

# ***Maintenance Department Report for January 2011***

## **I. MANAGER ACTIVITIES**

### **A. Accomplishments**

1. Completed Safety Fire Inspection for High School Kitchen.
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.

## **II. MAINTENANCE**

### **A. Accomplishments & Ongoing Projects**

1. Performed preventive maintenance on selected HVAC system.
2. Performed preventive maintenance on the refrigeration equipment in the kitchen.
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. Independent Electrical Contractors - in our Skill Center class rooms. Monday, Tuesday, Wednesday, and Thursday from 1/31/2011 until 4/28/2011 at 6:00 PM to 9:00 PM.
2. IUP Learning Lab for teachers in Room 22 - Child Care Theory, on Tuesday effective 1/25/2011 until 4/19/2011 from 3:45 PM to 8:15 PM.

## **IV. SAFETY**

1. Safety inspections of the classrooms and labs.
2. Working on our log of the MSDS.