

Maintenance Department Report for April 2015

I. MANAGER ACTIVITIES

A. Accomplishments

1. Prepared summer cleaning scheduling.
2. Changing over from winter to spring/summer grounds maintenance.
3. Identified lawn areas to be repaired due to winter plowing/vehicle damage.
4. Had school vehicles oil changed and inspections done
5. Set up NOCTI calibration folders for labs with calibration instructions, will schedule observations to ensure compliance with NOCTI calibration standards
6. Attended Contractors meeting for stack demolition project
7. Continuing repairs on the Unit Ventilators that needed to have coils replaced. Ordered coils have been received and are being installed
8. Setting up and performing maintenance on the chilled water system
9. Communicated with the following Contractors/Vendors

- W. T. Spaeder Co.	- Simplex
- Janitors Supply Co.	- Lowe's
- Verizon wireless	- Yardmaster

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Completed routine Maintenance request at our High School and Skill Center.
3. Received several shop deliveries
4. Put out playground equipment for ECE

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set ups for several events

III. FACILITY USE REQUESTS

EMMCO West – EMT Training 4/25/2015
R. E. Michaels – CFC Testing 4/25/2015

IV. SAFETY

1. Held fire drills for the Skill Center and High School.
2. Completed annual training for safety committee members