

Maintenance Department Report for July, August, 2019

I. MANAGER ACTIVITIES

A. Accomplishments

1. Completed Summer Cleaning Schedule
2. Completed Summer Maintenance projects
3. Interviewed and Hired 2 Custodians
4. Locker combination changes Completed
5. Ordered furniture for selected Theory Rooms and Labs
6. Received 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
2. Admin Staff Meetings

II. MAINTENANCE

A. Accomplishments

8. HVAC repairs as required
9. Patching and painting at the Skill Center Building
10. Installed equipment in Precision Machining Lab
11. Added electrical circuits to Computer Networking Lab
12. Scheduled Construction Projects for August

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. Completed summer cleaning of the facilities.
2. Set up for events as scheduled

IV. SAFETY

1. Installed new "Stop Saw" in Construction Trades Lab