

Facilities Management & Capital Project Status Report

November 2018

Facilities Management – Maintenance and Operations - General

- In the past month, the Facilities maintenance crews have completed 399 work orders, and are currently working on 410 open work orders.
- Facilities maintenance trade crews are currently scheduled at Lowell Elementary.
- The Rockridge lease with “The Hills” is finalized and executed.
- Continuing to work with HR and Union to review and update position descriptions.
- Lowell Elementary staff and volunteers have presented a Nature Play expansion project to enhance play features at Lowell School.
- Facilities is evaluating an alternative service provider for hard phone lines in efforts to save funds.
- The FCC has reallocated radio frequencies in the 600 to 700 MHZ range. This service band of frequencies was sold to T-Mobile, and we will have to cease use by July 13, 2020 at the latest. T-Mobile has started to use these frequencies in St Louis County, and this is impacting our various audio (wireless mic and amp) systems in gyms, auditoriums, pools, stadiums and other spaces. We are currently auditing the numbers, but expect to find many systems operating in that range. Just as an example, EHS has 8 out of 10 systems that need replacement at roughly \$1200 material cost only per system. We expect to have a full count in the next month.
- Safe Routes to Schools Grant (SRTS) is moving forward with the City submitting a competitive grant request to the state requesting funds to improve four sites as defined through public meetings.
- Three Facilities staff each won a \$500 MASMS (Minnesota Education Facility Management Professionals Association) 2018 Expo Grant while attending the MASMS annual conference. It is intended for a building/grounds general fund project.

Capital Construction:

- The FY19 HOCHS audit will begin shortly.
- We are working with “The Hills” to determine a timeframe to replace the gym floor.

Building Operations

- Operations have scheduled interviews for three engineer positions at Lowell, Myers-Wilkins, and Congdon Elementary Schools for early December. In addition, Operations seeks to fill a recent custodian retirement. Site has yet to be determined as we go through the internal lateral transfer process. Lastly, a maintenance custodian position is open. Site has yet to be determined as we go through the internal lateral transfer process. Operations seek to fill these positions in a timely manner as we enter the busy holiday season.

Health, Safety & Environmental Management

Environmental/Health/Safety

- Reviewed safety work orders and updated in the system to match current regulations.
- Completed regular duties as assigned.

Emergency Response Crisis Management

- Continued planning ALICE training and implementation beyond certified staff.

Workers' Compensation Activities

- OSHA Recordables for the month: 0
- First report of injuries: 30