

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

## **February 2013**

### **Facilities Management – General**

In the past month the maintenance crews have completed 208 work orders, and are currently working on 616 open work orders.

Maintenance crews are back on scheduled maintenance and focusing on OEMS at this time.

Storeroom / Utility functions are being evaluated.

Construction has started to create modifications in the main office at ALC for a GED testing booth.

### **Capital Construction:**

Currently, LRF site work is ongoing at Congdon Park, Myers-Wilkins, WMS, and OEMS.

Various training sessions at our new sites on a variety of systems are occurring regularly.

Training specific to Denfeld was conducted by FJJ and was related to energy management systems and how to optimize occupant comfort while maximizing energy savings. Approximately 10 staff attended this training.

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.

### **Operations**

Everything has been readied for the auction of district surplus items, which will take place on March 9<sup>th</sup> at Central HS. The food service equipment will be auctioned at a separate event on March 12, 2013.

Over winter break, Operations staff performed project cleaning at various sites that were not able to be completed last summer.

### **Health and Safety**

- Emergency Response Crisis Management (ERCM) activities included:
  - An ERCM team meeting was held. The group was informed of the items being looked into to improve school security and safety. This included current procedures, door locks, lockdown buttons, etc. There is a gap in lunchtime activities, afterschool activities, and special events that will be reviewed. The group will also be working on changing the role it plays in review of such procedures as the needs have changed.
- Workers' Compensation activities include:
  - 15 Report of Incidents resulting in 2 OSHA recordable incidents. There was lower reporting due to a short month and a one week recess.
- Insurance/Inspections
  - Dave Shirley with Indiana Insurance began assisting in an audit of the industrial arts, science, and after school activities for any unsafe projects or

procedures. The goal of his audits will be to identify any shortcomings in our systems so they can be addressed prior to any incidents.

- Air Quality
  - Another complaint of a gas smell was received at Homecroft School. An investigation with the assistance of the City of Duluth confirmed a bad regulator in the boiler room which was shut down and replaced.

**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.