

Maintenance Department Report for January-February 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed Safety Fire Inspection for High School Kitchen.
2. Completed a Fire Safety inspection for the High School and Skill Center buildings with Kip Hayford Fire chief of Perry Highway Hose Co.
3. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
4. Held a Auction with Tim Rocco at the Skill Center on January 26th, 2008
5. Communicated with the following Contractors/Vendors:

- Hite Co.	- Sofco
- Perseo-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. Cleaned up the Skill Center building after the auction.
3. Cleared out the Industrial Maintenance Lab at the Skill Center.
4. Completed the repairs to the HVAC compressor in the boiler room.
5. Removed snow from drives and walks at the High School/ Skill Center.
6. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. MS Bike Tour-Nat'l Multiple Sclerosis Society to use the parking lot Saturday, June 07, 2008 5:30 AM to Sunday, June 08, 2008 6:00 AM.
2. Annual 4-H cook off in the Cafeteria and Eagle's Nest Saturday, March 29, 2008 8:00 AM-4:00 PM
3. 4-H meeting in Eagle's Nest and 1/2 cafeteria against windows Thursday, January 31, 2008 6:30 PM-9:30 PM
4. 4-H meeting in the Eagle's nest, every Tuesday effective 3/18/2008 until 4/22/2008, 6:30 PM-9:30 PM.
5. General McLane School Board Meeting in the Eagle's nest Monday, March 10, 2008 6:30 PM-10:00 PM,

IV. SAFETY

1. Safety Fire Inspection for High School Kitchen.
2. Fire Safety inspection for the High School and Skill Center buildings.