

Maintenance Department Report for March 2014

I. MANAGER ACTIVITIES

A. Accomplishments

1. Met with staff to go over NOCTI Calibration Standards. Scheduling Calibration Tests Observation for NOCTI testing.
2. Participated in ISO Audits for Retention, Guidance, Staff Development, Payroll and Benefit Administration, and Customer Satisfaction.
3. Ordered New Blinds for Cafeteria, scheduled repairs to blinds in Eagles Nest
4. Trained new custodian on building cleaning procedures.
5. Communicated with the following Contractors/Vendors:

- PRO Waste Services Inc.	- Janitors Supply Co.
- Verizon Wireles	- W.T. Spaeder
- Waste Management	- Rabe
- Hunter Engineering Co.	- Tower Engineering
- Complete Waste Disposal	- EMSI
- Fagan Sanitary Supply	- Jemko
- Pam Prinzi Draperies	- Gregg Thomas Flooring
- Miller Brothers Fencing	

B. Meetings Attended

1. Weekly Administrative Meetings.
2. Safety Meeting.
3. OAC Meeting
4. ISO Audits

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
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.
4. Disconnected and reconnected equipment in Precision Machining to allow for equipment relocation
5. Installed benched for front lobby
6. Repaired leak on boiler piping system
7. Had old Lift and Tire Change Machine removed and new Lift and Tire Change Machine installed in Auto Tech

II. CUSTODIAL

A. Accomplishments

- 1. Routine cleaning of the facility.**
- 2. Replaced damaged chairs in cafeteria**

III. FACILITY USE REQUESTS

A. French Creek Council, BSA. June 16 – 20, 2014

IV. SAFETY

A. MSDS book audit almost complete and Pa. State HSSF form updated with current information.