

Maintenance Department Report for June 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. |
| - Muller Locksmith | - GrayBar |
| - Verizon wireless | - Doritex |
| - Lowe's | - Simplex |
| - General Welding | |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee and Wellness Committee Meeting.
3. Management Review & Administrative Retreat.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Painted Art and Design classroom.
3. Installed new hanger for projector in the Eagles nest.
4. Relamped Construction Trades Lab.
5. Servicing of the exfans on the roofs.
6. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
7. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of the hallways- walls and lockers.
3. Started summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. None