

Maintenance Department Report for March 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordering Safety related products – grant award
2. Met with contractors to review and get quotes for future projects
3. In the process of SDS binder reviews for all labs
4. Communicated with the following Contractors/Vendors:

- | | |
|---------------|--------------------|
| - DeSantis | - EMSI |
| - UniFirst | - Summit Township |
| - Fagan | - DBC Construction |
| - W T Spaeder | |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. School Safety and Security Committee
3. Safe Schools Focus Group
4. Facilities Team Meetings

II. MAINTENANCE

C. Accomplishments

1. Building safety projects as assigned
2. Installed additional dispensers for hand sanitizer in each theory room

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
3. Sanitizing all touchable surfaces in all areas

IV. SAFETY

1. Safety and Security Administration –Act 44 Recommended improvements
2. Fire drills completed