

Maintenance Department Report for July/ August 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the inspections of the ansul fire systems and fire extinguishers.
2. Completed testing and repairs to the emergency lighting system at the Skill Center.
3. Completed crack filling and repairs to the parking lots.
4. Completed the repairs to the sidewalks at the High School
5. Completed the testing and service of our backflow preventer.
6. Communicated with the following Contractors/Vendors:

- | | |
|---------------------|---------------------------|
| - William T Spaeder | - PRO Waste Services Inc. |
| - Johnson Controls | - Janitors Supply Co. |
| - Muller Locksmith | - GrayBar |
| - Verizon wireless | - Rabe |
| - Lowe's | - Simplex |

B. Meetings Attended

1. Weekly Administrative meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Servicing of the drinking fountains of our High school and Skill Center buildings.
3. Completed the painting of the windows frames and metal work on the front of the High School and Skill Center buildings.
4. Performed preventive maintenance on the equipment for mowing and trimming of grounds at the High School/ Skill Center.
5. Completed routine Maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of the High School.
3. Completed project cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. NWPA Society of Plastics Engineers (SPE) to use the board room, on Tuesdays, September 06 to May 01, 2012 5:30 PM-8:30 PM

IV. SAFETY

1. Completed a lead inspection of the Early Childcare Lab.