

Maintenance Department Report for September 2011

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the repairs to the HVAC units from storm damage.
2. Completed the repairs to the tile in the Kitchen.
3. Communicated with the following Contractors/Vendors:

- William T Spaeder	- PRO Waste Services Inc.
- Johnson Controls	- Janitors Supply Co.
- Muller Locksmith	- GrayBar
- Verizon wireless	- Rabe
- 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. Repaired drain in Kitchen for disposer.
3. Completed the painting of the windows frames and metal work on the front of the High School and Skill Center buildings.
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. IUP Center for Career & Technical Personnel Preparation to use Room 5 (Graphics Lab), every Tuesday effective 9/13/2011 until 12/13/2011 from 4:00 PM to 6:00 PM.

IV. SAFETY

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