

Maintenance Department Report for February 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspection of the cafeteria.
2. Completed our safety inspections of the classrooms and labs.
3. 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.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Installed power and mounts for digital classrooms.
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. Dog Obedience Class outside on the back field and parking area, every Tuesday and Wednesday effective 5/3/2011 until 9/14/2011 from 6:00 PM to 9:00 PM.
2. New York City Trip to use the parking lot out front, Thursday, March 17, 2011 5:00 PM to Sunday, March 20, 2011 11:30 PM.
3. German Shepherd Dog Show to use outside back field and parking area, Saturday, September 17, 2011 8:00 AM-2:00 PM.
4. Erie Area School to Career - Teacher Professional Development to use Board Room, Computer lab and Cafeteria, Thursday, July 07, 2011 8:00 AM-3:00 PM.

IV. SAFETY

1. Safety inspections of the classrooms and labs.
2. Held Tornado drills for the High School and Skill Center with Joe Tarasovitch.
3. Working on our log of the MSDS.