

Maintenance Department Report for October 2009

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspections of the cafeteria and buildings.
2. Working with Dave Yanosko and his students on the wall caps that we are installing in Auto Tech Lab.
3. 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. Updating list of equipment on the fire alarm system.
3. Working on the repairs to boiler at the high school.
4. Painted offices in the Business office.
5. 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. None

IV. SAFETY

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