

Maintenance Department Report for May 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed reorganization of our RCTC HVAC training equipment.
2. Completed reorganization of a store room in Precision Machining Lab.
3. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|---------------------------|
| - The Hite Co. | - 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. Working on the storage room for Precision Machining.
3. Performed mowing and trimming of grounds 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.
2. The Safety Committee approved their Bylaws.