

Maintenance Department Report for June 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Prepared Tool and Die Lab to have the walls painted and floor refinished.
2. Prepared Auto Tech Lab to make ready for the floor refinishing.
3. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. Weekly Administrative meetings.
2. PABSO Plant managers meeting.
3. JS Wilson Middle School LEED school tour.
4. Safety Committee.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Moved out the Tool and Die equipment.
3. Painted the walls in the Tool and Die Lab.
4. Moved out the equipment in the upper lab of Auto Tech lab.
5. Mowing and trimming of grounds at the High School/ Skill Center.
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 the hallways- walls and lockers.
3. Started summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. NWPA SPE (Society of Plastics Engineers)
 - a. To hold their meetings third Thursday of every month effective 9/20/2007 until 4/17/2008 from 6:00 PM to 8:00 PM in our Board room.
 - b. SPE Dinner Meeting Thursday, March 20, 2008 5:00 PM-8:00 PM in the Eagle's nest.
2. RCI-Orientation
 - a. Tuesday, August 14, 2007 6:30 PM-8:00 PM in our Cafeteria

IV. SAFETY

1. Working on fire safety training for staff.

2006-2007 MAINTENANCE PROJECTS

PROJECTS	START DATE	END DATE
Equipment move Tool & Die Lab	05/01/06	06/08/07
Equipment move Auto Tech upper lab	05/28/07	06/05/07
Paint walls Tool & Die Lab	06/06/07	06/08/07
Painting of floor Tool & Die Lab	06/11/07	06/15/07
Paint Drafting & Design and Art class rooms	06/11/07	06/29/07
Rewire lights in Drafting & Design	06/11/07	06/29/07
Install new electrical service in Elect Engineering	6/11/07	6/29/07
Pluming rework in Cosmo Lab	06/11/07	8/17/07
Re install Equipment in Tool & Die lab	06/25/07	07/27/07
Remove furniture in Student Services, room 35 and 36	07/02/07	07/03/07
Painting of floor upper Auto Tech Lab	07/02/07	07/13/07
Install new electrical service in server room	07/02/07	07/13/07
Remove under ground fuel tank at Skill Center	07/02/07	8/17/07
Install Johnson Control update to Metasys HVAC system	07/02/07	8/17/07
Recoat and repair parking lots	07/02/07	8/17/07
HVAC unit install Student Services and Auto Tech lower Theory	07/02/07	08/17/07
Carpet install in Student Services, room 35 and 36	07/02/07	08/17/07
Install new duct work in Admin Office	07/02/07	08/17/07
Install Simplex update to fire Alarm System at HS	07/02/07	08/17/07
Reinstall Equipment in Auto Tech Lab	8/6/07	8/17/07
Reinstall furniture in Student Services, room 35 and 36	8/6/07	8/17/07

EVENT SCHEDULE PLANNER

2007

PROJECT: SUMMER CLEANING

BY: STEVE SCEIFORD - FACILITIES MANAGER

We will try to hold to this schedule as best as we can; dependent on vacations, sick days and unplanned events. As you can see this is a very aggressive schedule there is little give in it. So if you would please plan your needs to the times that we are not in your areas.

Thank you for your support in completing this task.

PROJECT PHASE

START DATE

END DATE

Lockers, halls and Cafe walls at High School cleaned

06/06/07 06/12/07

Skill Center building cleaning and Jeff's Office

06/13/07 06/26/07

High School Offices

06/27/07 06/29/07

RCTC Office, Cosmo, Graph, Art, Health, Child care and Room 34

07/02/07 07/12/07

Culinary Arts, Kitchen and Cafe

07/13/07 07/23/07

Electronics, Elec. Eng., Comp. Sci., Draft & Design, Room 18, 40, 41, 14, 36 and 35

07/24/07 08/06/07

Hallways

08/07/07 08/13/07

Welding, Facility, Building Trades, Auto Body, Auto Tech and Tool & Die

08/13/07 08/24/07

January						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					