

Maintenance Department Report for November/December 2014

I. MANAGER ACTIVITIES

A. Accomplishments

1. Electrical & Mechanical System Inc. repaired light pole in rear lot
2. Working on updating SDS Binders and state reporting.
3. Lab Safety Inspections will be scheduled for January
4. Kitchen Ansul systems will be inspected over Christmas break
5. Had site staked for snow removal by Yardmaster
6. Communicated with the following Contractors/Vendors:

- Hite Co.	- Waste Management.
- EMSI.	- Lowe's
- Verizon wireless	- Doritex
- Konkol Welding	- Tower Engineering
- Chris Coughlin	- Sherwin Williams

B. Meetings Attended

1. Weekly Administrative Meetings.
2. Safety Committee Meeting.
3. Northwest Facilities Manager Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Repaired HVAC units in High school and Skill Center.
3. Completed work on the snow equipment for winter.
4. Repaired exhaust fan in Auto Body Prep Area.
5. Cleaned out floor drain catch basins in Auto Tech.
6. Repaired grinder in Precision Machining lab.
7. Serviced several items of kitchen equipment.
8. Adjusted metal Shear back stop in Metal Fab.
9. Repaired roof leak near IT storage area
10. Completed routine Maintenance request at our High School and Skill Center

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up for events

III. FACILITY USE REQUESTS

None

IV. SAFETY

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