

Maintenance Department Report for November January 2017

I. MANAGER ACTIVITIES

A. Accomplishments;

1. Skill Center Multi-zone over heat sensor installed
2. Load test for the Standby Generator Completed
3. Received quotes for elevator repair at the Skill Center
4. Dish room window project framing and drywall complete, Tile and stainless splash scheduled
5. Scheduled Training and Mentor for the new Custodian
6. Communicated with the following Contractors/Vendors:

- | | |
|--|-------------------------|
| - DeSantis Supply Co. | - Fagan Sanitary Supply |
| - EMSI | - McCreary roofing |
| - Albert's Sheet Metal and Fabrication | - Rabe |
| - Complete Waste Disposal | - General Exterminating |
| - Yardmaster | - Roofmaster |
| - Torit | - Bartlett signs |

B. Meetings Attended;

1. Administrative Meetings.
2. School Fire Marshals
3. NWFM PASBO
4. Safety meeting 12/13/16

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. Snow removal activities

III. CUSTODIAL

A. Accomplishments;

1. Scheduled cleaning in assigned areas
2. Set up for special events

IV. SAFETY

A. SDS Briefing scheduled