

Maintenance Department Report for November 2005

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working on the new welding lab at the Skill Center.
2. Communicated with the following Contractors/Vendors:

- | | |
|---------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Welders Supply Co | - McCarls services |
| - Muller Locksmith | - Ingersoll-Rand |
| - R. E. North | - Doritex |
| - Lowe's | - Shiffler's |
| - General Welding | - Janitors Supply Co. |

B. Meetings Attended

1. Weekly Administrative meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Working on Skill Center needs for the Alt. Ed. Program.
3. Setting up and making ready the snow removal equipment.
4. Mowing and trimming of grounds at the High School/ Skill Center.
5. Winterizing the mowing and trimming equipment.
6. Setting up the materials to be auction at the Skill Center.
7. 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. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.