

Maintenance Department Report for March 2005

I. MANAGER ACTIVITIES

A. Accomplishments

1. Replacing the roof over Auto Tech and HVAC units have been bid.
2. Bid specs have been advertised and sent to prospective bidders for the repair of the driveways.
3. 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.

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. Working on painting of the Metal Fab. Lab.
4. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. Goals

1. Bid opening for repair of the front driveway.
2. Bid opening for the replacement of the roof and installation of HVAC equipment for the Auto Tech Lab.
3. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.