

Maintenance Department Report for May 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working on a change to our parking lot lighting system.
2. 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.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed preventive maintenance on the equipment for mowing and trimming of grounds 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. CFC Exam - RCTC HVAC Class in the Health Assistant lab, Saturday, May 07, 2011 11:00 AM-1:00 PM.
2. Erie Family Center - Family skill building group at the Skill Center, every Thursday effective 5/19/2011 until 6/30/2011 from 5:30 PM to 8:00 PM.
3. Northwest Tri-County IU - RCI Dual Enrollment Student Orientation in the Cafeteria, Wednesday, August 10, 2011 6:00 PM-7:30 PM.
4. Northwest Regional Key - Early Learning Network Training in the Graphic Arts Computer Lab, Tuesday, August 02, 2011 9:00 AM-12:00 PM.

IV. SAFETY

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