

Maintenance Department Report for October 2014

I. MANAGER ACTIVITIES

A. Accomplishments;

- 1. Had the Stack evaluated for structural integrity**
- 2. Accompanied the Heath Inspector on inspection of the High School and Skill Center**
- 3. Completed Custodial Training on Blood Borne Pathogens, Sexual Harassment, and Chemical Safety (SDS)**
- 4. Communicated with the following Contractors/Vendors:**

- PRO Waste Services Inc.	- Simplex
- DeSantis	- Janitors Supply Co.
- Muller Locksmith	- Rabe
- Verizon wireless	- Doritex
- Lowe's	-Nothwest Restoration
- Miller Bros	- Home Depot
- Graybar	- Grainger

B. Meetings Attended;

- 1. Weekly Administrative meetings.**
- 2. Safety Committee Meeting.**
- 3. OAC Meeting for Facility Maintenance**

II. MAINTENANCE

A. Accomplishments & Ongoing Projects;

- 1. Installed new hand sinks in both culinary kitchens**
- 2. Installed automatic roll towel dispenser in both culinary kitchens**
- 3. Replace the batteries in the golf cart**
- 4. Ordered a new economizer for a roof top HVAC Unit**
- 5. Performed preventive maintenance on selected HVAC Equipment**
- 6. Completed routine Maintenance request at our High School and Skill Center.**
- 7. Routine Grounds Maintenance**

II. CUSTODIAL

A. Accomplishments;

- 1. Routine cleaning of the facility.**
- 2. Set up for the OAC Luncheon/Meeting**
- 3. Set up for Advance Training Day**

III. FACILITY USE REQUESTS - None

IV. SAFETY

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