

***Erie County Technical School
Maintenance Department Report
May 2014***

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ongoing training with new M3 – Preventive Maintenance, Work Order System, Equipment maintenance, Building Electrical Systems, Building Water and Waste and Vent Systems, and Air Handling systems.
2. Changed Waste Pick up Company to Waste Management
3. Communicated with the following Contractors/Vendors:

CW Beal Inc.	Muller Locksmith
DeSantis	PRO Waste Services Inc.
Hobart	Simplex
Janitors Supply Co.	The Hite Co.
Johnson Controls	Verizon wireless
Lowe's	

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Meeting

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. A main electric breaker overheated and burnt the B phase of the circuit. Parts are no longer available for this switch gear. We had to rearrange circuits in the switch to redistribute the load to keep everything powered and operating
2. Performed preventive maintenance on selected HVAC system.
3. Working on the storage room for Precision Machining.
4. Performed mowing and trimming of grounds at the High School/ Skill Center.
5. Completed routine Maintenance request at our High School and Skill Center.

III. CUSTODIAL

Accomplishments: Routine cleaning of the facility.

IV. FACILITY USE REQUESTS

None

V. SAFETY

1. Held fire drills for the Skill Center and High School.
2. The Safety Committee completed required annual training.

