

Maintenance Department Report for January 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Operation of the Welding lab at the Skill Center.
2. Completed new safety inspection sheet for lab inspections.
3. Completed Safety Fire Inspection for High School Kitchen.
4. Completed the Simplex inspection of our Fire Alarm system.
5. Communicated with the following Contractors/Vendors:

- | | |
|-----------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Welders Supply Co | - Janitors Supply Co. |
| - Muller Locksmith | - Ingersoll-Rand |
| - Trumbull Industries | - Doritex |
| - Lowe's | - Simplex |
| - General Welding | |

B. Upcoming Conference

1. Attend the PASBO Conference March 7-10 in Hershey, PA.

C. Meetings Attended

1. Weekly Administrative meetings.
2. Meetings with Vendors for the School.
3. Safety Committee

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. Completed electrical work for Alt. Ed. Program Lab at the Skill Center.
4. Completed electrical work for the Electronics Lab at our High School.
5. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Cleaned and waxed the theory rooms for the BTC, FEN, ABR, AUT and the Cafeteria.

III. Goals

1. Sale of surplus equipment at Skill Center.