

Maintenance Department Report for September 2006

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the painting of Cosmetology lab.
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. Reinstalling of machines in Metal Fabrication.
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 Kitchen, Welding lab, Facility Eng. Lab and Construction Trades Lab.