

Maintenance Department Report for April 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Had several roof leaks repaired
2. Working with Penelec and National Fuel on connecting to new service lines due to rerouting around the roundabout
3. Communicated with the following Contractors/Vendors:
 - DeSantis
 - UniFirst
 - Penelec
 - HHSDR
 - Fagan
 - National Fuel

B. Meetings Attended

1. Weekly Administrative Team meetings
2. Safety Committee Meeting

II. MAINTENANCE

A. Accomplishments

1. Repaired HVAC Systems as needed
2. Repaired Dishwasher

B. Ongoing Projects

1. Completed work requests at High School and Skill Center
2. Snow removal
3. Performed Preventive Maintenance on Scheduled Equipment
4. Preparing Lawn Maintenance equipment
5. Maintained snow removal equipment

II. CUSTODIAL

A. Accomplishments

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

IV. SAFETY

1. Held safety drills for the Skill Center and High School
2. Completed HS & SC Lab Safety walkthrough (22 areas)