

Maintenance Department Report for December 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. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Penelec
 - Muller Locksmith
 - Verizon wireless
 - Lowe's
 - Electrical & Mechanical Systems.
 - Janitors Supply Co.
 - GrayBar
 - Doritex
 - Simplex

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.
3. BCS Security and Energy.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Completed the install of a sink in our Cosmetology Lab.
3. Removed snow from drives and walks at the High School/ Skill Center.
4. 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. 4-H Cook off in the Cafe and Eagle's Nest, Saturday, February, 5th 2010 7:30 AM-2:30 PM.
2. Fort LeBoeuf Strategic Planning Committee / Work Study Meeting in the Eagle's Nest, Thursday, February 03, 2011 5:30 PM-9:30 PM.

IV. SAFETY

1. Completed the retraining of our Safety Committee.
2. Working on our Safe School Plan.