

Maintenance Department Report for February 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordered replacement parts as needed
2. Managing Service master contract for building disinfection
3. Quote to upgrade Burglar Alarm at the Skill Center
4. Purchased additional sanitizing equipment, Steam cleaners etc.
5. Communicated with the following Contractors/Vendors:

- Janitors Supply Co.
- DeSantis
- Uni-First
- Otis Elevator
- Fagan

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Policy review meetings
3. Safety Committee Meeting.

II. MAINTENANCE

A. Accomplishments

1. Repaired equipment as requested
2. Repaired HVAC Systems as needed
3. Repaired Roof over Art and Design
4. Serviced and operated snow removal equipment
5. Serviced heating system, Boilers Pumps etc.
6. Placed hand no touch hand sanitizing stations in hallways

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Snow removal
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. Held Fire drills for the Skill Center and High School.
2. Held Tornado drills for the High School and Skill Center