

Maintenance Department Report for February 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. Risk and Vulnerability Assessment Summary (executive session)
2. Ordered Safety related products – grant award (executive session)
3. Met with contractors to review and get quotes for future projects
4. Scheduled SDS binder reviews for all labs
5. Scheduled safety walk through all labs
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
4. IU5 quarterly Safety and Security Coordinator meeting

II. MAINTENANCE

C. Accomplishments

1. Building safety projects as assigned
2. Sand blasting cabinet
3. Installed shelving units for Auto Body Lab

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 Recommended improvements
2. Fire drills completed