

Maintenance Department Report for February 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 the staff on the Transition Center.
3. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. Weekly Administrative meetings.
2. DACUM Workshop for Facilities Maintenance.
3. Safety Committee and Wellness Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Installed power and mounts for digital classrooms.
3. Removed snow from drives and walks at the High School/ Skill Center.
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. None

IV. SAFETY

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