

Maintenance Department Report for March 2016

I. MANAGER ACTIVITIES

A. Accomplishments;

1. Scheduling Calibration Tests Observation for NOCTI testing.
2. Participating in ISO Audits
3. Completed lab safety walk-throughs
4. Communicated with the following Contractors/Vendors:

- | | |
|---------------------------|-------------------------|
| - Janitors Supply Co. | - Fagan Sanitary Supply |
| - Verizon Wireless | - W.T. Spaeder |
| - Waste Management | - Pam Prinzi Draperies |
| - Hunter Engineering Co. | - Tower Engineering |
| - Complete Waste Disposal | - EMSI |
| - Miller Bothers | - Rhino Lock |

B. Meetings Attended;

1. Weekly Administrative Meetings.
2. Safety Meeting.
3. OAC Meeting
4. ISO Audit
5. FMT DACUM

II. MAINTENANCE

A. Accomplishments & Ongoing Projects;

1. Performed preventive maintenance on selected HVAC system.
2. Removed snow from drives and walks at the High School/ Skill Center.
3. Completed routine Maintenance request at our High School and Skill Center.
4. Changed time ahead on mechanical clocks for equipment operation
5. Changed time ahead on school clock system
6. Installed 5 new lavatory faucets at the Skill Center
7. Changed motor in AHU for Room 18
8. Repaired all call system
9. Repaired Business Office RTU
10. Repaired ECE RTU

II. CUSTODIAL

A. Accomplishments;

1. Routine cleaning of the facility.

III. SAFETY

A. SDS book audit complete

B. Completed lab safety walk-throughs