

Maintenance Department Report for September 2019

I. MANAGER ACTIVITIES

A. Accomplishments

1. WMT Spaeder replaced an inoperative valve to an eye wash station in FMT
2. Fire alarm engineering and plans are complete, Bid announcement place in the Erie Times News
3. Communicated with the following Contractors/Vendors:
 - Grainger
 - DiSantis
 - DBC Construction
 - Otis Elevator
 - Janitors Supply Co.
 - Fagan
 - TC Paving
 - WT Spaeder

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments

1. Repaired chiller
2. Completed construction on PMS Office

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. Planning on site evacuation drill
3. Planning off site evacuation drill
4. New Fire alarm system out for bid