

Maintenance Department Report for June 2016

I. MANAGER ACTIVITIES

A. Accomplishments;

1. Having Skill Center roof repair bid package prepared by Chris Coughlin
2. Skill Center Multi-zone replacement –Engineering Bid Spec.
3. Paving Bus drop off area of the parking lot complete
4. Lawn and bed areas treatments completed
5. Communicated with the following Contractors/Vendors:

- | | |
|-----------------------------|-------------------------|
| - DeSantis Supply Co. | - Fagan Sanitary Supply |
| - Verizon Wireless | - EMSI |
| - Tower Engineering | - Roof Craft |
| - Complete Waste Disposal | - General Exterminating |
| - Erie Fence | - Yardmaster |
| - Foulk's Flooring | - Wright Carpeting |
| - Lakeside Flooring | - Rhino-ware |
| - Classroom Security Blinds | - Pam Prinzi |
| - Torit | - Bartlett signs |
| -TC Paving | - Russell Standard |
| - Roads Paving | |

B. Meetings Attended;

1. Weekly Administrative Meetings.

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. Mowing lawn areas
4. Summer classroom projects

III. CUSTODIAL

A. Accomplishments;

1. Summer Cleaning on schedule
2. Set up for events

IV. SAFETY

A. None