

## ***Maintenance Department Report for March 2018***

### **I. MANAGER ACTIVITIES**

#### **A. Accomplishments**

1. Working with vendor for maintenance staff uniforms
2. Communicated with the following Contractors/Vendors:
  - Janitors Supply Co.
  - DeSantis
  - UniFirst
  - Carlisle Roofing
  - HHSDR
  - Fagan

#### **B. Meetings Attended**

1. Weekly Administrative Team meetings.
2. Renovation Meeting
3. Safety Committee Meeting
4. Attended NWFM PASBO Meeting at Seneca High School
5. Attended Annual PASBO Conference in Hershey Pa

### **II. MAINTENANCE**

#### **A. Accomplishments**

1. Repaired kitchen equipment as requested
2. Repaired HVAC Systems as needed
3. Maintained snow removal equipment

#### **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 Lock down drills for the Skill Center and High School.