

Maintenance Department Report for March 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. 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. PASBO Conference.
3. Safety Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Removed snow from drives and walks at the High School/ Skill Center.
3. 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.
2. Working on our log of the MSDS.