

Maintenance Department Report for January 2016

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed installation of the new standby generator
2. Communicated with the following Contractors/Vendors:
 - Grainger
 - W.T.Spaeder
 - Fagan
 - Blackhawk Neff
 - Lowes
 - Janitors Supply Co.
 - DiSantis
 - Grainger
 - Home Depot
 - Carrier

B. Meetings Attended

1. Job meetings for standby generator installation
2. Weekly Administrative Team meetings.
3. Safety Committee Meeting.
4. North West Facilities Managers Association meeting (PASBO)

II. MAINTENANCE

A. Accomplishments

1. Performed Snow removal activities the High School/ Skill Center.
2. Performed preventive maintenance on scheduled equipment
3. Installed new track lighting in the Cosmetology lab display area
4. Completed routine maintenance request at our High School and Skill Center.

B. Ongoing Projects

1. Skill Center HVAC Multi-zone unit, repairs are needed to the multi-zone unit
 - a) Parts are no longer available, even after contacting HVAC contractors and the manufacturer
 - b) There are several zones that do not heat, there is now a classroom, (room 207), that we cannot heat and the temperatures are running at about 60 degrees in that area
 - c) A radiant heater was purchased to try to bring the temperature up, however since it is such a large room it has had little effect.
 - d) Use of more radiant heaters in the room is not an option since the entire classroom is wired on one 20 amp circuit and more heaters will overload the circuit
 - e) There is only one of two compressors working on the cooling side
 - f) We are continuing to look into the issue to see what, if any, other options are available to us, however, the unit will probably need to be replaced
2. Faucets at the skill center – we are in the process of replacing broken/out of date faucets in the restrooms with new metered faucets

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up for events as scheduled

III. FACILITY USE REQUESTS

1. Northwest Faculties Manager January 15, 2016
2. EMT Class – Every Tuesday and Thursday 1/19 – 6/9 2016
3. French Creek Council, Boy Scouts of America , June 14-17 2016
4. CCAC, EMT January 19 – June 9 2016
5. IUP Center for Career & Technical Personnel Preparation Jan. 25 – April 11, 2016
6. Society of Plastics Engineers, January 5, March 1, May 3 2016

IV. SAFETY

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