

Maintenance Department Report for April 2017

I. MANAGER ACTIVITIES

A. Accomplishments

1. Scheduled and completed an auction of surplus equipment stored at the Skill Center Building.
2. Had the Forklift repaired and serviced
3. Communicated with the following Contractors/Vendors:
 - Grainger
 - DiSantis
 - Rabe
 - EMSI
 - Hite
 - Janitors Supply Co.
 - Fagan
 - Erie Fence
 - Graybar
 - Goss Painting

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments

1. Serviced and repaired lawn maintenance equipment
2. Delivered outdoor equipment to the Playground
3. Installed electrical service for new kitchen equipment

B. Ongoing Projects

1. Performed Snow removal activities the High School/ Skill Center.
2. Completed routine maintenance request at our High School and Skill Center.
3. Lawn mowing
4. Performed preventive maintenance on scheduled equipment

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up for events as scheduled
3. Deep cleaned Culinary area,
4. Cleaned Carpet In Cafeteria and Eagles Nest

III. FACILITY USE REQUESTS

A.

IV. SAFETY

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