

# Facilities Management & Capital Project Status Report

## December 2018

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

- In the past month the Facilities maintenance crews have completed 202 work orders, and are currently working on 480 open work orders.
- Facilities maintenance trade crews are currently scheduled at OEMS.
- The Valley Youth lease at MacArthur is finalized and executed.
- Continuing to work with Human Resources and Firemen and Oilers Union to review and update position descriptions.
- The clay tile sewer line that failed at Congdon is now repaired.
- Through efforts with Minnesota Power's Conservation Improvement Plan (CIP), we have received a rebate check for \$9,119.24. This is related to energy conservation measures taken in materials chosen in the renovations at Rockridge.

### **Capital Construction:**

- The FY19 HOCHS audit will begin shortly.
- Design efforts are ongoing with bid documents to be prepared shortly for the PSS Track Replacement project.
- The Denfeld stairwell ceiling project is being designed and will be completed with Kraus Anderson utilizing Gordian /ez/IQC.

### **Building Operations**

- Operations have been busy filling several open positions. Operations have filled three open engineer positions at Lowell, Myers and Congdon Elementary Schools from within. This has resulted in an engineer opening at Lakewood Elementary, a fireperson position open at Ordean East Middle School, and a maintenance custodian position open at a site yet to be determined due to the current open transfer process. A request for transfer within the custodian II class has resulted in an entry level custodian II vacancy at East High School.

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

#### Environmental/Health/Safety

- A quote request was sent out for Radon testing in all the schools. Responses were received and a contractor will be selected after administration reviews the quotes.
- Lincoln Park fire re-inspection was completed with no issues found.
- Began adding carbon monoxide alarms to the boiler rooms of each school.

#### Emergency Response Crisis Management

- Continued planning ALICE training and implementation beyond certified staff. Letters to parents and instructional power points for implementation are being reviewed.

#### Workers' Compensation Activities

- OSHA Recordables for the month: 3
- First report of injuries: 38