

Maintenance Department Report for October 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Erie County Health Dept. Inspections of the cafeteria and of our buildings.
2. Completed the install of a new hot water tank at the Skill Center.
3. Completed the install of a new garbage disposal in the Kitchen.
4. Snow plowing RFP.
5. Communicated with the following Contractors/Vendors:

- William T Spaeder	- PRO Waste Services Inc.
- Johnson Controls	- Janitors Supply Co.
- Muller Locksmith	- Hobart
- Verizon wireless	- Trumbull Supply
- 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. Installed a new garbage disposal in the Kitchen..
3. Installed a new hot water tank at the Skill Center.
4. Performed preventive maintenance on the equipment for mowing and trimming of grounds at the High School/ Skill Center.
5. 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.