

Maintenance Department Report for March 2017

I. MANAGER ACTIVITIES

A. Accomplishments

1. Communicated with the following Contractors/Vendors:

- | | |
|------------|-----------------------|
| - Grainger | - Janitors Supply Co. |
| - DiSantis | - Fagan |
| - Rabe | - Erie Fence |
| - EMSI | - Graybar |
| - Hite | - Goss Painting |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Safety Committee Meeting.
3. Northwest Facilities Managers

II. MAINTENANCE

A. Accomplishments

1. Performed Snow removal activities the High School/ Skill Center.
2. Performed preventive maintenance on scheduled equipment
3. Completed routine maintenance request at our High School and Skill Center.
4. Repaired dividing wall in cafeteria (west end)

B. Ongoing Projects

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

1. Microtec - September 29 and November 8

IV. SAFETY

1. Held Fire drills for the Skill Center and High School.
2. Completed lab safety inspections