

Maintenance Department Report for October 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspections of the School no violations.
2. 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. Mowing and trimming of grounds at the High School/ Skill Center.
3. Setting up and making ready the snow removal equipment.
4. Painted front panels of school and out side storage doors on welding lab.
5. Winterizing the mowing and trimming equipment.
6. Completed routine maintenance requests at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. 4-H Erie County Program - Dinner, Nov 18, 2006 6:00pm to 10:30 pm Cafeteria
2. Ere County Public Safety Committee – board room every other Monday 3:00PM to 5:00PM

IV. SAFETY

1. Completed a Safety inspection of the Auto body, Auto Tech lab, Tool & Die. and Electrical Engineering Lab.