

Maintenance Department Report for September 2008

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 | - W. T. Spader |
| - Verizon wireless | - Doritex |
| - Lowe's | - Simplex |
| - General Welding | |

B. Meetings Attended

1. Weekly Administrative meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Installed new ceiling in the Auto Tech theory.
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. None
2. Learning Lab for beginning teachers to use Room 22-Childcare Theory room every Monday and Tuesday effective 9/8/2008 until 12/22/2008 from 3:30 PM to 8:30 PM.
3. IX Center trip/ Palo and Heubel, use of the front parking lot for cars Sunday, November 23, 2008 12:00 AM to Monday, November 24, 2008 12:00 AM.

IV. SAFETY

1. Working on our Safe School Plan.