

Maintenance Department Report for February 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed three Safety inspections on labs.
2. Working on specifications for HVAC units in Students services and Auto tech theory rooms.
3. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. Weekly Administrative meetings.
2. Meetings with Vendors for the School.
3. 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 electrical work in server room for new battery backup system.
4. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. Hunters Safety Course 3/26/2007 to 3/28/2007 from 5:00 PM to 9:30 PM in the Cafeteria.
2. Master volunteer training-with 4H every Tuesday effective 3/20/2007 to 4/24/2007 from 7:00 PM to 9:30 PM in the Cafeteria.
3. Youth Skill-a-thon and Quiz Bowl-4-H Thursday, April 05, 2007 7:00 PM-9:00 PM in the Cafeteria.
4. Thurston House Luncheon Tuesday, May 08, 2007 in the Eagle's Nest.
5. Erie Community Foundation Board of Trustees Meeting Friday, March 23, 2007 in the Eagles Nest.

IV. SAFETY

1. Completed Safety inspections for Health Assistant Lab.