

Maintenance Department Report for October 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. Completed FirstEnergy's as-built submission for our High School building. (\$65,924.30)
3. Completed the Erie County Health Dept. Inspections of the cafeteria and buildings.
4. Snow plowing RFP.
5. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|------------------------------------|
| - Hite Co. | - Electrical & Mechanical Systems. |
| - Penelec | - Janitors Supply Co. |
| - Muller Locksmith | - GrayBar |
| - Verizon wireless | - Doritex |
| - Lowe's | - Simplex |

B. Meetings Attended

1. Relighting Job Conference's.
2. Weekly Administrative meetings.
3. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed 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. PHEAA Financial Aid Workshop in the Eagles Nest, Monday, November 08, 2010 12:00 PM-1:30 PM.

IV. SAFETY

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