

Maintenance Department Report for April 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Jim Polish from Home Depot on supply services.
2. Held bid opening for HVAC units in Students services and Auto tech theory rooms.
3. Completed installation of new light pole in parking lot.
4. Communicated with the following Contractors/Vendors:

- | | |
|----------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Rabe Environmental | - Janitors Supply Co. |
| - Muller Locksmith | - Ingersoll-Rand |
| - Home Depot | - Doritex |
| - Lowe's | - Simplex |
| - General Welding | |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee

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. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. People to People International Sunday, June 24, 2007 9:00 AM-9:30 AM in the cafeteria.
2. Thermal "G" RC Club - Saturday, August 11, 2007 10:00 AM-4:30 PM field areas and parking lot in back of building.

IV. SAFETY

1. Working on fire safety training for staff.