

Maintenance Department Report for June 2017

I. MANAGER ACTIVITIES

A. Accomplishments

1. Set Summer Cleaning Schedule
2. Set Summer Maintenance Schedule
3. Interviewed and Hired Summer Help
4. Scheduled floor repair in Eagles Nest
5. Scheduled locker painting
6. Communicated with the following Contractors/Vendors:
 - Grainger
 - DiSantis
 - Rabe
 - EMSI
 - Hite
 - Decorating Services
 - Janitors Supply Co.
 - Fagan
 - Erie Fence
 - Graybar
 - Goss Painting

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Admin Staff retreat
3. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments

7. HVAC repairs to 3 pieces of equipment
8. Removed server wall and cabinets in the Eagle's nest
9. Rewired lights in Eagles Nest to accommodate projection
10. Wired new Combi-Oven in kitchen
- 11.

B. Ongoing Projects

1. Completed routine maintenance request at our High School and Skill Center.
2. Lawn mowing
3. Performed preventive maintenance on scheduled equipment

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up for events as scheduled
3. Started summer cleaning in C hall

IV. SAFETY

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