

Maintenance Department Report for September 2007

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the removal of the under ground fuel tank at the Skill Center.
2. Completed the Safety Inspection by School Claims Service (PSBA).
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.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Reinstalling of machines in Tool and Die and Auto Tech Lab's.
3. Completed the rework of the sinks in Cosmetology Lab.
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. Kinship care Program-PS Coop extension in the Cafeteria, Lobby, Childcare, and 2 labs. Tuesday Saturday, November 03, 2007 9:00 AM-1:00 PM
2. Christmas Connection Craft Show Trip Tuesday, September 11, 2007 12:30 PM-1:30 PM use of the front parking lot for cars.
3. Learning Lab-IUP Julie Boyd use of the Networking Lab. Every Monday effective 9/10/2007 until 12/4/2007 from 4:00 PM to 6:00 PM.
4. 4-H Annual Awards and Dinner Program in the Cafeteria and Eagle's Nest. Saturday, November 17, 2007 6:00 PM-10:00 PM.

IV. SAFETY

1. Hartford Steam Boiler did a safety inspection of the Boilers and pressure vessels.
2. AEGIS Co. has started there safety compliance audit of our labs.