

Maintenance Department Report for June 2019

I. MANAGER ACTIVITIES

A. Accomplishments

1. Set Summer Cleaning Schedule
2. Set Summer Maintenance Schedule
3. Interviewed and Hired Summer Help
4. Set Schedule for locker combination changes
5. Ordered furniture for selected Theory Rooms and Labs
6. Ordered AC unit for theory room
7. Communicated with the following Contractors/Vendors:

- Grainger	- Janitors Supply Co.
- DiSantis	- Fagan
- Rabe	- Schools in
- EMSI	- Global Supply
- C4 Interiors	- SamTec

B. Meetings Attended

1. JOC Building Renovation Committee

II. MAINTENANCE

A. Accomplishments

8. HVAC repairs as required
9. Patching and painting at the Skill Center Building
10. Moved equipment in Precision Machining Lab
11. Added electrical circuits to Computer Networking Lab
12. Picked up donated surface grinder donation from SamTec
- 13.

B. Ongoing Projects

1. Completed routine maintenance request at our High School and Skill Center.
2. Lawn mowing
3. Performed preventive maintenance on scheduled equipment

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facility.
2. Set up for events as scheduled
3. Started summer cleaning in C hall

IV. SAFETY

1. Held Fire drills for the Skill Center and High School.