

Maintenance Department Report for May 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
- Decorating Services	

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments

1. Repaired 4 pieces of equipment in construction trades

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. Deep cleaned Culinary area,
4. Cleaned Carpet In Cafeteria and Eagles Nest

III. FACILITY USE REQUESTS

1. None

IV. SAFETY

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