

Maintenance Department Report for April 2009

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
2. Working with Chris Coughlin from HRLC Architects on up dates needed to cut energy costs.
3. Labor & Industry approved the rough-in of the plumbing and electrical systems for the Transition Center.
4. Working with the staff on the Transition Center.
5. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|-----------------------|
| - Hite Co. | - R.E North Co. |
| - Grainger | - Janitors Supply Co. |
| - Muller Locksmith | - Ingersoll Rand |
| - Verizon wireless | - Doritex |
| - Lowe's | - Simplex |
| - General Welding | |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee and Wellness Committee Meeting.
3. Attended the PASBO conference.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Started the install of the new video system at the High School
3. Installed the power and hooked up the new Cincinnati brake press.
4. Removed snow from drives and walks at the High School/ Skill Center.
5. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
6. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. CFC Testing-Adult Ed in the Eagles nest, Saturday, April 26, 2008 8:00 AM-12:00 PM.
2. RCI- Orientation in the Cafeteria, Monday, August 10, 2009 6:00 PM-8:00 PM.

IV. SAFETY

1. Held fire drills for the High School and Skill Center with Joe Tarasovitch.