

Maintenance Department Report for April 2016

I. MANAGER ACTIVITIES

- A. Accomplishments;
1. Scheduled Calibration Tests Observation for NOCTI testing.
 2. Participating in ISO Audits
 3. Completed Safety Walk Through with School Claims Services
 4. Had Temporary repairs made to the Skill Center roof due to wind damage (pictures @ S-drive/Maintenance/SC roof damage)
 5. Had roof top gas line repaired at Skill Center due to wind damage
 6. Having Skill Center roof repair bid package prepared
 7. Skill Center Multi-zone replacement – gathering information
 8. Had Parking lot lights repaired at rear of building
 9. Scheduled Fence repairs for courtyard and generator enclosure
 10. Had a block dividing wall installed by CNT students in gas holding closets outside of MTF lab.
 11. Had non slip tile installed in Culinary receiving entrance
 12. Scheduled repairs to lawn areas
 13. Communicated with the following Contractors/Vendors:
 - DeSantis Supply Co.
 - Verizon Wireless
 - Hunter Engineering Co.
 - Complete Waste Disposal
 - Erie Fence
 - Yardmaster
 - Fagan Sanitary Supply
 - W.T. Spaeder
 - Tower Engineering
 - EMSI
 - Roof Craft
 - General Exterminating
- B. Meetings Attended;
1. Weekly Administrative Meetings.
 2. Safety Meeting.
 3. ISO Audits
 4. 339 Audit exit meeting

II. MAINTENANCE

- A. Accomplishments & Ongoing Projects;
1. Performed preventive maintenance on selected HVAC system.
 2. Completed routine Maintenance request at our High School and Skill Center.
 3. Repaired Dishwasher
 4. Repaired Flat Top Grill in culinary
 5. Returned Preschool Equipment to Playground
 6. Preparing/servicing lawn care equipment
 7. Mowing lawn areas

II. CUSTODIAL

- A. Accomplishments;
1. Routine cleaning of the facility
 2. Set up for events

III. SAFETY

- A. Completed lab safety walk-throughs with School Claims Services
- B. Completed Building walk-through with Erie County Department of Health
- C. Completed Annual Training for the Safety Committee



