

Maintenance Department Report for June 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Held an Auction on May 27, 2006 at the Skill Center.
2. Prepared Metal Fabrication Lab to have the ceiling painted and floor refinished.
3. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. Weekly Administrative meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Mowing and trimming of grounds at the High School/ Skill Center.
3. Working on painting of the Metal Fabrication Lab.
4. Repainting of hallway door frames
5. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of the hallways- walls and lockers.
3. Started summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. NWPA SPE (Society of Plastics Engineers)
 - a. To hold their meetings on 9-5-06, 11-6-06, 1-2-07, 3-6-07 and 5-8-07 in our Board room.

IV. Goals

1. Sale of surplus equipment at Skill Center.
2. Painting of ceiling and floor in Metal Fabrication Lab.
3. Sidewalk repair.
4. Parking lot repairs.
5. Summer cleaning of facilities.