

## ***Maintenance Department Report for December 2007***

### **I. MANAGER ACTIVITIES**

#### **A. Accomplishments**

1. Completed the install of four new CNC machines in tool & Die lab.
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.         | - Sofco               |
| - Perseco-Erie     | - Janitors Supply Co. |
| - Muller Locksmith | - Johnson Controls    |
| - Home Depot       | - 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. Completed an upgrade to the electrical system in Drafting and Design lab for the new print area.
3. Completed the electrical and air lines install needed for the four new CNC machines in Tool & Die Lab.
4. Completed routine Maintenance request at our High School.

### **II. CUSTODIAL**

#### **A. Accomplishments**

1. Routine cleaning of the facility.

### **III. FACILITY USE REQUESTS**

1. Counselors meeting in the Eagle's nest, Friday, December 14, 2007 8:00 AM-1:00 PM
2. IUP-Julie Boyd meeting in Room 34, every Thursday effective 1/24/2008 until 5/1/2008 from 4:30 PM to 6:30 PM.
3. Washington DC Trip-P. Heubel to use the far parking lot, Thursday, April 17, 2008 4:00 PM to Sunday, April 20, 2008 11:30 PM.

### **IV. SAFETY**

1. Safety Committee Meeting Minutes see attachment.

# **Erie County Technical School**

## **Safety Committee**

### **Meeting Minutes for December 6, 2007**

#### **Those in Attendance:**

Pat Kalinowski, Natalie Fatica, Patty Heubel, Paul Fritz, Rosanne Gangemi, Steve Sceiford, Aldo Jackson, John Hansen, Janet Grossman

#### **SAFETY MEETING:**

##### **Student Accident Reports**

- No new ones reported, on last month's injuries, Steve investigated all and did corrective actions  
– Teachers will do some re-training for students on the safety issues.

##### **Worker's Compensation**

- On going injury-knee contusion

##### **Other Business**

- Student NCPC surveys: they are scheduled to be done on December 20, 2007
- Possible change in student handbook procedure regarding: Wheelie Shoes –John to handle this.
- Safe School Procedures – everyone received a copy of the procedure and we are all to go over it and make any changes, this will be discussed at the January meeting.

##### **New Business-**

- MRSA – infection of a cut, pimple etc. Steve handed out hand washing signs to all instructors.
- Rosanne brought up the safety issue of threshold on café doorway, (Eagle's Nest's portable wall) someone from the 911 meeting on December 4, 2008 almost tripped on it, the maintenance people have put reflective tape down to help with the problem.
- Janet Grossman mentioned salting the icy parking lot, Steve stated that the sidewalks are salted, but the driveway itself is not.
- Patty Heubel, suggested we review the procedures in event of an emergency, hostage situation, firearms, bomb treat, etc.
- It was suggested we do that at the in service in August of the new school year.

#### **WELLNESS MEETING:**

- Steve mentioned stop smoking – Natalie and Paul stated that EAP will assist with quitting smoking if someone wants to.
- Paul reviewed the wellness plan everyone received a copy of this.  
John motioned to accept the plan.  
Rosanne seconded it.  
Paul will take care of submitting our Plan to the **NOREBT**.
- Rosanne brought up the water issue, (RE: the walk-a-thon in April), Natalie said we can have water if we want it.

Meeting was adjourned at 11:45am

Respectfully Submitted,  
Pat Kalinowski