

Maintenance Department Report for March 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. 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.

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 power and mounts for digital classrooms.
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. German Shepherd Dog Club of NW Pa, Inc. To use the back Field and some parking behind the school. Every Tuesday and Wednesday effective 5/5/2009 until 9/12/2009 from 6:00 PM to 9:00 PM.
2. German Shepherd Dog Club of NW Pa, Inc.-Dog Show. To use the back Field and some parking behind the school. Saturday, September 12, 2009 8:30 AM-2:00 PM.

IV. SAFETY

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