

Maintenance Department Report for March 2015

I. MANAGER ACTIVITIES

A. Accomplishments;

1. Scheduling Calibration Tests Observation for NOCTI testing.
2. Participating in ISO Audits
3. Conducted interviews with HR for Custodial position
4. Scheduled lab safety walk-throughs
5. Continuing repairs to Coils in frozen units
6. Communicated with the following Contractors/Vendors:

- | | |
|---------------------------|-------------------------|
| - Janitors Supply Co. | - Fagan Sanitary Supply |
| - Verizon Wireles | - W.T. Spaeder |
| - Waste Management | - Pam Prinzi Draperies |
| - Hunter Engineering Co. | - Tower Engineering |
| - Complete Waste Disposal | - EMSI |

B. Meetings Attended;

1. Weekly Administrative Meetings.
2. Safety Meeting.
3. OAC Meeting
4. ISO Audits

II. MAINTENANCE

A. Accomplishments & Ongoing Projects;

1. Performed preventive maintenance on selected HVAC system.
2. Removed snow from drives and walks at the High School/ Skill Center.
3. Completed routine Maintenance request at our High School and Skill Center.
4. Installed new valve on boiler fill system

II. CUSTODIAL

A. Accomplishments;

1. Routine cleaning of the facility.
2. Replaced damaged chairs in cafeteria

III. FACILITY USE REQUESTS

IV. SAFETY

- ### **A.**
- MSDS book audit almost complete and Pa. State HSSF form updated with current information.