

Maintenance Department Report for September 2015

I. MANAGER ACTIVITIES

A. Accomplishments

1. Sent out specification for standby generator to vendors for quote.
2. Sent specification for standby generator site work to four mechanical contractors to quote.
3. Worked with maintenance staff to repair walk in freezer
4. Worked with maintenance staff to repair walk in cooler
5. Scheduled repairs for selected HVAC systems
6. Scheduled boiler start up in conjunction with new Entevex exhaust system
7. Communicated with the following Contractors/Vendors:

- Hite Co.	- Electrical & Mechanical Systems.
- Grainger	- Janitors Supply Co.
- Rabe	- GrayBar
- W.T.Spaeder	- McCarls
- DiSantis	- Scobell
- Fagan	- Scott Electric
- Grainger	-Cummins

B. Meetings Attended

1. Performance evaluation.
2. Weekly Administrative meetings.
3. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Repaired walk in freezer
2. Repaired walk in cooler
3. Repaired multi-zone unit at the Skill Center
4. Performed preventive maintenance on selected HVAC system.
5. Performed mowing and trimming of grounds at the High School/ Skill Center.
6. Completed routine Maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.

III. FACILITY USE REQUESTS

1. Use of Parking Lot, Sunday, November 21, 2010 12:00 AM to Monday, November 22, 2010 12:00 AM.

IV. SAFETY

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