

Maintenance Department Report for November/December 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Larry Showman on the land that needs cleared on Pagan road.
2. Working with Paul Tirpak to do repairs to the brickwork on the Skill Center building.
3. Working with Tim Rocco on auction in February 2013 of surplus material and equipment.
4. Working with Electrical & Mechanical System Inc. to start doing maintenance work at our buildings.
5. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Showman
 - Muller Locksmith
 - Verizon wireless
 - Lowe's
 - PRO Waste Services Inc.
 - Building Maintenance by Paul Tirpak
 - Electrical & Mechanical System Inc.
 - Doritex
 - Rocco's Auctions & Appraisals

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. Repaired HVAC unit on Skill Center.
3. Completing work on the snow equipment for winter.
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. SNAPA - Local Chapter Meeting to use our Eagles Nest, Cafeteria and Kitchen Monday, November 12, 2012 3:30 PM-9:00 PM.
2. Pasbo Northwest Facility Managers to use our Eagles Nest Thursday, February 14, 2013 9:30 AM-12:30 PM.
- 3.

IV. SAFETY

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