

Maintenance Department Report for November 2009

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Labor and Industry Inspections of the boilers and pressure vessels.
2. Working with Dave Yanosko and his students on the wall caps that we are installing in Auto Tech Lab.
3. Held training for the students in the Transition Center on general custodial work.
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. Recycling meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Completing work on the snow equipment for winter.
3. Working on the repairs to boiler at the high school.
4. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Held a training meeting for staff on the new C3 bathroom cleaning system.

III. FACILITY USE REQUESTS

1. 4-H cook off, Saturday, February 06, 2010 1:00 PM-5:00 PM. In our cafeteria.
2. RCI Orientation, Thursday, January 07, 2010 6:00 PM-7:00 PM. In our cafeteria.
3. Erie Thunderbirds Drum & Bugle Corps-Joe Salorino, Saturday, November 21, 2009 2:00 PM-5:00 PM. in our Cafeteria and Graphics Lab.
4. CFC Testing-Adult Ed MEC, Saturday, December 19, 2009 11:00 AM-1:00 PM. in our cafeteria.

IV. SAFETY

1. Held fire drills for the Skill Center and High School.
2. Held required training for Safety Committee's.