

Maintenance Department Report for January 2018

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordered replacement parts as needed
2. Investigated and received quotes for Computerized Maintenance Management Ssystem
3. Received quotes for uniform service contract for maintenance staff
4. Communicated with the following Contractors/Vendors:
 - Grainger
 - DeSantis
 - W T Spaeder
 - EMSI
 - Hite
 - Janitors Supply Co.
 - Fagan
 - UniFirst

B. Meetings Attended

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

II. MAINTENANCE

A. Accomplishments

1. Repaired equipment as requested
2. Repaired HVAC Systems as needed
3. Maintained snow removal equipment
4. Repaired Case Tractor fuel filters
5. Installed washer and dryer in the ECE lab
6. Repaired dock leveler at receiving area
7. Repaired heating unit in maintenance building
8. Replaced boiler relief valve on boiler #1

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 Fire drills for the Skill Center and High School.