

Maintenance Department Report for November 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. Completed a spot review of our MSDS's in the labs.
3. Worked with CW Beal on a price to repaint metal fascia of our buildings.
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. Completed preventive maintenance on the equipment for mowing and trimming of grounds at the High School/ Skill Center and put in storage.
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. NW Tri-County IU5 - RCI Dual Enrollment to use our Cafeteria, Wednesday, January 04, 2012 6:00 PM-8:00 PM.
2. Boy Scouts - Cub Pack 19 - Wolf Den to use our Construction Trades Lab - Room 43, Monday, November 21, 2011 6:00 PM-8:00 PM.

IV. SAFETY

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