

Maintenance Department Report for February 2015

I. MANAGER ACTIVITIES

A. Accomplishments

1. Accomplished getting the building open for classes after
2. Communicated with the following contractors/vendors:

- | | |
|-------------------------|-----------------------|
| - Lowe's | - Pam Prinzi (Blinds) |
| - Janitors Supply Co. | - Tower Engineering |
| - Verizon wireless | - HRLC |
| - William T Spaeder Co. | - Waste Management |

B. Meetings Attended

1. Weekly Administrative Meetings.
2. Safety Meeting.
3. NWFM Meeting

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Repairs on several HVAC Units;
 - a. Damaged HWH Coils in; IT Office, Facilities Maintenance Office, Drafting and Design Theory, Metal Fab Theory, Computer Networking, Early Childhood Education Theory, Room 9 Math Teacher Room, Art and Design, Cosmetology Lab and Theory Rooms, Facilities Maintenance Theory Room.
 - b. Systems out on Breakers and or Unit Safeties; Cafeteria east, west and middle. Transition center. As of the date of this report several units are still in need of repair. We are working with William T Spaeder Company to accomplish repairs to the damaged coils.
2. Performed preventive maintenance on selected equipment.
3. Repaired damage to the ceiling areas at the cross hallway lighting cupolas
4. Had the plow truck catalytic converter replaced
5. Removed snow from drives and walks at the High School/ Skill Center.
6. Completed routine Maintenance request at our High School and Skill Center.

III. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Clean up from several HVAC Unit failures in classrooms

IV. SAFETY

- 1. Held tornado drills for the Skill Center and High School.**
- 2. Inspecting Safety Data Sheet binders and compiling information for the Hazardous Substance Survey Form annual report.**