Operations

In October, Operations personnel operated in the standard school year mode performing daily cleaning, sanitation, and minor maintenance functions of the district. At this time of year, daily cleaning, maintenance, campus pick up, cleaning and inspecting roof drains, and working with fall sports are all primary focus areas.

Congdon Park and Myers-Wilkins are also back in full operation and we are continuing to set up effective and efficient operations storage areas. Operations staff at these two buildings are continuing to learn details of new building systems.

Nettleton has been emptied, cleaned and ready for transfer to the new owner pending the due diligence period agreed in the purchase agreement for that building. Windows were boarded up on the first floor due to some break-ins and vandalism of windows.

Facilities will be filling four custodial openings in the month of November due to retirements and separations.

Health, Safety & Environmental Management

- OSHA Response:
 - The response to the OSHA complaint for hand washing and bathroom limitations during the water outage at Lincoln Park school was completed. OSHA was satisfied with the District's response to the situation and the response to the complaint. No further action is needed.
- Emergency Response Crisis Management
 - Testing an emergency number at Lincoln Park MS. Calling one number i.e. 311 would ring to several phones in the building to get designated staff to help respond to a student threat.
 - E-kit out of date and used items were replaced this month. The kits are ready to be used should an emergency occur.
- Workers' Compensation Activities
 - OSHA Recordables
 - 1 Lost Time: Lower back – herniated disk from driving a bus
 - 1 Medical Treatment: repetitive motion injury – data entry.
 - Incidents Reported: 22 injuries reported.
- Playground Inspections
 - Playground inspections were completed. No major maintenance was required on any of the playground equipment.
- Basketball hoop hoist repair work was completed. All hoops are in working order with the exception of one main hoop at Denfeld. The motor is scheduled to be replaced by November 11th.
- District Wide Continuous Improvement Plan:
 - The first team meeting was held to plan how to address the goals of increasing safety throughout the district. Action steps were discussed, gaps were addressed, and tasks were assigned to gather more information before we begin focusing on specific items of improvement. The team is set to meet bi-monthly.

Risk Management

There was one communication received relating to a student incident that we are currently working with our insurance company to document and respond to regarding district liability. Since the matter involves a student, additional details are not included in this report.

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