

Maintenance Department Report for May 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Building Repairs as needed
2. Reviewed equipment installation requirements for supplemental equipment grant approvals for several labs
3. Met with contractors to review and get quotes for future projects
4. Administrating Architect and Engineer building surveys for renovation Documentation
4. Purchased PPE for staff by CDC direction
5. Communicated with the following Contractors/Vendors:

- | | |
|-------------------|-------------------------|
| - DeSantis | - EMSI |
| - UniFirst | - W T Spaeder |
| - Fagan | - Meadville plate Glass |
| - The Wilkins Co. | - Consodine Bielbel |

B. Meetings Attended

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

II. MAINTENANCE

C. Accomplishments

1. Building projects as assigned
2. Repaired Dishwasher
3. Repaired Pneumatic Control Valve for C Wing HVAC Control
- 4.

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. Safety and Security Administration, Department of health and CDC guidelines
2. Limited access to the facility controlled by Staff