

Maintenance Department Report for May 2004

I. MANAGER ACTIVITIES

A. Accomplishments

1. Attended training for our Workplace Safety Committee
2. Communicated with the following Contractors/Vendors:

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|------------------------|--------------------------------|
| - 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. Safety Committee Meeting for the school
3. Meetings with Vendors for the School.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Repaired chiller for Plastics Lab.
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. Setups for Meeting.

III. Goals

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