

Maintenance Department Report for October 2018

I. MANAGER ACTIVITIES

A. Accomplishments

1. Reviewing All Hazards Safety Plan
2. Pennsylvania Bureau of School Audits, Department of the Auditor General
3. Coordinating with County Safety and Security Teams
4. Navigate Prepared Drills
5. Communicated with the following Contractors/Vendors:

- | | |
|--------------|-------------------|
| - DeSantis | -Jemko |
| - UniFirst | - Fagan |
| - Penelec | - Plyler |
| - TC Paving | - Summit Township |
| - WT Spaeder | - EMSI |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Summit Township Emergency Management
3. School Safety and Security Committee
4. Safe Schools Focus Group
5. Occupational Advisory Committee FMT Lab

II. MAINTENANCE

C. Accomplishments

1. Installed Shelving units in Storage area
2. Adjusted building water pressure to resolve building issues with water closets
3. Flushed fresh water system due to discolored water from township

D. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Performed Preventive Maintenance on Scheduled Equipment
3. Maintained lawn maintenance equipment
4. Lawn mowing 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. Pa. Auditor General, Bureau of Safe Schools, Walk through