

# ***Maintenance Department Report for April 2010***

## **I. MANAGER ACTIVITIES**

### **A. Accomplishments**

1. Working with Chris Coughlin from HRLC Architects on the Transition Center kitchen at the Skill Center.
2. Working with Gray Bar, Hite Electrical Co's and the Electrical Engineering class on a lighting study for our buildings.
3. Working on the relighting of our buildings with Chris Coughlin from HRLC Architects and John West from Tower Engineering.
4. Communicated with the following Contractors/Vendors:

|                    |                       |
|--------------------|-----------------------|
| - Hite Co.         | - JJ Wurst Co.        |
| - Grainger         | - Janitors Supply Co. |
| - Muller Locksmith | - GrayBar             |
| - Verizon wireless | - Doritex             |
| - Lowe's           | - Simplex             |

### **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 Transition Center Kitchen.
4. Completed routine Maintenance request at our High School and Skill Center.

## **II. CUSTODIAL**

### **A. Accomplishments**

1. Routine cleaning of the facility.

## **III. FACILITY USE REQUESTS**

1. Wedding Shower-in the Eagle's Nest. Saturday, May 22, 2010 10:30 AM-4:30 PM.
2. Pa. Co Op Extension to use the Cafeteria, Computer Room Drafting Room. Saturday, June 05, 2010 7:00 AM-4:00 PM.

## **IV. SAFETY**

1. Safety inspections of the classrooms and labs.
2. Held fire drills for the High School and Skill Center with Joe Tarasovitch.