

Maintenance Department Report for November 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the install of a down draft smoke and fume exhaust system for the welding lab.
2. Picked up a Xerox printer from National Christina Foundation, Mark Guth of Iron Mountain Inc. in Butler, PA.
3. Communicated with the following Contractors/Vendors:

- | | |
|----------------------|-----------------------|
| - Hite Co. | - Sofco |
| - Rabe Environmental | - Janitors Supply Co. |
| - Muller Locksmith | - Ingersoll-Rand |
| - Donaldson Torit | - 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. Installation of exhaust system in Metal Fabrication
3. Repair to Van Dorn injection mold machine.
4. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of our Schools

III. FACILITY USE REQUESTS

1. None

IV. SAFETY

1. Completed a Safety inspection of the Electrical Engineering, Electronics, Child Care and Health Assistant Labs.