

Maintenance Department Report for March 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Ed Stover from B & T Contractors to get a proposal for resurfacing the upper floor of our Auto Technologies Lab.
2. Completed specifications for HVAC units in Students services and Auto tech theory rooms.
3. Met with Ed Razanauskas Jr. from Simplex about Fire alarm update need for Utica insurance.
4. 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. Attend the PASBO Conference March 13-16 in Pittsburg, PA.
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 routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. Alt Ed Dinner- Mr. Craft Thursday, March 29, 2007 3:00 PM-9:00 PM in the Eagles Nest.

IV. SAFETY

1. Working on fire safety training for staff.