

Maintenance Department Report for June 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
2. Communicated with the following Contractors/Vendors:

- Hite Co.	- Siemens
- Mobilcom	- Janitors Supply Co.
- Muller Locksmith	- W. T. Spader
- Verizon wireless	- 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. Painted the admissions and guidance offices.
3. Repainting of hallway doors and frames.
4. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
5. Servicing exfans on the roofs.
6. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of the hallways- walls and lockers.
3. Started summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. RCI-Orientation Tuesday, August 11, 2008 6:00 PM-7:30 PM in our Cafeteria.
2. Model Air Plane Air Show-Lake Erie Classic-Benefits Make a Wish-Thermal G RC Club back Parking Lot & Grass area. Saturday, August 09, 2008 10:00 AM-5:00 PM.
3. Sara Reed-Frank DiPlacido meeting in the Eagle's Nest. Monday, April 06, 2009 11:30 AM-1:30 PM

IV. SAFETY

1. Working on our Safe School Plan.

SUMMER 2008 MAINTENANCE PROJECTS

PROJECTS	START DATE	END DATE
Paint Guidance and Admission's offices	06/11/08	06/29/08
Paint lockers for art	06/11/08	06/29/08
Summer Maintenance of exfans on roofs	06/09/08	06/20/08
Remove furniture from Room 209-210 at the Skill Center and install new furniture	06/16/08	06/27/08
Remove furniture in Early Childhood Ed classroom, Guidance and Admission's offices	07/01/08	07/02/08
Carpet install in Early Childhood Ed classroom, Guidance and Admission's offices	07/01/08	07/31/08
Update Camera system for high school	07/01/08	8/17/08
Install Johnson Control update to Metasys HVAC system	07/01/08	8/17/08
Recoat and repair parking lots	07/01/08	8/17/08
Rebuild Heating valve in Construction Trades lab	07/01/08	7/03/08
HVAC exfan install in Grafts and Art room	07/01/08	08/17/08
Rewire lights in Drafting & Design	07/07/08	07/11/08
Rewire Kitchen power drops	07/14/08	07/18/08
Move under light in Eagles nest	07/21/08	07/23/08
Install new power for laminator	07/24/08	07/25/08
Install new service for Electronics office	07/28/08	07/30/08
Reinstall furniture in Early Childhood Ed classroom, Guidance and Admission's offices	08/1/08	08/17/08
Install projectors in room 35 and Eagles nest	08/01/08	08/08/08

EVENT SCHEDULE PLANNER

PROJECT: SUMMER CLEANING

By: Steve Sceiford - Facilities Manager

We will try to hold to this schedule as best as we can; dependent on vacations, sick days and unplanned events. As you can see this is a very aggressive schedule there is little give in it. So if you would please plan your needs to the times that we are not in your areas.

Thank you for your support in completing this task.

PROJECT PHASE	START DATE	END DATE
Lockers, halls and Cafe walls at High School cleaned	06/05/07	06/11/07
Skill Center building cleaning	06/12/07	06/25/07
High School Offices and Jeff's Office	06/26/07	06/30/07
RCTC Office, Cosmo, Graph, Art, Health, Child care and Room 34	07/01/07	07/11/07
Culinary Arts, Kitchen and Cafe	07/14/07	07/22/07
Electronics, Elec. Eng., Comp. Sci., Draft & Design, Room 18, 40, 41, 14, 36 and 35	07/23/07	08/05/07
Hallways	08/06/07	08/12/07
Welding, Facility, Building Trades, Auto Body, Auto Tech and Tool & Die	08/13/07	08/22/07

2008

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