

Maintenance Department Report for December 2019

I. MANAGER ACTIVITIES

A. Accomplishments

1. Risk and Vulnerability Assessment completed
2. Met with contractors to quote safety projects
3. Boilers and equipment inspections completed
4. Training for Custodial Staff completed
5. Custodial staff assignments adjusted to staffing levels
6. 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

II. MAINTENANCE

C. Accomplishments

Building safety projects as assigned
Installed wash bay curtains in Auto Body repair
Installed new water heater in the boiler 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

IV. SAFETY

1. Safety and Security Administration –Act 44 Compliance
2. Fire and Lock down drills completed