

Maintenance Department Report for November 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspections of the School no violations.
2. Completed the new high temp install for the IT-Phone/Storage room.
3. 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.
2. Safety Committee meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Completed repairs to Cafeteria auto scrubber.
3. Completed new service in kitchen for new cooking equipment.
4. Completed the repair to the sump pump for our elevator at the Skill Center
5. 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. AEGIS Co. has completed there safety compliance audit of our labs we are waiting for the report.
2. Safety Committee Meeting Minutes see attachment.

Erie County Technical School

Safety Committee

Meeting Minutes for November 8, 2007

Those in Attendance:

Pat Kalinowski, Natalie Fatica, Patty Heubel, Paul Fritz, Suzanne Matthews
Roseann Gangemi, Fred Brockman, Steve Sceiford

Student Accident Reports

Two Reported – Mr. Sceiford will investigate and report at next meeting

Worker's Compensation

1. knee contusion
2. notice only – knee contusion

Other Business

Lab Inspections: It was decided that Lab teacher's should do the inspections with Steve Sceiford.

Student NCPC surveys: Natalie will talk with John regarding the student NCPC surveys.

- Discussion, on random surveys as opposed to surveying all students.

Erie County Health Dept Inspection: No violations in Cafeteria and none in either building.

- The inspector had many compliments on everything inspected at both buildings, especially the Cafeteria as they were preparing for Open House and the Fall Fest. Copy of report is on file.

Possible change in student handbook procedure regarding:

- Wheelie Shoes – after much discussion we came to the conclusion that we have no policy on the use of them in the school at this time.
- It might be a liability issue and should be addressed in the next student handbook for next year.
- Steve will recommend to John there should be no use wheeled shoes use inside the school.
- It was reported to be seen in the hallways-someone could get hurt with a opening door, etc.

Safe School Auditor General-the auditor general will be looking for

- Our Memorandum of Understanding with the local law enforcement.
- Safe school plan.
- Visitation policy.
- School Security- single points of entry and egress.
- A Safety officer, crisis manager and crisis team.
- School emergency communications system.
- Safe schools and emergency training for staff, students and faculty.
- Suzanne Matthews is to call a few Pennsylvania Technical schools to see how they lock down.
- Safety Officer, we think it is the Principle

Crisis team: There was discussion on developing a crisis team.

- Mrs. Gangemi stated the SAP (Student Assistance Program) was used previously.
- The committee thinks we should implement this again.

Erie County Technical School
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- Emergency communication system, we use the PA system. We will need to conduct some emergency drills other than fire drills, such as for weather emergencies, tornadoes, etc.
- Mrs. Heubel suggested that it may be a good idea to review the procedures again in the event of a school emergency with a violate person or another emergency requiring lock down. Currently the code is XXXXX, but Mrs. Matthews said a lot of students know that code, so maybe it should be changed to something else to prevent mass panic in the event of such an emergency. Either way, a review with the entire staff would be a good idea.

Meeting was adjourned at 11:45am

Respectfully Submitted,

Pat Kalinowski