

Maintenance Department Report for April 2018

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with vendor for maintenance staff uniforms
2. Had SC Electrical issues resolved with Penelec
3. Working with Scobel to replace a variable speed drive for boiler room exhaust system
4. Received and set new Power Shear in MTF, removed old Shear and moved it to the Skill Center for storage until auction time
5. Received ISO Calibration receipts from Labs NOCTI testing
6. Communicated with the following Contractors/Vendors:

- DeSantis	- HHSDR
- UniFirst	- Fagan
-Penelec	- Scobel

B. Meetings Attended

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

II. MAINTENANCE

A. Accomplishments

1. Calibrated CUA Ovens for NOCTI
2. Repaired HVAC Systems as needed

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Snow removal
3. Performed Preventive Maintenance on Scheduled Equipment
4. Preparing Lawn Maintenance equipment
5. Maintained snow removal equipment

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities.
2. Set up for events as scheduled

IV. SAFETY

1. Held Lock down drills for the Skill Center and High School.
2. Completed HS & SC Lab Safety walkthrough (22 areas)



