

Maintenance Department Report for February 2014

I. MANAGER ACTIVITIES

A. Accomplishments

1. Interviewed candidates for the maintenance position
2. Interviewed candidates for the custodial position
3. Conducted a lab inspection walk through
4. Instructed Faculty on new format for SDS Binders
5. Communicated with the following contractors/vendors:

- PRO Waste Services Inc.	-Lowe's
- Janitors Supply Co.-	-Tower Engineering
- Verizon wireless	-HRLC
- Spaeder	-Waste Management
- Roto Rooter	-Rabe
-Jemco	-Pam Prinzi (Blinds)

B. Meetings Attended

1. Weekly Administrative Meetings.
2. Safety Meeting.
3. Renovation Planning Meeting
4. Kitchen Responsibilities Review

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC systems.
2. Removed snow from drives and walks at the High School/ 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 tornado drills for the Skill Center and High School.
2. Inspecting Safety Data Sheet binders and compiling information for the Hazardous Substance Survey Form annual report.