

# FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

## November-December 2013

### **Facilities Management – General**

In the past month, the maintenance crews have completed 209 work orders and are currently working on 669 open work orders.

Maintenance crews are on scheduled maintenance and focusing on MacArthur at this time.

Maintenance crews have installed acoustic panels for sound attenuation in the Denfeld band room.

Maintenance crews adjusted the computer lab tables at Congdon Park down to the 28 inch standard.

Contractors installed a Dutch door in the AD's office at EHS for security purposes.

### **Capital Construction:**

We are working with DSGW, Bossardt and others to determine a solution to the loading dock issues at MWES.

We are working with LHB, KA and others to determine a solution to the loading dock issues at LPMS.

We are working on getting the newly purchased chairs in the commons area at Denfeld HS replaced under warranty due to the solid seat surface cracking.

### **Operations**

December is a busy month for Operations as it is the month of setups and tear downs for the holiday programs. With the amount of snow received, much of Operations time went into preparing the sidewalks for the oncoming school day. During the winter break, Operations employees' time is scheduled to elevate the cleaning, change air filters and perform general maintenance to keep the sites operating efficiently. This break, we scheduled a crew to start the clean out of the basement levels at Denfeld High School.

In December, Robert Collard, the engineer at MacArthur and Ken Rodenwald, the custodian at Stowe retired. Both of these employees have worked for the district over 30 year and we wish them well in their new endeavors.

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

- Emergency Response Crisis Management
  - Assisted in the lockdown at Lincoln Park. Based on the information at hand the proper call was made to lockdown the building and call authorities. The process went as it should and class was back in session within an hour. Communication between outside authorities and the District was crucial and went very well.
- Workers' Compensation Activities

- OSHA Recordables
  - 1 Recordable: Blood Borne Pathogen Related
- Incidents Reported: 23 injuries reported.
- Environmental
  - 11 bins of electronic/computer equipment were recycled at an approximate cost of \$4000. Electronic equipment continues to be recycled from closed buildings and equipment replacement.

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### **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.