

Maintenance Department Report for January 2010

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin from HRLC Architects on the Transition Center kitchen at the Skill Center.
2. Completed Safety Fire Inspection for High School Kitchen.
3. Completed the Erie County Health Dept. Inspection of the cafeteria.
4. 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 |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee and Wellness Committee Meeting.
3. Training meeting for staff on Right to Know and Blood Borne Pathogen.
4. Recycling meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed preventive maintenance on the refrigeration equipment in the kitchen.
3. Removed snow from drives and walks at the High School/ 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. Learning Lab for beginning teachers in room 6, every Tuesday 1/26/2010 until 4/20/2010 from 3:30 PM to 8:00 PM.
2. Ft LeBoeuf -Dinner and Board Meeting in the Eagles Nest Thursday, February 04, 2010 5:00 PM-9:00 PM.

IV. SAFETY

1. Safety inspections of the classrooms and labs.
2. Working with Pat Kalinowski on our log of the MSDS.