

Maintenance Department Report for September 2009

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed repair of water service with WM.T Spaeder and Summit Twp.
2. Completed repairs to overhead doors on Maintenance building and High School.
3. Completed repairs to refrigeration equipment in High School Cafe.
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.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Installed new door in Art and Design closet and painted.
3. Repainted front windows on High school building.
4. Painted replacement door on back hallway.
5. Completed routine Maintenance request at our High School.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. Girard SD Board Meeting-View the Transition center, in the Eagle's nest Monday, October 12, 2009 7:00 PM-9:00 PM.
2. Fall Fest, in our Café, Wednesday October 28, 2009 12:00 AM.

IV. SAFETY

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