

Maintenance Department Report for June 2018

I. MANAGER ACTIVITIES

A. Accomplishments

1. Working with vendor for maintenance staff uniforms
2. Received Plyler Overhead Doors quote to repair outside door to IT work room
3. Communicated with the following Contractors/Vendors:
 - DeSantis
 - UniFirst
 - Penelec
 - Plyler
 - HHSDR
 - Fagan
 - Scobel

B. Meetings Attended

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

II. MAINTENANCE

A. Accomplishments

1. Repaired HVAC Systems as needed

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Performed Preventive Maintenance on Scheduled Equipment
3. Maintained lawn maintenance equipment

II. CUSTODIAL

A. Accomplishments

1. Summer cleaning activities.
2. Set up for events as scheduled

IV. SAFETY

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