

Maintenance Department Report for October 2016

I. MANAGER ACTIVITIES

A. Accomplishments;

1. Skill Center Multi-zone Work Scheduled
2. Skill center Partial Roof Replacement work completed
3. Scheduled load test for the Standby Generator
4. Had water softener controls rebuilt
5. Had main sewer lines jetted
6. Purchased furniture and equipment for selected classrooms
7. Donated a barrel of scrap wire to the Erie Arts and Culture Group for use in their children's art program
8. Communicated with the following Contractors/Vendors:

- | | |
|---------------------------|-------------------------|
| - DeSantis Supply Co. | - Fagan Sanitary Supply |
| - EMSI | - McCreary roofing |
| - Tower Engineering | - Rabe |
| - Complete Waste Disposal | - General Exterminating |
| - Rhino-ware | - W.T. Spaeder |
| - Torit | - Bartlett signs |

B. Meetings Attended;

1. Administrative Meetings.
2. School Fire Marshals
3. Friday Debrief – Rhino-ware demo

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. Assembled Furniture for several labs and offices
4. Mowing lawn areas

III. CUSTODIAL

A. Accomplishments;

1. Scheduled cleaning in assigned areas
2. Training 2 new Custodians
3. Set up for special events such as OAC & Advanced Training Day

IV. SAFETY

- #### **A. Protection Institute Training for Maintenance and Custodial staff**

