

Maintenance Department Report for April 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin on the painting of our building's facade.
2. Completed our calibration for our NOCTI testing.
3. Completed a install of a new disposal in kitchen of the High School.
4. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|---------------------------|
| - The Hite Co. | - PRO Waste Services Inc. |
| - Johnson Controls | - Janitors Supply Co. |
| - Muller Locksmith | - Hobart |
| - Verizon wireless | - CW Beal Inc. |
| - Lowe's | - Simplex |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Bid opening for building façade.
3. Safety Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Completed repairs to a HVAC unit for RCTC office.
3. Working on damage to lawns from vehicles driving on lawns.
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. Fire hall Fundraiser to use the parking lot if needed, Sunday, April 15, 2012 2:00 PM-8:00 PM.
2. EPA Exam to use the Eagles Nest, Saturday May 5th, 2012 11:00AM to 1:00PM

IV. SAFETY

1. Held fire drills for the Skill Center and High School.
2. Working on new Bylaws for the Safety Committee.