

Maintenance Department Report for December 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the upgrade of the electrical system in Drafting and Design lab for the new computers.
2. Communicated with the following Contractors/Vendors:

- | | |
|----------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Rabe Environmental | - Janitors Supply Co. |
| - Muller Locksmith | - Ingersoll-Rand |
| - Donaldson Torit | - 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. Completed upgrade of the electrical system in Drafting and Design lab.
3. 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. German Shepherd Dog Club of NWPA
 - a. Saturday, September 15, 2007 9:00 AM-3:00 PM
2. German Shepherd Dog Club of NWPA
 - a. Occurs the first Wednesday of every 1 month effective 5/2/2007 until 10/1/2008
3. MS Cyclist Bike Tour
 - a. Saturday, June 09, 2007 6:30 AM-7:30 AM
 - b. Sunday, June 10, 2007 1:00 PM-3:00 PM
4. Erie County Public Safety Commission
 - a. Monday, December 18, 2006 1:00 PM-2:30 PM
5. 4-H Cook off
 - a. Saturday, March 31, 2007 8:30 AM-2:30 PM

IV. SAFETY

1. Completed a Safety inspection of the Drafting and Design, Art and Design, Graphic Communications and Computer Information Systems.