

Maintenance Department Report for October 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin on the repainting of the Exterior of our buildings.
2. Completed the repairs to the parking lot lighting for the Skill Center
3. Completed the fence install by our café and the west exit of our High School.
4. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Penelec
 - Muller Locksmith
 - Verizon wireless
 - Lowe's
 - PRO Waste Services Inc.
 - Janitors Supply Co.
 - Electrical & Mechanical System Inc.
 - Doritex
 - Simplex

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. Performed preventive maintenance on the equipment for mowing and trimming of grounds 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. OCA performance exam in Automotive Tech, on Saturday October 27, 2012 from 8:30 AM to 3:30PM.

IV. SAFETY

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