

Maintenance Department Report for January 2008

I. MANAGER ACTIVITIES

A. Accomplishments

- 1. Completed Safety Fire Inspection for High School Kitchen.**
- 2. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.**
- 3. Working with Tim Rocco on a auction at the Skill Center on January 26th, 2008**
- 4. 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 the repairs to the HVAC compressor in the boiler room.**
- 3. Removed snow from drives and walks at the High School/ Skill Center.**
- 4. 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 Wednesday, April 16, 2008 6:30 PM-9:30 PM,**

IV. SAFETY

- 1. Safety Fire Inspection for High School Kitchen.**