

Maintenance Department Report for May 2015

I. MANAGER ACTIVITIES

A. Accomplishments

1. Communicated with the following Contractors/Vendors:

- | | |
|---------------------------|-----------------------|
| - PRO Waste Services Inc. | - Janitors Supply Co. |
| - Johnson Controls | - Lowe's |
| - Fagan | - Simplex |
| - Verizon wireless | - Chris Coughlin |
| - Liberty Iron | - |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Meeting.
3. Budget Review with the Business Manager and the Director

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Performed preventive maintenance on selected HVAC system.
2. Performed mowing and trimming of grounds at the High School/ Skill Center. (VA Summer Help)
3. Completed routine Maintenance request at our High School and Skill Center.
4. Completed summer cleaning schedule
5. Reviewed summer projects schedule
6. Identified areas of need for parking lot patching/sealing, sidewalk repair/replacement, and lawn repairs.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Function set up and cleanup.

III. FACILITY USE REQUESTS

1. Harbor Creek School District Board Meeting, May 14th, 2015
2. Cub Scout Day Camp, June 2015

IV. SAFETY

1. Safety Committee Member Training Completed