

Maintenance Department Report for September 2012

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin on the repainting of the Exterior of our buildings.
2. Completed the Erie County Health Dept. Inspections of the cafeteria and of our buildings.
3. Working with Electrical & Mechanical System Inc. to have the light pole replaced from a bus knocking it down.
4. Completed sidewalk repair on rear of High School.
5. Replaced motors in two HVAC units.
6. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Penelec
 - Muller Locksmith
 - Verizon wireless
 - Lowe's
 - PRO Waste Services Inc.
 - Janitors Supply Co.
 - GrayBar
 - 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. 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 fire drills for the Skill Center and High School.