

Maintenance Department Report for May 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
2. Held fire extinguisher training for the staff.
3. Prepared the Skill Center welding lab for the May-June welding program.
4. 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. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
3. Had roof at the Skill Center repaired.
4. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. None

IV. SAFETY

1. Working on our Safe School Plan.