

Maintenance Department Report for April 2019

I. MANAGER ACTIVITIES

A. Accomplishments

1. All Hazards Safety Plan
2. Act 44 Safety and Security Priorities
3. Assigned building safety projects to maintenance staff
4. Met with contractors to complete safety projects
5. NOCTI Calibrations completed
6. Summer Help interviews completed
7. Communicated with the following Contractors/Vendors:

- | | |
|-------------|--------------------|
| - DeSantis | - EMSI |
| - Uni-First | - Summit Township |
| - Fagan | - Wilkins Security |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. School Safety Committee
3. Renovation Planning Meeting
4. Safe Schools Focus Group
5. NWFM Meeting

II. MAINTENANCE

A. Accomplishments

Building safety projects as assigned
Lawn Mowing equipment repaired/serviced

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Performed Preventive Maintenance on Scheduled Equipment
3. Maintained snow removal equipment
4. Snow removal and grounds care

III. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities.
2. Set up for events as scheduled

IV. SAFETY

1. Fire Alarm System concerns – CPU Failure
2. Skill Center Front End Security
3. Safety and Security Administration – Act 44 Compliance