

Maintenance Department Report for November December 2016

I. MANAGER ACTIVITIES

A. Accomplishments;

1. Skill Center Multi-zone Work completed
2. Scheduled load test for the Standby Generator
3. Had for the Skill Center sign installed at front entrance of building
4. Purchased furniture and equipment for selected classrooms
5. Received quotes for elevator repair at the Skill Center
6. Communicated with the following Contractors/Vendors:

- | | |
|---------------------------|-------------------------|
| - DeSantis Supply Co. | - Fagan Sanitary Supply |
| - EMSI | - McCreary roofing |
| - Tower Engineering | - Rabe |
| - Complete Waste Disposal | - General Exterminating |
| - Yardmaster | - Roofmaster |
| - Torit | - Bartlett signs |

B. Meetings Attended;

1. Administrative Meetings.
2. School Fire Marshals
3. DACUM Corry High School
4. NWFM PASBO
5. Yardmaster plowing season start up
6. Lockdown prep meeting

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. Prepared equipment for snow removal
5. Snow removal activities

III. CUSTODIAL

A. Accomplishments;

1. Scheduled cleaning in assigned areas
2. Set up for special events
3. Perform event parking duties

IV. SAFETY

A. Protection Institute Training for Maintenance and Custodial staff