

Maintenance Department Report for January 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed Safety Fire Inspection for High School Kitchen.
2. Making a transition plan for Facility Manager.
3. Communicated with the following Contractors/Vendors:

- William T Spaeder	- PRO Waste Services Inc.
- Johnson Controls	- Janitors Supply Co.
- Muller Locksmith	- Hobart
- Verizon wireless	- Showman's.
- 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. Performed preventive maintenance on the refrigeration equipment in the kitchen.
3. Removed snow from drives and walks at the High School/ Skill Center.
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. None

IV. SAFETY

1. Working on our log of the MSDS.