

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

January 2017

Facilities Management – Maintenance and Operations - General

- In the past month the maintenance crews have completed 148 work orders, and are currently working on 827 open work orders.
- A boiler heat exchanger has failed at Stowe and is now replaced.
- Hallberg Engineering Inc. has started the Re-Commissioning process at OEMS.
- Facilities maintenance trade crews are currently scheduled to be at Piedmont School.
- The Facilities office is now working on preparation of 19 annual quotes and quote extensions.

Capital Construction:

- MWE tuck-pointing and window replacement project is complete. The final walk through is scheduled.
- The final walk though for the new HOCHS Unity gym ceiling was conducted.
- Architectural Resources Inc. is working on preliminary scope / information/ cost to allow Leadership to determine the potential for Rockridge to house the Woodland Hills programs.
- The rubber mulch replacement process is moving forward. The phase 2 contract has been issued to SAS+ Associates for this work.
- The new crosswalk signage and lights at EHS will be installed and completed this month.
- Ongoing - 2017 10 Year Capital Plan Projects are being evaluated and proposals solicited as needed for summer 2017 construction.

Building Operations

Operations and Human Resources worked hard to review and interview all qualified applicants for twelve entry level custodial positions throughout the district. Twelve entry level custodian positions have been filled at the following sites:

- 3 at Denfeld High School
- 1 at East High School
- 1 at Ordean East Middle School
- 1 at Lester Park Elementary
- 1 at Lowell Elementary
- 1 at Piedmont Elementary
- 1 at Myers Wilkins Elementary
- 1 at Laura MacArthur Elementary/Denfeld High School
- 2 District wide Floater

New operations staff will begin early in February. Facilities Operations staff will now be fully staffed moving forward.

Health, Safety & Environmental Management

Environmental/Health/Safety

- Insurance Audit: Liberty Mutual conducting audits of seven of our buildings. There were three items out of compliance that are being addressed (sprinkler pump checks, sprinkler shutdown procedures, and general housekeeping in an art room).
- A meeting was held with Marsh, our insurance broker, to discuss an option for managing workers compensation injuries. This option is being researched and price checked. The meeting included a discussion on Marsh's service of assisting in risk reduction through one of their employees. We have the option to use this employee for a specified amount of time for no additional cost.
- Fire inspections were completed at Homecroft and Lakewood. Some cords were found out of compliance along with a few exits partially blocked. Items were fixed. Homecroft gym wall pads were cited for being flammable. Ongoing research is being done to determine if they are and if we need to remove/replace some of the wall pads.
- Fire re-inspections were completed at Myers Wilkins and HOCHS. A couple items that were fixed are already missing. These items will be fixed and pictures sent to the fire marshal when completed.
- Delayed egress doors continue to be an issue with fire inspections. All delayed egress's were removed from Lakewood. Safety will begin looking at removing all delayed egress in the district.
- Room 2001: After the exhaust piping was fixed the room still had a smell, but different. The room was resealed in some areas, more piping was checked, and the boilers were checked. After increasing the standby airflow to bring the room to a slight positive pressure the smells have only been noticed by one person.
- Asbestos results from Ordean East bathroom tiles/grout was negative for asbestos and will be removed from the checklists.
- Lead Testing: Faucet counts in the buildings were completed. Next step is to create and send out an RFP.

Emergency Response

- A meeting was held with Homeland Security Emergency Management (HSEM) to discuss the District's emergency response plan. The plan is being looked at for effectiveness and ease of use. HSEM is vital in comparing the plan to current standards and practices throughout the state of Minnesota.
- Phone conversations were started with other Minnesota schools to discuss their emergency response plans and recent changes they have made. The conversations are with the schools recommended by HSEM.

Workers' Compensation Activities

- OSHA Recordables - 2 (Slip/Fall, Knee pain and Slip, hip strain (6 missed days)).
- Incidents Reported: 21 injuries reported.