

Maintenance Department Report for July, August, 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. Interviewed and Hired 1 New Custodian
2. Ordered furniture for selected Theory Rooms, Offices and Labs
3. Chiller repaired
4. Electric project for Garage and Barn Complete
5. Awarded contract Concrete for Barn to Ambrose Concrete
6. Communicated with the following Contractors/Vendors:

- Grainger	- Janitors Supply Co.
- DiSantis	- Fagan
- Rabe	- Ambrose Concrete
- EMSI	- Global Supply
- Considine Biebel	- Keystone Electric

B. Meetings Attended

1. JOC Building Renovation Committee
2. Admin Staff Meetings
3. Lobby Renovation Job Meetings

II. MAINTENANCE

A. Accomplishments

1. HVAC repairs as required
2. Patching and painting at the Skill Center Building
3. Painting complete In Rooms 7, 22, 28, Metal Fab locker rooms
4. Lockers replaced with New ones in Metal Fab locker room
5. HVAC systems serviced
6. Metasys system set to new settings
7. Garden area bushes trimmed

B. Ongoing Projects

1. Completed routine maintenance request at our High School and Skill Center.
2. Lawn mowing
3. Performed preventive maintenance on scheduled equipment

II. CUSTODIAL

A. Accomplishments

1. Completed summer cleaning of the facilities.
2. Set up for events as scheduled
3. Locker combination changes Completed

IV. SAFETY

1. Man Tarp Vestibule project Complete for both Buildings