

Maintenance Department Report for May 2019

I. MANAGER ACTIVITIES

A. Accomplishments

1. Assigned building safety projects to maintenance staff
2. Met with contractors to complete safety projects
3. NOCTI Calibrations completed
4. Summer help hired, working on clearances
5. Interviewed for Custodial Position, (HR Motion)
6. Getting quotes for Auto Body floor repair and painting
7. Getting quotes for Skill Center parking lot replacement
8. Communicated with the following Contractors/Vendors:

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

B. Meetings Attended

1. School Safety Committee
2. 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 lawn care equipment
4. Lawn mowing 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