

Maintenance Department Report for June 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Building Repairs as needed
2. Met with contractors to review and get quotes for future projects
3. Adminstrating Architect and Engineer building surveys for Renovation Bids
4. Communicated with the following Contractors/Vendors:

- DeSantis	- EMSI
- UniFirst	- W T Spaeder
- Ambrose Const.	- A Anthony concrete
- Fagan	- Vavala Concrete

B. Meetings Attended

1. Biweekly Administrative Team meetings.
2. School Safety and Security Committee
3. Safe Schools Focus Group

II. MAINTENANCE

C. Accomplishments

1. Building projects as assigned

D. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Performed Preventive Maintenance on Scheduled Equipment
3. Maintained lawn mowing equipment
4. Lawn mowing and grounds care

II. CUSTODIAL

A. Accomplishments

1. Summer cleaning of the facilities.
2. Set up for events as scheduled
3. Daily sanitizing all touchable surfaces in all occupied spaces

IV. SAFETY

1. Following Safety and Department of health and CDC guidelines
2. Limited access to the facility controlled by Staff
3. Annual Safety and Security Briefing (executive session)