

Maintenance Department Report for November/December 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordered replacement parts as needed
2. Installed Planter Barriers at the front of the High School and Skill Center buildings
3. Installed stop sign at the Flower Road Exit
4. Installed SRO and School Car only Parking Signs
5. Prepared for snow removal serviced equipment
6. Replaced leaking expansion valves in the Hydronic system
7. Otis elevator is in need of repair, getting quotes
8. Communicated with the following Contractors/Vendors:
 - Grainger
 - DeSantis
 - W T Spaeder
 - EMSI
 - Hite
 - Janitors Supply Co.
 - Fagan
 - UniFirst
 - Otis Elevator

B. Meetings Attended

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

II. MAINTENANCE

A. Accomplishments

1. Repaired equipment as requested
2. Repaired HVAC Systems as needed
3. Serviced and prepared snow removal equipment
4. Serviced heating system, Boilers Pumps etc.
5. Changed filter in Torit air cleaners in Metal Fab
6. Repaired Metal Shear in Metal Fab Lab

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Lawn Mowing
3. Snow removal
4. 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. Held Fire drills for the Skill Center and High School.