

Maintenance Department Report for November & December 2015

I. MANAGER ACTIVITIES

A. Accomplishments

1. Site work for standby generator complete
2. Completed repairs for Skill center HVAC systems
3. Purchased chair for the cafeteria
4. Received quotes for vehicle lift for auto tech
5. Completed start-up of new Entevex exhaust system and room temperature sensor
6. Communicated with the following Contractors/Vendors:
 - Hite Co.
 - Grainger
 - W.T.Spaeder
 - Fagan
 - Grainger
 - Electrical & Mechanical Systems.
 - Janitors Supply Co.
 - DiSantis
 - Scott Electric
 - Blackhawk Neff

B. Meetings Attended

1. Job meetings for standby generator installation
2. Weekly Administrative Team meetings.
3. Safety Committee Meeting.
4. Performance review

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Installed new underground gas line for standby generator
2. Performed preventive maintenance on Torit exhaust systems at the high school and skill center.
3. Performed scheduled maintenance on snow removal equipment
4. Performed mowing and trimming of grounds at the High School/ Skill Center.
5. Completed routine maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up for events as scheduled
3. Performed parking lot traffic control for events

III. FACILITY USE REQUESTS

None

IV. SAFETY

1. Held fire drills for the Skill Center and High School.
2. Held lock down drill for the high school and skill center