

Maintenance Department Report for September 2004

I. MANAGER ACTIVITIES

A. Accomplishments

1. Facilitated the re-keying of the locks for the Kitchen, Auto Tech, Child Care, Building Trades and Electrical Engineering Lab.
2. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Jordan Supply
 - Muller Locksmith
 - Johnson Controls
 - Lowe's
 - Doyle Alarm Services
 - Sofco
 - ATD-American Co.
 - Jordan Heating
 - Doritex
 - Shiffler's
 - 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. Skill Center rental.
2. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.