

Maintenance Department Report for August 2004

I. MANAGER ACTIVITIES

A. Accomplishments

- 1. Completed Cooler/freezer project.**
- 2. Communicated with the following Contractors/Vendors:**

- | | |
|------------------------|--------------------------------|
| - Hite Co. | - Sofco |
| - Jordan Supply | - ATD-American Co. |
| - 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. Meetings with Vendors for the School.**

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Completed yearly maintenance of compressor at High School.**
- 2. Performed preventive maintenance on selected HVAC system.**
- 3. Repaired Welding Lab booths.**
- 4. Painting of Kitchen door frames.**
- 5. Painting of halls at Skill Center.**
- 6. Mowing and trimming of grounds at the High School/ Skill Center.**
- 7. Completed routine Maintenance request at our High School**

II. CUSTODIAL

A. Accomplishments

- 1. Routine cleaning of the facility.**
- 2. Completed project cleaning of the South side of the building and hallways.**

III. Goals

- 1. Skill Center rental.**
- 2. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.**