

Maintenance Department Report for December 2004

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Hallgren Restifo Loop & Coughlin on replacing the roof over Auto Tech the cost est. is between \$36,000. to \$42,000.
2. Worked with Russell Standard Corp. on driveway repair cost.
3. Communicated with the following Contractors/Vendors:

- | | |
|------------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Jordan Supply | - Superior Specialty |
| - Muller Locksmith | - Jordan Heating |
| - R. E. North | - Doritex |
| - Lowe's | - Shiffler's |
| - 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. Performed preventive maintenance on selected HVAC system.
2. Replaced shorted motor in HVAC unit for Tool and Die Lab.
3. Painting of halls.
4. Painting Computer Sciences room
5. Completed the winterization of the snow removal equipment.
6. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. Goals

1. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.
2. Replacing the South driveway and entrance paving.