

Maintenance Department Report for October 2004

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed Erie County Health Dept. Inspections of the School.
2. Completed the Safety Inspection by Utica Insurance Company.
3. Communicated with the following Contractors/Vendors:

- | | |
|------------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Jordan Supply | - Superior Specialty |
| - Mueller Locksmith | - Jordan Heating |
| - Johnson Controls | - 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 in the High School office.
3. Mowing and trimming of grounds at the High School/ Skill Center.
4. 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. Work with Hallgren Restifo Loop & Coughlin on replacing the roof over Auto Tech.