

Maintenance Department Report for December 2018

I. MANAGER ACTIVITIES

A. Accomplishments

1. Rewriting All Hazards Safety Plan
2. Audit, Department of the Auditor General, Pennsylvania Bureau of Schools
3. Navigate Prepared training scheduled
4. Assigned building safety projects to maintenance staff
5. Met with contractors to quote safety projects
6. Communicated with the following Contractors/Vendors:

- | | |
|------------|-------------------|
| - DeSantis | - EMSI |
| - UniFirst | - Summit Township |
| - Fagan | |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Safe 2 Say Training
3. School Safety and Security Committee
4. Safe Schools Focus Group
5. Occupational Advisory Committee FMT Lab

II. MAINTENANCE

C. Accomplishments

Building safety projects as assigned

D. 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

II. CUSTODIAL

A. Accomplishments

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

IV. SAFETY

1. Safety and Security Administration –Act 44 Compliance
2. State Police Mandate to Patrol School Campus once during each shift
3. State Police Risk and Vulnerability Audit Team contacted
4. Completed Pa. Auditor General, Bureau of Safe Schools, Walk Through (See Attached)