

Maintenance Department Report for July-August 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin on the repainting of the Exterior of our buildings.
2. Working with Electrical & Mechanical System Inc. to have the light pole replaced from a bus knocking it down.
3. Completed the inspections of the ansul fire systems and fire extinguishers.
4. Completed crack filling and repairs to the parking lots.
5. Completed the testing and service of our backflow preventer.
6. Completed testing and repairs to the emergency lighting system at the Skill Center.
7. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Penelec
 - Muller Locksmith
 - Verizon wireless
 - Lowe's
 - PRO Waste Services Inc.
 - Janitors Supply Co.
 - GrayBar
 - Doritex
 - Simplex

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Repainting of door frames, repairing walls that were damaged and repainting classrooms and offices.
3. Completed routine Maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of the school buildings.

III. FACILITY USE REQUESTS

1. NWPA Society of Plastics Engineers - Board of Directors Meeting to use our board room during the school year.
2. German Shepherd Dog Club of NWPA to use the back field and grounds on side of the building, Saturday, September 15, 2012 8:00 AM-2:00 PM.
3. IUP Center for Career & Technical Personnel Preparation to use Room 6 - Art & Design classroom, every Tuesday effective 9/11/2012 until 11/27/2012 from 4:00 PM to 6:30 PM.

Items completed this summer

- 1. High School and Skill Center drinking Fountains refrigeration units cleaned.**
- 2. Tree's trimmed and cleaned up.**
- 3. New building emergency signs installed.**
- 4. Boiler Room insulation repaired.**
- 5. Water line in boiler room repaired.**
- 6. HVAC unit motor replaced for Electronics.**
- 7. Refrigeration coils cleaned in Kitchen.**
- 8. Ice Machines ice system cleaned and sanitized.**
- 9. Hallway clocks repaired.**
- 10. Fire extinguishers repaired.**
- 11. HVAC units at the High School and Skill Center filters changed, belts checked, changed if needed, bearings greased, coils cleaned.**
- 12. Bearing replaced in HVAC unit in Networking lab.**
- 13. Combinations changed on lockers and lockers repaired in hallways.**
- 14. Roofs and roof drains cleaned of debris.**
- 15. Repaired HVAC unit for Skill Center.**
- 16. Repaired lockers in Auto Tech Lab, Auto Body Lab, Construction Trades Lab, Facilities Engineering Lab, Metal Fabrication Lab, Electrical Engineering Lab and Precision Machining Lab.**
- 17. Benches installed out front of High School.**
- 18. Networking classroom bulletin boards moved and room painted.**
- 19. TV monitor installed in High School office.**
- 20. Repainted High School office.**