

Maintenance Department Report for September 2013

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin on the repairing paint bubbles of the Exterior of our buildings. (Beals McMahon Painting)
2. Monitoring the progress of the Land Clearing at Pagan Road. (Larry Showman)
3. Working with Electrical & Mechanical System Inc. to get bids for kitchen electrical circuits to be added to support new equipment requests
4. Had Pneumatics Repaired to Air Handling Units for Precision Machining, Auto Tech and Auto Body.
5. Had the HVAC unit on Skill Center Repaired
6. Received quotes to have the glass enclosures sealed at the front lobby and playground entrances
7. Obtaining quotes from Yardmaster for weed control applications
8. Had locks repaired at the rear entrances of the High School and the Skill center welding lab.
9. Communicated with the following Contractors/Vendors:
 - Yardmaster
 - Fagan Supply
 - Muller Locksmith
 - Doritex
 - Corporate Glass
 - PRO Waste Services Inc.
 - Janitors Supply Co.
 - Verizon wireless
 - Lowe's

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Completed routine Maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up/Clean up for several events in the Cafeteria and Eagles nest

III. FACILITY USE REQUESTS

1. PASBO Lunch and Meeting – 10/04/2013 12:00PM to 02:30 PM
2. Positive Youth Development Breakfast and Meeting 07:30AM to 09:00AM
3. Wattsburg Area School District Board Meeting 5:00PM to 8:00PM

IV. SAFETY

1. Held fire drills for the Skill Center and High School.