

## ***Maintenance Department Report for October 2020***

### **I. MANAGER ACTIVITIES**

#### **A. Accomplishments**

1. Secure Vestibule Projects at High School and Skill Center 95% complete
2. Fire extinguishers and ansul systems tested
3. Communicated with the following Contractors/Vendors:
  - Grainger
  - DiSantis
  - TC Paving
  - Otis Elevator
  - Janitors Supply Co.
  - Fagan
  - Team Turf
  - WT Spaeder

#### **B. Meetings Attended**

1. Weekly Administrative Team meetings.

### **II. MAINTENANCE**

#### **A. Accomplishments**

1. HVAC repairs to selected RTU and Air Handling units completed

#### **B. Ongoing Projects**

1. Completed work requests at High School and Skill Center.
2. Lawn Mowing
3. Performed Preventive Maintenance on Scheduled Equipment

### **II. CUSTODIAL**

#### **A. Accomplishments**

1. Routine Cleaning of the facilities.
2. Daily Building Sanitizing
3. Set up for events as scheduled

### **IV. SAFETY**

1. Completed Fire drills for the Skill Center and High School.
2. Completed lock down drills for Skill Center and High School