

Maintenance Department Report for October 2005

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspections of the School.
2. Communicated with the following Contractors/Vendors:

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|--------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Jordan Supply | - McCarls services |
| - Muller Locksmith | - Versico roofing |
| - R. E. North | - Doritex |
| - Lowe's | - Shiffler's |
| - Johnson Controls | - 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. Work with Hallgren Restifo Loop & Coughlin on the feasible study for the Skill Center.