

Maintenance Department Report for January 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. Risk and Vulnerability Assessment Summary
2. Met with contractors to review and get quotes for future projects
3. Scheduled SDS binder reviews for all labs
4. Scheduled safety walk through all labs
5. 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. Installed spray booth curtains in Auto Body repair
3. Installed shelving units for Precision Machining and Computer Networking
4. Repaired Dishwasher and Booster Heater

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 drills completed