

Maintenance Department Report for May 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.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed preventive maintenance on the equipment for mowing and trimming of grounds at the High School/ Skill Center.
3. Working on the Industrial Maintenance Lab to change it into the Transition Center at the Skill Center.
4. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. Memorial Day Classic-Family First Sports Park Soccer Tournament, to use the Front Grounds and parking lots. Saturday/ Sunday May 23-24, 2009 7:00 AM to 7:00 PM..
2. RCI- Orientation in the Cafeteria, Monday, August 10, 2009 6:00 PM-8:00 PM.

IV. SAFETY

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