

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

## **November 2014**

### **Facilities Management – General**

In the past month the maintenance crews have completed 217 work orders, and are currently working on 532 open work orders.

Facilities maintenance trade crews are currently working at OEMS performing previously identified scheduled maintenance. They have eight days in December at that site per our district-wide maintenance schedule.

HOCHS remodeling project is complete, and final furniture moves are taking place.

Room 100 in HOCHS received new carpet.

An estimate was provided to the 1890's Preservation Committee to upgrade non-compliant tower stairs and handrails to make passage safer for tours. Included in this estimate was the replacement of very old heavy roof deck hatches. This is being contemplated by the 1890's group at this time.

Repairs for the vandalism to STC Main to install a new air handler and condensing unit are 90% complete. Startup for the A/C condensers will not occur until spring.

New fence where the City removed a building has been installed at the MacArthur playground area to comply with ECFE regulations. The ECFE requested Lowell Barnes fence addition has not been funded.

The District will start participating in the State of Minnesota B3 Benchmarking program. This program "benchmarks" us against other facilities to help us work on energy conservation. B3 Benchmarking is a building energy management system for public buildings in Minnesota including state, local government, and public school buildings. B3's mission is to provide us with tools to help manage our buildings, improve our building portfolio efficiently, and monitor the improvements. B3 has added very sophisticated reporting and graphing, baselines, integration with ENERGY STAR, peer comparisons, and other features to help us manage our buildings.

OEMS has a roof drain on the south east side, in which the pipe is run in a small chase in the wall, and the drain line does have a break or loose fitting at some unknown location. We are working on drying the wall system out and will be starting next week to locate the break and make repairs.

We are working on preparing a quote document to install new access control devices / card readers at all HOCHS exterior entrance doors.

We are working on a quote document to install classroom security locksets in identified locations at Stowe, Lakewood, Homecroft, Lowell, and HOCHS.

### **Capital Construction:**

We are still working with the painting contractor at LPMS to resolve a paint stain on the block that they caused by spilling paint during the recent truss work. Ultimately, it may result in removal of approximately 100 block faces and replacement with new at the contractor's expense.

A quote is prepared and ready to go out to remove and replace a section of Piedmont's sidewalk near the playground that has buckled each spring. It is our opinion this is resulting from water infiltration and is a design error. TKDA is participating in the cost to repair, and we are working with the other sub consultants to participate as well.

LHB is proposing a new method to resolve the pool drain leak issue. We are still investigating this proposed repair at this point.

## **Operations**

With the heating season upon us, our Maintenance/Operations staff has been busy handling all the miscellaneous heating issues that crop up along with monitoring the heat status of closed buildings. With the holiday season approaching, Facilities Operations sent out the annual memos relating to safety concerns and decorating for the holiday season. We also send out winter break cleaning procedure memos at this time.

The District had a successful turnout for the Garfield auction. The next District auction for the items at STC is scheduled for January 17, 2015.

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

- Environmental/Health/Safety
  - Forklift and electric pallet jacks at HOCHS were repaired and placed on an annual maintenance plan.
  - A teacher at Lincoln Park School was experiencing a medical condition and requested the site be checked for elevated CO levels. The school was checked and no elevated levels were found in the classrooms or surrounding areas.
  - Began a risk analysis with Riverport Insurance, our new insurance company. We are finding the district has procedures in place, but is lacking the actual written documentation of some general procedures.
  - Continue to monitor Ebola concerns and keep in close contact with outside agencies regarding our response to manage this issue from the school perspective.
  - District-wide Safety Team: Continued to tally safety survey results and are beginning to address common themes.
- Workers' Compensation Activities
  - A claims review was held. There are a few high cost claims that are holding the costs at a similar level in 2013 as in 2012.
  - OSHA Recordables: 2 recordable incidents in November. One incident from driving a bus and one from slipping on ice.
  - Incidents Reported: 25 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.