

Maintenance Department Report for June 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the testing of our Simplex Fire Alarm system.
2. Attaining quote's for led lighting for facade of our buildings.
3. Working with Electrical & Mechanical System Inc. to have the light pole replaced from a bus knocking it down.
4. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Penelec
 - Muller Locksmith
 - Verizon wireless
 - Lowe's
 - PRO Waste Services Inc.
 - Janitors Supply Co.
 - GrayBar
 - Doritex
 - Simplex

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Servicing of the exhaust fans on the roofs of our High school and Skill Center buildings.
3. Repainting of door frames, repairing walls that were damaged and repainting classrooms.
4. Performed trimming of our trees.
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 hallways- walls and lockers.
3. Started summer cleaning at the Skill Center.

III. FACILITY USE REQUESTS

1. Misery Bay Sports Car Club of America – to use the parking lot; Sunday, June 24, 2012 7:00 AM-6:00 PM.
2. Northwest Tri County IU - RCI Student Orientation – to use our Cafeteria; Thursday, August 09, 2012 6:00 PM-7:30 PM.
3. Insurance Training Program – to use the Graphics classroom; Monday thru Friday, June 25, to August 25, 2012 from 3:30pm to 9:30pm.

IV. SAFETY

1. Held Safety Evacuation drills for the High School and Skill Center with Joe Tarasovitch.