

Maintenance Department Report for July/August 2010

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working on the relighting of our buildings with Chris Coughlin from HRLC Architects and John West from Tower Engineering.
2. Completed the inspections of the ansul and fire extinguishers.
3. Completed crack filling and repairs to the parking lots.
4. Communicated with the following Contractors/Vendors:

- Hite Co.	- Electrical & Mechanical Systems.
- Grainger	- Janitors Supply Co.
- Muller Locksmith	- GrayBar
- Verizon wireless	- Doritex
- Lowe's	- Simplex

B. Meetings Attended

1. Relighting Job Conference's.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed mowing and trimming of grounds at the High School/ Skill Center.
3. Installed new power outlets in High School office, board room, Graphics and Day care.
4. Completed painting of the Student Services office, Art classroom and Graphics classroom.
5. Installed new office for Tourism & Hospitality classroom.
6. Completed servicing of the exhaust fans on the roofs.
7. Completed routine Maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of the High School.
3. Completed project cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. Erie County School Counselors to use the Eagles Nest, Wednesday November 17, 2010 4:00 to 6:30PM.

IV. SAFETY

1. Installed the city tie for the Skill Center fire alarm system.