

Maintenance Department Report for October 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Beal McMahon repainted of the bubbled paint on the exterior of our building.
2. Land clearing project complete.
3. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|---------------------------|
| - Cintas | - PRO Waste Services Inc. |
| - DeSantis | - Janitors Supply Co. |
| - Muller Locksmith | - Rabe |
| - Verizon wireless | - Doritex |
| - Lowe's | - US Communities |
| - Miller Bros | - Gerlach's |
| - Home Depot | - Graybar |
| - Recycle Erie | - Shred-x |
| - Grainger | - Simplex |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.
3. OAC Meeting for Facility Maintenance

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Having a motor repaired in an air handling unit near precision machining
2. Performed preventive maintenance on the equipment for mowing and trimming of grounds at the High School/ Skill Center.
3. Completed routine Maintenance request at our High School and Skill Center.
4. Routine Grounds Maintenance

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.