

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

### **July 2017**

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

- In the past month the Facilities maintenance crews have completed 220 work orders, and are currently working on 739 open work orders.
- Facilities maintenance trade crews are currently scheduled at Piedmont.
- Several tours were given at Nettleton and the CHS site to potential buyers.
- As per attached documents, the District has received the official Energy Star documentation for EHS and Denfeld. These certifications validate many processes that occurred in years past to include mechanical equipment standards set by Facilities staff and design professionals, actual bid package documents, proper installation and set-up of energy consuming equipment by contractors, proper construction observation, proper commissioning of all energy consuming equipment, and finally proper and efficient operation of this equipment in an ongoing manner by District staff.
- Next month, Facilities management will present an “Energy Use Report”, which identifies district-wide energy consumed in 2007 prior to the LRFP, and compares it to energy consumed in 2017. This information will be broken down by total cost, cost per square foot, energy cost per unit, weather normalized. The report will also show how we compare to other school districts statewide.
- Efforts will be taken to start updating job descriptions for Facilities Management trades and operations positions; most position descriptions haven’t been updated since 1990.

#### **Capital Construction:**

- The District received approval this month from the MDE Commissioner, approving our 10 Year LTFM plan, along with approving the construction and modifications planned for the Rockridge site.
- Refinement of the project scope at Rockridge is occurring in conjunction with ARI and Krause Anderson, the GC for the project. The required amendment or modification of the Regulating Plan, as related to current Rockridge site zoning classification, will be heard at the Planning Commission August 8<sup>th</sup>, and City Counsel August 14<sup>th</sup> and 28<sup>th</sup>. Once that process is complete and if successful, we will have all documents needed to proceed.
- HOCHS parking lot is complete except for several punch list items.

- The Playground Rubber Mulch Replacement project is underway, with MacArthur, Lester Park, Homecroft, and Lakewood in progress at this time.
- The Stowe playground reconstruction project has begun, with completion scheduled for the third week in August.

### **Building Operations**

- Operations staff continues deep cleaning to get our schools ready for students and staff. The district-wide floor crew has been on schedule to refinish all of the elementary gym floors. Operations staff at Lakewood has been moved elsewhere in the district to allow for maximum energy savings at that site. Homecroft Elementary will quickly follow suit.
- The Engineer position at Lakewood Elementary has been filled by a qualified internal candidate. This has opened up a Fireperson II position at Denfeld to fill.
- Facilities Operations continues to move forward with further implementing a Hillyard cleaning program in our schools. Sites such as Denfeld High School, Ordean East Middle School, and Congdon Elementary are fully operating with this program. Sites such as Piedmont Elementary, Lester Park Elementary, and Lowell Elementary are in the process of measuring and analyzing to be converted this school year. This newly adopted cleaning program standardizes cleaning equipment, cleaning chemicals, and cleaning processes and trainings throughout the district. It has proven to clean more effectively and efficiently as well as be more effective in labor and supply costs. This program has helped us reach daily cleaning of entire schools instead of every other day, which the district has practiced for some time.

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

#### **Environmental/Health/Safety**

- Spare fire extinguishers were replaced and recharged at Laura Mac and Denfeld.
- Asbestos Inspector Refresher class was completed and passed as required for AHERA.
- Visited Wayzata to review a safety software program to enhance work comp reporting and training for the district.
- Asbestos refresher for operations/maintenance is scheduled for August 10th.
- Began sprinkler inspections, near completion.
- Completed fire alarm inspections.

#### **Emergency Response**

- ERCM classroom guides were reviewed, modified and sent out for print. The guides were modified to potentially reuse next year if there are no changes.

## **Health, Safety & Environmental Management** (cont'd)

### **Workers' Compensation Activities**

- The modification factor (MOD Factor) which affects our rates for a three year period has decreased from 1.27 to 1.15. 1.0 is the industry average. The experience MOD Factor adjusts an employer's workers' compensation premium to reflect the difference between the employer's loss experience and the average experience that is expected for its classification and size. The Experience Rating places an emphasis on the number (frequency) of claims and (to a lesser extent) the severity of workplace accidents based on the three years prior to the last completed year ( i.e. The MOD Factor for 2017 is based on 2013-2015). If an employer has better experience than is expected for an average employer in the same industry with the similar payroll, the employer receives a premium credit. On the other hand, if the employer's experience is worse than the comparable average, the employer receives a premium debit.
- OSHA recordable injuries for the month: 0 First report of injuries: 4