

Maintenance Department Report for July 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the ceiling painting and floor refinishing of the Metal Fabrication Lab.
2. Completed the duct cleaning of the High School kitchen.
3. 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. Started relamping of the classrooms and hallways.
3. Mowing and trimming of grounds at the High School/ Skill Center.
4. Completed painting of the door frames and ceiling in the Kitchen.
5. Working on painting of the Metal Fabrication Lab.
6. Repainting of hallway door frames
7. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of Cosmetology, Graphic Arts, Health Assistants, Commercial Art and Child Care.
3. Completed the summer of the High School Offices.
4. Completed summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. None

IV. SAFETY

1. Safety inspections of labs and recommendations for improvement.

V. Goals

1. Sidewalk repair.
2. Parking lot repairs.
3. Summer cleaning of facilities.
4. New carpeting for High School Office.