

Maintenance Department Report for March 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed repairs to the Simplex public address system.
2. Completed our change in vendor for our waste removal.
3. Communicated with the following Contractors/Vendors:

- Hite Co.	- PRO Waste Services Inc.
- Penelec	- Janitors Supply Co.
- Muller Locksmith	- GrayBar
- Verizon wireless	- Doritex
- Lowe's	- Simplex

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.
3. PASBO Conference.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Removed snow from drives and walks at the High School/ Skill Center.
3. 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 program to use the cafeteria, Sunday, July 31, 2011 8:00 AM-1:00 PM.
2. CAEP Dinner to use the Eagles nest, Tuesday, April 05, 2011 3:00 PM-9:00 PM.

IV. SAFETY

1. Held Tornado drills for the High School and Skill Center with Joe Tarasovitch.
2. Completed our log of the MSDS.