

Maintenance Department Report for August 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the ceiling painting and floor refinishing
2. Completed crack filling and repairs to the parking lots.
3. Completed the carpeting of the High School office.
4. Completed sidewalk repair at the Skill Center.
5. 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. Administrative meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Continued relamping of the classrooms, hallways and offices.
3. Mowing and trimming of grounds at the High School/ Skill Center.
4. Reinstalling of machines in Metal Fabrication.
5. Completed painting of the Child Care theory room.
6. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of our Schools

III. FACILITY USE REQUESTS

1. Iroquois Guidance Counselor Meeting
 - a. Wednesday, October 11, 2006 4:00 PM-6:30 PM
2. RCI Orientation
 - a. Thursday, August 24, 2006 5:00 PM -7:30 PM
3. CCAC EMT Training
 - a. Tuesday's and Thursday's 6:00 PM – 10:00 PM

IV. SAFETY

1. Utica National Insurance Group did a safety inspection of the labs and buildings.

V. Goals

1. Start of School
2. Painting of Cosmetology lab.