

James Donison, P.E.  
Commissioner of Public Works

Date: May 17, 2018

TO: Eileen Donoghue, City Manager 

FROM: Jim Donison, P.E., DPW Commissioner

**SUBJECT: 11/14/17 12.3 C. Kennedy - Req. City Mgr. instruct the proper department to provide the City Council and the School Committee with the schedule of regular periodic maintenance at all schools in Lowell**

I am writing in response to the above motion made by Councilor Kennedy. DPW has investigated this request. DPW/Lands & Buildings Division presently works with the school system to provide maintenance of the schools. Maintenance requests to DPW are made through "SchoolDude" which is the school's Operation and Maintenance Software Program.

The maintenance that DPW performs is a result of responses to repair requests from the schools. When DPW responds, our staff typically performs an inspection of related equipment and assesses their condition and if necessary performs any additional repairs or preventative maintenance on them such as oil and grease motors or replace belts/filters.

Preventative maintenance of HVAC filters and flushing of hot water heaters typically occurs every 4 months.

DPW is planning to implement a new Operation and Maintenance Software program in 2018. This software will be valuable to track assets, conditions of assets and track workflow and work orders (either preventative or responsive). We are currently exploring one of the modules available through Tyler Technologies (previously known as Munis) which is the financial software system currently used by the City. It would be ideal if DPW could coordinate with the Schools to both use the Tyler software as it will be a valuable tool for future preventative maintenance of equipment of the schools.

In addition, The City has received proposals from firms to perform a Facility Condition Assessment of all City Buildings. This assessment will be valuable in identifying and providing recommendations of deficient conditions and identifying a corrective and preventative action plan, including costs for labor and materials. Deficiencies identified will be categorized based upon 1) condition, 2) category of deficiency (building code, accessibility, etc.) and 3) building system or component. The study will also recommend maintenance strategies to extend the life of facilities and to reduce the need for future capital expenditures



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*Commissioner of Public Works*

Please feel free to contact me if you have any questions regarding this motion response.

Thank you