

Maintenance Department Report for October 2017

I. MANAGER ACTIVITIES

A. Accomplishments

1. Door and window coverings Installed on high school back entrance doors, Eagle's Nest man door, and RCTC office window
2. Ordered replacement parts as needed
3. Ordered replacement white boards
4. High School main sewer line jetted
5. 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.
3. Fire Marshal Meeting (Navigate Prepared)
4. Meet and discuss
5. ISO surveillance opening meeting and post audit conference

II. MAINTENANCE

A. Accomplishments

1. Repaired equipment as requested
2. Repaired HVAC Systems as needed
3. Installed two dry erase areas as requested

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Lawn Mowing
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.