

Maintenance Department Report for March 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspection of the School Kitchen.
2. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
3. Completed the Civil Rights Audit of the buildings.
4. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|-----------------------|
| - Hite Co. | - Siemens |
| - Mobilcom | - Janitors Supply Co. |
| - Muller Locksmith | - Johnson Controls |
| - 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. Cleared a drain in the welding Lab at the Skill Center building.
3. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
4. Completed the repairs to the HVAC unit at the Skill Center.
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. Bob Craft-Alternative Ed Parent Evening Dinner in the Eagle's Nest, Thursday April 03, 2008 3:00 PM-9:00 PM.

IV. SAFETY

1. Fire extinguisher training in April or May.