

Maintenance Department Report for April 2004

I. MANAGER ACTIVITIES

A. Accomplishments

- 1. Held bid opening for the replacement of the walk in cooler /freezer and Paving bid.**
- 2. Held a Safety Committee Meeting for the school**
- 3. Communicated with the following Contractors/Vendors:**

- Hite Co.	- Sofco
- Jordan Supply	- Simplex
- Muller Locksmith	- Sylvania
- Johnson Controls	- Doritex
- Lowe's	- Lindsey Refrigeration
- Doyle Alarm Services	- Janitors Supply Co.

B. Meetings Attended

- 1. Weekly Administrative meetings.**
- 2. PASBO Plant Managers**
- 3. Meetings with Vendors for the School.**

C. Training to Attend

- 1. Training in hazard detection and inspection, accident/incident investigation, and safety committee operation, to keep our certification for our Workplace Safety Committee.**

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Installed new bathroom partitions in men's restroom by Childcare.**
- 2. Performed preventive maintenance on selected HVAC system.**
- 3. Removed snow from drives and walks at the High School/ Skill Center.**
- 4. Completed routine Maintenance request at our High School**

II. CUSTODIAL

A. Accomplishments

- 1. Routine cleaning of the facility.**

III. Goals

- 1. Facilitate the replacement of lockers at our high school.**
- 2. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.**