

Maintenance Department Report for August 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
2. Completed crack filling and repairs to the parking lots.
3. Completed the carpeting of Early Childhood Lab, Guidance and Admission office.
4. Completed the repairs to the hallway walls at the Skill Center.
5. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|-----------------------|
| - Hite Co. | - R.E North Co. |
| - Grainger | - Janitors Supply Co. |
| - Muller Locksmith | - W. T. Spader |
| - Verizon wireless | - Doritex |
| - Lowe's | - Simplex |
| - General Welding | |

B. Meetings Attended

1. Weekly Administrative meetings.
2. HVAC pre-bid meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Completed the upgrade to the electrical system for the kitchen.
3. Painted the door frames and upstairs hall walls at the Skill Center.
4. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
5. Servicing exfans on the roofs.
6. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of our Schools

III. FACILITY USE REQUESTS

1. None

IV. SAFETY

1. Working on our Safe School Plan.