

Maintenance Department Report for February 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspection of the cafeteria.
2. Completed our safety inspections of the classrooms and labs.
3. 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. Worked with the Mr. Cyphert Metal Fabrication's lab to repair Auto body repair's prep booth duck work.
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 tornado drills for the Skill Center and High School.
2. Working on our log of the MSDS.