

Maintenance Department Report for December 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working on new fire emergency exit route signs for our buildings with Chris Coughlin from HRLC Architects.
2. Working with Wm. T. Spaeder on the pressure reducing valve.
3. Working with the Welding training at the Skill Center.
4. Communicated with the following Contractors/Vendors:

- | | |
|---------------------|---------------------------|
| - William T Spaeder | - 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. Safety Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Completing work on the snow equipment for winter.
3. Removed snow from drives and walks at the High School/ 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. None

IV. SAFETY

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