

Maintenance Department Report for June 2014

I. MANAGER ACTIVITIES

A. Accomplishments

1. Reviewed Contract for testing of our Simplex Fire Alarm system.
2. Communicated with the following Contractors/Vendors:
 - Doritex
 - Simplex
 - Verizon wireless
 - TC Paving -
 - Guarino Paving
 - Janitors Supply Co.
 - Decorator Services
 - Lowe's
 - Yardmasters
 - Russell Standard Company

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.
3. Staff Retreat

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. In the process of repairing walls that were damaged and repainting classrooms.
3. Routine grounds maintenance tasks.
4. Completed routine maintenance request at our High School and Skill Center.
5. Installation of floor tile in cafeteria

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Completed the project cleaning of C wing.
3. Started changing combinations on lockers
4. Started cleaning hallway walls and lockers

III. FACILITY USE REQUESTS

1. BOY SCOUTS OF AMERICA French Creek Council week of June 16th to 20th 2014

IV. SAFETY

1. Held Safety Evacuation drills for the High School and Skill Center with Joe Tarasovitch.