

Maintenance Department Report for December 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the install of the Ingersoll Rand Air Compressor for the High School.
2. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
3. Working with the staff on the Transition Center.
4. 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. Safety Committee Training

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Installed the new compressor in the boiler room.
3. Completed an upgrade to the electrical system in the Networking lab.
4. Working on the Industrial Maintenance Lab to change it into the Transition Center 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. RCI-Orientation to be held in the Cafeteria, Monday January 05, 2009 6:00 PM-7:30 PM.

IV. SAFETY

1. Working on our Safe School Plan with Joe Tarasovitch and the Safety Committee.