

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

## **February 2012**

### **Facilities Management – General**

Union negotiations with the Fireman and Oilers Unit have started and are ongoing.

### **Capital Construction:**

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

Repairs to Denfeld related to the glycol leak have been completed and a punch list was generated yesterday that will be completed by 2/3/12.

A walkthrough was conducted with City Code officials at the new EHS to receive our permanent Occupancy Certificate. The code officials were satisfied and will return to inspect the new greenhouse and PLTW area.

Brick samples are being reviewed for Grant.

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

EHS and Denfeld punch list items are almost complete and the contractors will be back during spring break to accomplish most.

The build-out of the Memorial Community Center at the new MacArthur is close to complete. We are currently waiting for some mechanical components that should be here in several weeks.

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.

We have completed the movement of materials / tools / inventory from our Facilities building on 1<sup>st</sup> Ave East and have moved up to the STC Annex.

### **Maintenance:**

During the month of January, Facilities crews were emptying out the remaining items in Lincoln Park School to prepare for the transfer of the site to new owners. The district was using some of the secure areas at this site for storage items slated for the middle schools.

Trades are still working with requests related to opening up five new sites and their own move to the STC Annex building. Painters are finishing up on the new Macarthur Valley Youth Center.

Facilities staff continue to work with the contractors to get the energy management systems up and running, Utility crews are transferring equipment and we are close to completing the cleaning at Central High School/STC in preparation for sale.

Specific to the month of January, **303** work order requests 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.
  - A teacher on special assignment continues working to help ensure ERCM district-wide uniformity. Topics include: radio usage, site plans, personnel identification, classroom guides, district-level response actions and lockdown implementation.
- Workers' Compensation activities included:
  - Filing of 18 new employee accident reports during the month of December. One accident is recorded as a "Lost Time" accident due to the employee missing time from work due to their accident, the employee has since returned to work from their injuries.
  - Ongoing management of several open Workers' Compensation cases.
- Ongoing involvement with various issues related to the construction currently underway across the district.
- A walk through inspection of the new East High School was completed by a representative from Indiana Insurance., our Property and Liability insurance carrier. No serious concerns came out of the inspection and we will be receiving written findings within a few weeks.
- Removal of waste classified as "hazardous" was attained from the recently closed Facilities Management building. The waste was brought to the "Clean Shop" at WLSSD for disposal and/or recycling.

### **Risk Management**

The work related to the propylene glycol leak at Denfeld High School on December 19, 2011 has been completed and the spaces are reoccupied. The cost related to this damage is still being claimed against the contractor's insurance.

Other than above, 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.