

Maintenance Department Report for November 2008

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Ingersoll Rand and Grainger for the replacement of the Air Compressor for the High School.
2. Working with Chris Coughlin from HRLC Architects on the Transition Center at the Skill Center.
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 | - W. T. Spaeder |
| - Verizon wireless | - Doritex |
| - Lowe's | - Simplex |
| - General Welding | |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee and Wellness Committee Meeting.
3. Pelco- new security camera system for school.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Working on the install of a new compressor in our boiler room.
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. 4-H Achievement Night -Awards & Recognition Ceremonies to be held in the Cafeteria, Eagle's Nest - Saturday, November 15, 2008 6:30 PM-9:30 PM.

IV. SAFETY

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