

Maintenance Department Report for July 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the wall painting and floor refinishing in Tool and Die Lab.
2. Completed the floor refinishing Auto Tech Lab.
3. Completed the upgrade of our Simplex Fire alarm system.
4. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. Weekly Administrative meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Removed the old electric panel in Electrical Engineering and moved and rewired the work benches.
3. Started the rework of the sinks in Cosmetology Lab.
4. Started the upgrade to the electrical system for the server room.
5. Painted the door frames in the kitchen.
6. Painted the RCTC office.
7. Completed the repainting of Drafting and Design Labs
8. Mowing and trimming of grounds at the High School/ Skill Center.
9. Completed routine Maintenance request at our High School

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of Cosmetology, Graphic Arts, Health Assistants, Commercial Art, Kitchen, Room's 22, 34, 54 and Child Care Lab.
3. Completed the summer cleaning of the High School Offices.
4. Completed summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. None

IV. SAFETY

1. Working on fire safety training for staff.