

Maintenance Department Report for September 2017

I. MANAGER ACTIVITIES

A. Accomplishments

1. WMT Spaeder opened storm drain on west side of the high school building
2. Approved quote for door window coverings
3. Ordered furniture for areas as requested
4. Communicated with the following Contractors/Vendors:
 - Grainger
 - DiSantis
 - Rabe
 - EMSI
 - Hite
 - Decorating Services
 - Otis Elevator
 - Janitors Supply Co.
 - Fagan
 - Erie Fence
 - Russel Standard
 - Goss Painting
 - TC Paving

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Safety Committee Meeting.
3. Fire Marshal Meeting (Navigate Prepared)

II. MAINTENANCE

A. Accomplishments

1. Installed parking blocks and signs in Culinary delivery area
- 2.

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. Scheduled Fire drills for the Skill Center and High School.