

Maintenance Department Report for January 2005

I. MANAGER ACTIVITIES

A. Accomplishments

- 1. Working with Hallgren Restifo Loop & Coughlin on replacing the roof over Auto Tech and HVAC units.**
- 2. Working on specifications for driveway repair.**
- 3. Held a carpet-cleaning seminar for the Tourism and Hospitality class.**
- 4. Communicated with the following Contractors/Vendors:**

- | | |
|---------------------------|------------------------------|
| - Hite Co. | - Sofco |
| - Jordan Supply | - Superior Specialty |
| - Muller Locksmith | - Rabe |
| - R. E. North | - Doritex |
| - Lowe's | - Shiffler's |
| - Johnson Controls | - 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. Removed snow from drives and walks at the High School/ Skill Center.**
- 3. Completed painting of the Electrical Engineering Lab.**
- 4. Completed painting of the Computer Sciences Lab.**
- 5. Completed routine Maintenance request at our High School**

II. CUSTODIAL

A. Accomplishments

- 1. Routine cleaning of the facility.**
- 2. Cleaned and waxed the hallways and theory rooms for the BTC, MF, AT and the Cafeteria.**
- 3. Cleaned the carpets in the High School offices, Business offices, Student Services offices, Rooms 35 and 36**

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.**