

Maintenance Department Report for May 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Communicated with the following Contractors/Vendors:

- | | |
|---------------------------|-----------------------|
| - PRO Waste Services Inc. | - Janitors Supply Co. |
| - Johnson Controls | - Lowe's |
| - Fagan | - Simplex |
| - Verizon wireless | - Chris Coughlin |
| - Liberty Iron | - XPEDEX |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Meeting.
3. Budget Review with the Business Manager and the Director

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed mowing and trimming of grounds at the High School/ Skill Center. (VA Summer Help)
3. Completed routine Maintenance request at our High School and Skill Center.
4. Completed summer cleaning schedule
5. Reviewed summer projects/cleaning schedule with the Director
6. Identified areas of need for parking lot patching/sealing, sidewalk repair/replacement, lawn repairs and brush clearing

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Function set up and cleanup.
3. Open for weekend function (CFC Testing RCTC) May 11th, 2013

III. FACILITY USE REQUESTS

1. Harbor Creek School District Board Meeting, May 9th, 2013
2. Fort Le Boeuf School Board Meeting, May 9th, 2013
3. PSP Training at the Skill Center, June 19th, August 7th and August 21st
4. Cub Scout Day Camp, June 24th, 2013

IV. SAFETY

1. Safety Committee Member Training Completed by Mark Cyphert and Del VonVolkenburg.