

Maintenance Department Report for March 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Meet with Ed Stover from B & T Contractors to get a proposal for resurfacing the floor of our Metal Fabrication Lab.
2. 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.
2. Attend the PASBO Conference March 7-10 in Hershey, PA.

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. Relamped Ten classrooms with new lamps
4. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. Goals

1. Sale of surplus equipment at Skill Center.