

Maintenance Department Report for June 2004

I. MANAGER ACTIVITIES

A. Accomplishments

1. Facilitate the replacement of lockers at our high school.
2. Participated in the ISO Audit.
3. Completed Staff Evaluations.
4. Communicated with the following Contractors/Vendors:

- | | |
|------------------------|--------------------------------|
| - Hite Co. | - Sofco |
| - Jordan Supply | - Simplex |
| - Muller Locksmith | - Jordan Heating |
| - Johnson Controls | - Doritex |
| - Lowe's | - Russell Standard Corporation |
| - Doyle Alarm Services | - Janitors Supply Co. |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Power quality meeting at Penelec.
3. Safety Committee Meeting for the school
4. Meetings with Vendors for the School.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Working on the upgrading of lockers for our high school.
2. Performed preventive maintenance on selected HVAC system.
3. Mowing and trimming of grounds 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.
2. Completed project cleaning of Construction Trades theory and office, Facility Engineering theory and office and Metal Fabrication theory and office area.
3. Completed the project cleaning of the hallways- walls and lockers.

III. Goals

1. Freezer installation and floor and wall repair to building.
2. Parking lot resurfacing.
3. Skill Center rental.
4. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.