

Maintenance Department Report for April 2014

I. MANAGER ACTIVITIES

A. Accomplishments

1. Prepared summer cleaning scheduling.
2. Changing over from winter to spring/summer grounds maintenance.
3. Identified lawn areas to be repaired due to winter plowing/vehicle damage.
4. Had school vehicles oil changed and inspections done
5. Communicated with the following Contractors/Vendors
6. Getting quotes for brick / Roof repair at the skill center
7. Set up NOCTI calibration folders for labs with calibration instructions, will schedule observations to ensure compliance with NOCTI calibration standards

- Rabe.	- PRO Waste Services Inc.
- Dirt Works	- Janitors Supply Co.
- Jeff Young & Sons	- AIS
- Verizon wireless	- Lowe's
- Ingersoll Rand	- 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. Completed routine Maintenance request at our High School and Skill Center.
3. Received several shop deliveries
4. Started renovation of room 40 for IT

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set ups for several events

III. FACILITY USE REQUESTS

None

IV. SAFETY

1. Held fire drills for the Skill Center and High School.
2. Scheduled webinar training for new Safety Committee members