

Maintenance Department Report for March 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with contractors getting bids for brick repair to seven (7) columns at the Skill Center.
2. Met with teachers scheduled to have NOCTI testing to go over Calibration Standards. Scheduled Calibration Tests Observation for NOCTI testing.
3. ISO Audits for Key Issue Log and Facility Use Policies
4. Communicated with the following Contractors/Vendors:
 - PRO Waste Services Inc.
 - Janitors Supply Co.
 - Verizon Wireless
 - Jeff Young and Sons Masonry
 - Tirpak Restoration
 - Fiske and Sons

B. Meetings Attended

1. Weekly Administrative Meetings
2. Safety Committee Meeting
3. OAC Meeting

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

A. None

IV. SAFETY

- ### **A.**
- Added additional mats at rear entrance to the High School and The main entrance of the Skill Center temporarily, to help prevent slips/falls inside the building,