

Maintenance Department Report for June 2010

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working on the relighting of our buildings with Chris Coughlin from HRLC Architects and John West from Tower Engineering.
2. 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.
3. Management Review & Administrative Retreat.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed mowing and trimming of grounds at the High School/ Skill Center.
3. Servicing of the exfans on the roofs.
4. Completed routine Maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of the hallways- walls and lockers.
3. Started summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. OCA Performance Test by Dave Michalak in the Auto Tech lab, Monday, June 14, 2010 10:00 AM-1:00 PM.
2. Surprise 80th Birthday Party - Joe Tarasovitch in the Cafeteria, Sunday, July 04, 2010 2:00 PM-7:00 PM.
3. Summit United Methodist Church Prayer Walk to use the High school and grounds, Tuesday, July 06, 2010 6:30 PM-8:00 PM.

IV. SAFETY

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