

Maintenance Department Report for November 2010

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working on the relighting of our buildings with Chris Coughlin from HRLC Architects and John West from Tower Engineering.
2. State Board of Cosmetology Inspection of our Cosmetology Lab
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. Working on a install of a sink in our Cosmetology Lab.
3. Completing work on the snow equipment for winter.
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. Belle Valley Pack 114 Cub Scouts, Monday, November 22, 2010 6:30 PM-8:00 PM in our Auto Tech Lab.
2. CFC Testing-Adult Ed, Saturday, November 20, 2010 - 8:00 AM-12:00 PM. in our cafeteria.
3. Guidance Counselor Meeting, Friday, December 17, 2010 8:30 AM-1:00 PM in our Eagles Nest.
4. Annual Safety Com. Training, Tuesday, December 07, 2010 10:30 AM-12:00 PM in the board room.

IV. SAFETY

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