

Maintenance Department Report for February 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed the Auction at the Skill Center. (29,600.)
2. Completed orientation of Del Von Volkenburg.
3. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|---------------------------|
| - Cmm Associates | - PRO Waste Services Inc. |
| - Johnson Controls | - Janitors Supply Co. |
| - Muller Locksmith | - Tirpak |
| - Verizon wireless | - CW Beal Inc. |
| - Lowe's | - Simplex |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Meeting.
3. PASBO plant managers.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Removed snow from drives and walks at the High School/ Skill Center.
3. 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 tornado drills for the Skill Center and High School.
2. Working on our log of the MSDS.