

Maintenance Department Report for October 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the new appraisal review by American Appraisal for our buildings.
2. Completed a Safety Inspection of our car lifts.
3. Completed the move of the HVAC unit for our IT-Phone/Storage room.
4. Prepared the welding lab at the Skill Center for a new training program
5. 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. Installing new service in kitchen for new cooking equipment.
3. Completed the repairs to boilers at the high school.
4. Mowing and trimming of grounds at the High School/ 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. CFC TEST in the Cafeteria, Saturday November 17, 2007 8:00 AM-12:00 PM
2. 4-H Teen Counseling in the Cafeteria, first Tuesday of every 1 month effective 10/2/2007 until 5/6/2008 from 7:00 PM to 8:30 PM.

IV. SAFETY

1. AEGIS Co. has completed there safety compliance audit of our labs we are waiting for the report.