

Maintenance Department Report for January 2009

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed Safety Fire Inspection for High School Kitchen.
2. Completed the Erie County Health Dept. Inspections of the cafeteria.
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. |
| - Mueller 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.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed preventive maintenance on the refrigeration equipment in the kitchen.
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. 4-H Cook off in the Cafe and Eagle's Nest, Saturday, March 28, 2009 7:30 AM-2:30 PM.
- 2.

IV. SAFETY

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