

Maintenance Department Report for September 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 Skill Center building. (\$18,063.50)
3. Working on FirstEnergy's as-built for the High School.
4. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|------------------------------------|
| - Hite Co. | - Electrical & Mechanical Systems. |
| - Grainger | - 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. Painting of the Stair well at the Skill Center
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. NWPA Society of Plastics Engineers - Board of Directors Meeting, in the board room Tuesday, November 02, 2010 and March 01, 2011 5:30 PM- 8:00 PM.
2. Learning Labs for Teachers by IUP in room #22, every Tuesday effective 9/14/2010 until 12/14/2010 from 3:45 PM to 8:15 PM.
3. Use of Parking Lot, Sunday, November 21, 2010 12:00 AM to Monday, November 22, 2010 12:00 AM.

IV. SAFETY

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