

Maintenance Department Report for April 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed summer cleaning scheduling.
2. Changing over from winter to spring/summer grounds maintenance.
3. Identified lawn areas to be repaired due to winter plowing/vehicle damage.
4. Had school vehicles oil changed and inspections done
5. Communicated with the following Contractors/Vendors
6. Getting quotes for brick repair at the skill center

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|---------------------|---------------------------|
| - Rabe. | - PRO Waste Services Inc. |
| - Dirt Works | - Janitors Supply Co. |
| - Jeff Young & Sons | - AIS |
| - Verizon wireless | - Fiske & Sons Inc. |
| - Lowe's | - Simplex. |
| - Ingersoll Rand | |

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. Had the air handling unit for Metal Fab and FMT bearings replaced
3. Had the oil cooling coil on the shop Ingersoll Rand air compressor replaced
4. Had the air handling unit for building maintenance repaired
5. Completed routine Maintenance request at our High School and Skill Center.
6. Repaired faulty smoke detector head in the Eagles Nest
7. Received several shop deliveries

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set ups for several events

III. FACILITY USE REQUESTS

1. PSP Training at the Skill Center, June 19th, August 7th and August 21st

IV. SAFETY

1. Held fire drills for the Skill Center and High School.
2. Scheduled webinar training for new Safety Committee members