

## ***Maintenance Department Report for August 2016***

### **I. MANAGER ACTIVITIES**

#### **A. Accomplishments;**

1. Had smoke and duct detectors inspected for the High school and Skill Center
2. Had the Fire Extinguishers inspected for the High School and Skill Center
3. Had Culinary Ansul Systems inspected for the High School
4. Skill Center Multi-zone replacement bids received
5. Skill center Partial Roof Replacement bids received
6. Scheduled Load test for the Standby Generator
7. Communicated with the following Contractors/Vendors:

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

#### **B. Meetings Attended;**

1. Administrative Meetings.
2. Admin Retreat

### **II. MAINTENANCE**

#### **A. Accomplishments & Ongoing Projects;**

1. Performed preventive maintenance on selected systems and equipment.
2. Completed routine Maintenance request at our High School and Skill Center.
3. Mowing lawn areas
4. Summer Projects;
  - a. Power PP 34B added to the standby generator to accommodate the IT rack at the rear of the building ( Server, Johnson Controls Metasys, Security camera recorder, )
  - b. Classroom hallway window blinds installed
  - c. Rhino-ware security locks installed
  - d. Door window shades purchased and scheduled for installation
  - e. Security camera recording/operating system upgraded
  - f. 5 new Torit smoke eater arms install in Metal Fab
  - g. Carpeting replaced in the Business Office
  - h. Carpeting installed in the Cafeteria and Eagles Nest
  - i. Electrical Engineering Classroom re-organized, relocated electrical circuits to accommodate new location of theory and lab areas, lab tables separated to fit new lab area
  - j. New sign and lighting installed at the rear student entrance
  - k. Parking lot patched and sealed in selected areas
  - l. Lobby benches purchased and installed
  - m. Replaced an outside bench at the front entrance
  - n. Relocated and rewired the work benches for the CAEP project area at the Skill Center
  - o. Replaced carpeting and painted the refocus room at the skill center
  - p. Replaced two vehicle lifts installed in Auto Tech, 1 Scrap –1for Auction
  - q. Installed two new Compressed air line in Electronics Lab area
  - r. Reorganized center area in Culinary to allow for more student work space.
  - s. New spray Booth installed for Art and Design

- t. New Lighting circuit installed for projection area in Art and design
- u. Cosmetology Slat Wall Display installed
- v. Repairs to the Water Softener for Hot Water System

**III. CUSTODIAL**

- A. Accomplishments;
  - 1. Summer Cleaning at High School and the Skill Center on schedule
  - 2. Set up for events

**IV. SAFETY**

- A. None