

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

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 & Ongoing Projects

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.

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.