

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

## **May 2012**

### **Facilities Management – General**

A contractor has been contacted to make repairs this summer to 5 cracks in the running track at PSS.

Denfeld's bleachers will get new wheels installed in July.

Facilities Utility department crews worked with Homecroft staff to create a location for a garden behind the school site.

Maintenance unit negotiations are still underway.

Extra effort was required by both Maintenance and Operations personnel to remove eggs from the front entrance glass at EHS. At this point, it appears no permanent damage was done but further cleaning may be required.

### **Capital Construction:**

Currently, LRFP site work is ongoing at Congdon, Grant, WMS, Denfeld, East HS, and East MS.

The old MacArthur site demolition work has started, with abatement almost complete and demolition starting shortly.

The new turf field is completed at EHS and the track surface work is starting.

LPMS turf field work is underway.

Commissioning of HVAC equipment has started at both LPMS and OEMS.

Morgan Park staff toured LPMS and positive comments were heard from all.

Woodland staff toured OEMS and positive comments were heard from all.

Walk through punch list reviews have started at OEMS.

Laura MacArthur 11 month warranties walk through has occurred.

Myers-Wilkins and Congdon design professional meetings are occurring frequently to work out final construction details.

Testing / Balancing / and Commissioning of our new HVAC systems in our new sites is occurring, ongoing, and almost completed, and contractors are very close to completing the repairs as identified.

The District, JCI, and the City of Duluth are meeting as needed to resolve any issues and ensure smooth transition from construction to occupancy at our new sites.

JCI, District, and CM's continue to meet at Facilities on a weekly basis to review all ongoing issues, as well as weekly at all site construction meetings.

### **Maintenance:**

Facilities Operations crews are winding down the school year and gearing up for the summer programs. It's been boxes, boxes. The staff in the middle schools along with Congdon Park

elementary are packing. The move will be scheduled to start June 18, 2012 to give Ordean East Middle School the extra week to clear the rooms and halls before the items are transferred from Woodland. Maintenance staff are busy with inventory and fulfilling work orders related to the buildings opened in 2011.

Specific to the month of May, **227** work orders were successfully responded to and closed

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

- Emergency Response Crisis Management (ERCM) activities included:
  - Continual work on advancing and improving our ERCM program district-wide.
  - End of the year wrap-up items and preparation for next year planning in progress.
  - A teacher on special assignment continues working to help ensure ERCM district-wide uniformity. Topics include: Emergency and NOAA radio usage, site plans, tornado preparedness, personnel identification, classroom guides, lockdown procedures and district-level response actions.
- Workers' Compensation activities included:
  - Filing of 23 new employee accident reports during the month of April.
  - Ongoing management of several open Workers' Compensation cases
  - A Claim Review was held with RJF, our worker compensation insurance broker. This is a biannually scheduled meeting to discuss open workers' compensation claims to determine if we need to have any intervention and the possible effect they have on our experience modification rate.
- Ongoing involvement with various issues related to the construction currently underway across the district.
- An Ergonomic assessment of an employee's computer work station was completed at HOCHS.

### **Risk Management**

There have been no significant claims or changes in status relating to insurance policies for general liability, property, auto, and school leader's legal liability.