

Maintenance Department Report

August 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the floor refinishing in Auto Tech Lab.
2. Completed crack filling and repairs to the parking lots.
3. Completed the carpeting of Room's 35, 36 and Student Services office.
4. Completed the install of the HVAC units in Auto Tech and Student Services office.
5. Completed the install of a fence for the Childcare Lab.
6. Communicated with the following Contractors/Vendors:

Doritex	Ingersoll-Rand	Rabe Environmental
General Welding	Janitors Supply Co.	Simplex
Hite Co.	Lowe's	Sofco
Home Depot	Muller Locksmith	

B. Meetings Attended

1. Weekly Administrative meetings.
2. PASBO Train-the-Trainer Workshop

II. MAINTENANCE

1. Performed preventive maintenance on selected HVAC system.
2. Reinstalling of machines in Tool and Die and Auto Tech Lab's.
3. Started the rework of the sinks in Cosmetology Lab.
4. Completed the upgrade to the electrical system for the server room.
5. Painted the door frames on Room's 34, 35 and 36.
6. Mowing and trimming of grounds at the High School and Skill Center.
7. Completed routine maintenance request.

II. CUSTODIAL

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

III. FACILITY USE REQUESTS

1. EMT Classes in the Health Room
 - a. Tuesday and Thursday, 9/4/2007 to 5/29/2008, 6:00 PM to 10:00 PM
2. Erie County Athletic Commission in the board room
 - a. Tuesday, September 11, 2007 12:30 PM-1:30 PM
 - b. Tuesday, December 11, 2007 12:00 PM-1:30 PM
3. Frank DiPlacido SARCC board meeting-Luncheon in the Eagle's Nest
 - a. Monday, April 07, 2008 11:30 AM-1:00 PM

IV. SAFETY

1. Lockout/Tag Out training on 8/27/2007 for the staff.
2. Right-to-Know training by AEGIS Co. on 8/27/2007 for the staff.