

Maintenance Department Report for November/December 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Rabe on preventive maintenance in our buildings
2. Worked with Rabe to repair several HVAC systems in both the skill center and High school
3. Working with Electrical & Mechanical System Inc. to repair light pole hit by a bus, will be reinstalled in January
4. Working on updating and implementing new SDS procedures for Binders and state reporting.
5. Lab Safety Inspections will be scheduled for January
6. Electrical Drop system installation for new convection burners scheduled for Christmas Break
7. Kitchen Ansul systems will be inspected over Christmas break
8. Insulation repair for walk in freezer scheduled for Christmas Break
9. Adjusted custodial schedules to allow for morning opening, snow removal, and cleaning
10. Communicated with the following Contractors/Vendors:

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|--------------------|---------------------------------------|
| - Hite Co. | - PRO Waste Services Inc. |
| - Muller Locksmith | - Electrical & Mechanical System Inc. |
| - Verizon wireless | - Doritex |
| - Lowe's | - Rocco's Auctions & Appraisals |
| - Recycle Erie | |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Repaired HVAC unit on Skill Center.
3. Completed work on the snow equipment for winter.
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

None

IV. SAFETY

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