

Maintenance Department Report for June 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed repairs to the Geka shear in Metal Fabrication.
2. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Penelec
 - Muller Locksmith
 - Verizon wireless
 - Lowe's
 - PRO Waste Services Inc.
 - Janitors Supply Co.
 - GrayBar
 - Doritex
 - Simplex

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.
3. Management Review & Administrative Retreat.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Servicing of the exhaust fans on the roofs of our High school and Skill Center buildings.
3. Performed preventive maintenance on the equipment for mowing and trimming of grounds 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.
2. Completed the project cleaning of the hallways- walls and lockers.
3. Started summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. Birthday Party Parking - Front Parking Lot; Saturday, June 04, 2011 4:30 PM-8:30 PM.
2. Thermal G RC Club Air Show - Back lot and lawns; Saturday, August 13, 2011 11:00 AM-4:00 PM.

IV. SAFETY

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