

Maintenance Department Report for November/December 2017

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordered replacement parts as needed
2. Installed replacement white boards
3. Ordered commercial washer and dryer for COS Lab
4. Ordered Stackable washer and dryer for ECE Lab
5. Ordered New vinyl covers for Lobby Signs
6. Ordered well matting for the two rear entranceways
7. Communicated with the following Contractors/Vendors:

- Grainger	- Janitors Supply Co.
- DeSantis	- Fagan
- W T Spaeder	- UniFirst
- EMSI	-Otis Elevator
- Hite	

B. Meetings Attended

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

II. MAINTENANCE

A. Accomplishments

1. Repaired equipment as requested
2. Repaired HVAC Systems as needed
3. Installed two dry erase areas as requested
4. Serviced and prepared snow removal equipment
5. Installed TV Monitor in Culinary Theory Room
6. Installed washer and dryer in the Cosmetology lab
7. Diagnosed and repaired leaking gas valve in Culinary Lab
8. Installed well matting in two rear entranceways

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Lawn Mowing
3. Snow removal
4. Performed Preventive Maintenance on Scheduled Equipment

II. CUSTODIAL

A. Accomplishments

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

IV. SAFETY

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