

Maintenance Department Report for October 2019

I. MANAGER ACTIVITIES

A. Accomplishments

1. Fire alarm bid awarded to Newco Electric Company
2. Doors installed in CMN Lab area
3. Interviewed and recommended custodians for hire
4. Communicated with the following Contractors/Vendors:

- | | |
|---------------------|-----------------------|
| - Grainger | - Janitors Supply Co. |
| - DiSantis | - Fagan |
| - DBC Construction | -TC Paving |
| - HRLC | - Wilkins Security |
| - Newco Electric | - Church and Murdoc |
| - Keystone Electric | - H.F. Lenz Co. |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Safety Committee Meeting.
3. Renovation Committee
4. Safety Planning Meetings

II. MAINTENANCE

A. Accomplishments

1. PM on HVAC systems completed
2. Moved boards and completed wall repairs in THM room
3. Installed bulletin board and painted walls in PMS Office
4. Installed white board in ABR theory room
5. Repaired HVAC system for DDE lab

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Lawn Mowing
3. Performed Preventive Maintenance on Scheduled Equipment

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities.
2. Set up for events as scheduled

IV. SAFETY

1. Completed Fire drills for the Skill Center and High School.
2. Executed on site evacuation drill
3. Planning off site evacuation drill
4. New Fire alarm system bid awarded