

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

JANUARY 2018

Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 368 work orders, and are currently working on 582 open work orders.
- Facilities maintenance trade crews are currently scheduled at Stowe.
- Negotiations with the City of Duluth for the sale of a buffer zone and wetland area that we own in Hartley is in progress. This process will also include the needed zoning changes to allow us to market the balance of the property.

Capital Construction

- The Rockridge Academy and “The Hills” staff are enjoying the newly renovated facility. We do have some work ongoing, and will be completing site work once spring arrives. The project is within established budget parameters.

Building Operations

- Rockridge Academy opened up for students and staff earlier this month. It took great teamwork from our operations staff and trades personnel to accomplish this.
- District leadership has been collaborating with the Maintenance Union to review and update job descriptions. Currently, we have Fireperson II openings at Ordean East Middle School and Lincoln Park Middle School.
- Failure to obtain proper boilers license within a year of hire has resulted in a demotion in the Maintenance Custodian class. Currently, one Maintenance Custodian position is open at Congdon Elementary.
- Several operations staff are signed up for Certified Pool Operator training later in the spring. Facilities Management plans to host a large training and education seminar for Operations staff this summer. Plans for an agenda are already in the works.

Health, Safety & Environmental Management

- Unused chemicals were collected from Rockridge for recycling
- Follow up on a glycol spill at Denfeld resulted in discussions with WLSSD to ensure the amount of glycol that went into the sanitary system wasn't going to affect their process. The amount was small enough and diluted enough not to cause any concern.
- An employee received a shock from an electrical outlet at HOCHS. The wiring system was found to be of poor design and checks were put into place to ensure the outlet covers aren't loose or damaged to cause any more harm in the future.
- Gas smells were investigated at Lowell. The initial smell was due to work being done on the system by HVAC employees. Two days later a wing of the school was evacuated due to a gas smell. A regulator had failed and the vented gas was being sucked back into the ventilation system from outdoors. A gas valve was also found inoperable. No hazardous levels of gas were found within the building.

Health, Safety & Environmental Management - continued.

- An ergonomic review for an employee at Rockridge was conducted. The employee wanted a review of their desk setup after the move/different furniture.
- Attended the principal meetings to discuss options for fire evacuation during inclement weather. Students need to evacuate, but if the alarm can be isolated and there is no known hazard found students may be brought back inside the building in extreme weather conditions prior to the fire department release. Also, the concerns over increased workers' compensation claims were discussed and principals were asked to have discussions with their employees regarding safety.
- HOCHS sprinkler systems were worked on after a sprinkler head froze and broke. This included replacing a valve after it broke during the recharge of the system.
- Confined space labels were given to Rockridge to be placed on tunnel entrances.

Emergency Response

- Eye wash installed at Rockridge

Workers' Compensation Activities

- OSHA logs were completed and posted prior to February as required by law.
- A claims review was held with MMA ensure the costs are controlled. Claims overall have increased in the past year.
- Risk Administrative Services met with transportation to investigate slip and fall injuries on bus steps.
- A meeting was held with the assistant superintendent to continue discussion on the readability and possible updates to the emergency response plan.
- OSHA Recordables for the month: 0. First report of injuries: 14 (several slip and falls).