

Maintenance Department Report for March 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 FirstEnergy lighting incentive.
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. Energy Roundtable Meeting , Geoff Bristow with the DEP
4. PASBO Conference at Hershey.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Removed snow from drives and walks 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. NWPA Society of Plastics Engineering to use the board room, Tuesday, March 16, 2010 5:30 PM-8:30 PM.
2. Educator in the Workplace to use board room and computer lab, Wednesday, July 07, 2010 8:00 AM-2:30 PM.
3. HVAC-CFC Testing to use the Cafeteria, Saturday, April 24, 2010 8:00 AM-12:00 PM.

IV. SAFETY

1. Safety inspections of the classrooms and labs.