

Maintenance Department Report for July-August 2014

I. MANAGER ACTIVITIES

A. Accomplishments – See “Items completed this summer” list

1. Communicated with the following Contractors/Vendors:

- | | |
|-------------------------|-----------------------|
| - A. Anthony and Sons | - Waste Management. |
| - T.C. Paving | - Janitors Supply Co. |
| - Yardmaster | - Graybar |
| - Verizon wireless | - Doritex |
| - Lowe's | - Simplex |
| - EMSI | - Welders Supply |
| - Johnson Controls | - Siemens Controls |
| -Beals McMahon Painting | |

B. Meetings Attended

- 1. Weekly Administrative meetings.**
- 2. New Teacher Orientation**
- 3. Safety Committee Meeting.**

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Repairing of walls that were damaged and repainting classrooms and offices.**
- 2. Completed routine maintenance request at our High School and Skill Center.**
- 3. Repaired lockers in Labs**

II. CUSTODIAL

A. Accomplishments

- 1. Routine cleaning of the facility.**
- 2. Completed the project cleaning of the school buildings.**
- 3. Changed Locker Combinations**

III. FACILITY USE REQUESTS

- 1. Pa. State Police Training – Skill Center**
- 2. NWTC IU- Regional Choice initiative – Cafeteria**
- 3. Boy Scouts – rear field and Construction Trades area**
- 4. Thermal G club – Rear field and restrooms at rear of building**
- 5. CCAC/EMMCO west EMT Training – Cafeteria and several classrooms**
- 5. Angela's Salon – Cosmetology Lab – 3 days**

Items completed this summer

- 1. Working with Chris Coughlin/ Beals McMahon Painting on the repairing of the paint bubbles and rust on the Exterior of the High School building.**
- 2. Completed the inspections/Cleaning of the Ansul Fire Systems and Fire Extinguishers.**
- 3. Completed inspection and repair of the Fire alarm System**
- 4. Completed crack filling/sealing and repairs to the parking lots.**
- 5. Had new tile floor installed in Cafeteria**
- 6. Refrigeration coils cleaned in Kitchen.**
- 7. Ice Machines ice system cleaned and sanitized.**
- 8. Fire extinguishers Tested and Repaired as needed**
- 9. Kitchen Ansul systems checked and serviced**
- 10. HVAC units at the High School and Skill Center filters changed, belts checked, changed if needed.**
- 11. Combinations changed on lockers and lockers repaired in hallways.**
- 12. Roofs and roof drains cleaned of debris.**
- 13. Repaired lockers in Auto Tech Lab, Auto Body Lab, Construction Trades Lab, Facilities Engineering Lab, Metal Fabrication Lab, Electrical Engineering Lab and Precision Machining Lab.**
- 14. Installed several new electrical circuits in the kitchen to allow for new equipment installation.**
- 15. Installed new Steamer, Filer System for Steamer, Double Oven, two under the counter Reach in Warmers, one under the counter reach in Cooler, one countertop Display Cooler**
- 16. Removed old equipment from kitchen to storage –one range, one convection oven, two display coolers.**
- 17. Moved coffee maker to new cafeteria line end.**
- 18. Moved point of sale to opposite end of cafeteria line, installed new**
- 19. power-drop pole and new circuits.**
- 20. Repaired steam table for use on cafeteria end of serving line.**
- 21. Moved glass shelving unit to opposite end of cafeteria line.**
- 22. Fabricated and installed well covers for serving line**
- 23. Remove sections of duct system and moved diffuser in Auto Tech to allow lift clearance**
- 24. Elevator at skill center three year load test**
- 25. Repaired ceiling and installed new light fixtures in Facilities Maintenance locker room**
- 26. Removed windows and door and frames from between Tourism and Hospitality and Electronics Labs, filled in openings with steel studs and drywall**
- 27. Repaired ruts in lawn area**
- 28. Had lawn areas sprayed for weed control**
- 29. Moved screen in Electronics Lab**