

Maintenance Department Report for April 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Labor & Industry approved the drawings for the Transition Center at the Skill Center.
2. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
3. Communicated with the following Contractors/Vendors:

- Hite Co.	- Siemens
- Mobilcom	- Janitors Supply Co.
- Muller Locksmith	- W. T. Spader
- Verizon wireless	- Doritex
- Lowe's	- Simplex
- General Welding	

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
3. Completed the repairs to the HVAC unit at the Skill Center.
4. Removed snow from drives and walks at the High School/ Skill Center.
5. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. CFC Testing-Adult Ed in the Eagles nest, Saturday, April 26, 2008 8:00 AM-12:00 PM.
2. Teen Parent Group Luncheon in the Eagles nest, Tuesday, May 13, 2008 12:00 AM to Wednesday.
3. German Shepherd Dog Club of NW Pa-32nd Annual Dog Show Restroom and grounds off back parking area, Saturday, September 13, 2008 9:00 AM-3:00 PM.
4. German Shepherd Dog Club of NWPA to use the grounds off of back parking area, 5/9/2007 until 10/1/2008 from 7:00 PM to 9:00 PM.

IV. SAFETY

1. Fire extinguisher training in May.