

Maintenance Department Report for January 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 quote safety projects
5. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. School Safety Committee
3. Safe Schools Focus Group
4. Navigate Prepared reunification training

II. MAINTENANCE

A. Accomplishments

Building safety projects as assigned

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

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. Ice and Snow Removal (slips and falls)