

Maintenance Department Report for July 2004

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed our Fire Safety inspection of the fire extinguishers and fire equipment.
2. Completed parking lot resurfacing.
3. 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. Meeting with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.
3. Safety Committee Meeting for the school
4. Meetings with Vendors for the School.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Upgrading electric service to eagles nest.
2. Performed preventive maintenance on selected HVAC system.
3. Painting of outside doors.
4. Painting of room 36.
5. Mowing and trimming of grounds at the High School/ Skill Center.
6. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed project cleaning of the North side of the building and hallways.

III. Goals

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