

Maintenance Department Report for January 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Ordered replacement parts as needed
2. Started Service master contract for building disinfection
3. Installed upgraded Burglar Alarm
4. Implemented new custodial cleaning process
5. Communicated with the following Contractors/Vendors:

- Grainger	- Janitors Supply Co.
- DeSantis	- Fagan
- W T Spaeder	- UniFirst
- EMSI	-Otis Elevator
- Hite	

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Policy review meetings
3. Safety Committee Meeting.
4. Training Meeting for Custodial processes

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.

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.