

Maintenance Department Report for November 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. 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. Painting of halls.
3. Painting Computer Sciences room
4. Working on the winterization of the snow removal equipment.
5. 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 feasibility study for the Skill Center.
2. Replacing the South driveway and entrance paving.