

Maintenance Department Report for May 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Moving and gathering surplus equipment for sale in May.
2. Acquiring quotes on the ceiling painting and floor refinishing of the Metal Fabrication Lab.
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 surplus equipment making ready for sale in May
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.

III. Goals

1. Sale of surplus equipment at Skill Center.
2. Painting of ceiling and floor in Metal Fabrication Lab.