

Maintenance Department Report for April 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed a change to our parking lot lighting system.
2. Completed our equipment calibration for our NOCTI testing.
3. Communicated with the following Contractors/Vendors:

- Hite Co.	- PRO Waste Services Inc.
- Penelec	- Janitors Supply Co.
- Muller Locksmith	- GrayBar
- Verizon wireless	- Doritex
- Lowe's	- Simplex

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed preventive maintenance on the equipment for mowing and trimming of grounds at the High School/ Skill Center.
3. 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. Penn State - Erie County Co-op Extension - Livestock Challenge in the Eagles Nest, Sunday, August 21, 2011 6:00 PM-9:30 PM.
2. Penn State - Erie County Co-Op Extension to hold a meeting in the Eagles Nest, Thursday, August 04, 2011 7:00 PM-8:30 PM.
3. Penn State - Erie County Co-Op Extension Teen Council Meeting in the Eagles Nest, Thursday, April 07 and July 07 2011 7:00 PM-8:30 PM.

IV. SAFETY

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