

Maintenance Department Report for September 2014

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with Chris Coughlin on the repairing paint of the Exterior of our Buildings. (Beals McMahon Painting)
2. Repaired closers at the rear entrances of the High School
3. Scheduled PM Service for HVAC Equipment
4. Interviewed Candidates for Maintenance and Custodial Positions
5. Ordered Equipment for Cafeteria, Electronics Lab, and Kitchen
6. Communicated with the following Contractors/Vendors:

- | | |
|--------------------|-----------------------|
| - Yardmaster | - Waste Management |
| - Fagan Supply | - Janitors Supply Co. |
| - Muller Locksmith | - Verizon wireless |
| - Doritex | - Lowe's |
| - Home Depot | - Simplex Grinnel |

B. Meetings Attended

1. Weekly Administrative meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Completed routine Maintenance request at our High School and Skill Center.
2. Had a duct smoke detector replaced at the High School
3. Repaired and Serviced the Shear in Metal Fab.
4. Repaired Air Handler for Hospitality and Tourism
5. Repaired Air Handler for Art and Design
6. Repaired Oven in Kitchen
7. Repaired hand sink at Skill center
8. Repaired grinder In Precision Machining
9. Repaired time clock on Hot Water Tank for Culinary

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up/Clean up for several events in the Cafeteria and Eagles nest

III. FACILITY USE REQUESTS

1. PASBO Lunch and Meeting – 11/20/2014 9:00AM to 02:00 PM

IV. SAFETY

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