

Maintenance Department Report for February 2018

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordered and installed new trash receptacles in theory rooms
2. Had leaking saddle gas valve in west mezzanine repaired
3. Ordered Parts for John Deere Tractor
4. Had Plow truck brakes repaired
5. Working with vendor for maintenance staff uniforms
6. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Renovation review meeting
3. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments

1. Repaired kitchen equipment as requested
2. Repaired HVAC Systems as needed
3. Maintained snow removal equipment
4. Repaired John Deer Tractor PTO Bearings
5. Installed new trim on playground courtyard windows
6. Installed new 480v breaker for parking lot lighting

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Snow removal
3. 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 Tornado drills for the Skill Center and High School.