

Maintenance Department Report for January 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed Safety Fire Inspection for High School Kitchen.
2. Working on specifications for HVAC units in Students services and Auto tech theory rooms.
3. Working on specifications for fire alarm system changes that Utica Ins. wants done.
4. Communicated with the following Contractors/Vendors:

- | | |
|-----------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Welders Supply Co | - 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 for Cosmetology lab.
4. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Cleaned and waxed the Cafeteria and Cosmetology lab.

III. FACILITY USE REQUESTS

- a. None

IV. SAFETY

1. Completed Safety inspections for Cosmetology lab, Kitchen, Welding lab and Facility Eng. Lab.