

Maintenance Department Report for September 2020

I. MANAGER ACTIVITIES

A. Accomplishments

1. WMT Spaeder replaced inoperative expansion valves above AUT
2. Parking Lot sealing restriping completed
3. Concrete drive complete at Barn area
4. Secure Vestibule Projects at High School and Skill Center 90% complete
5. Maintenance Team Training for Covid 19 prevention and mitigation completed
6. Fire system tested and annual inspection
7. Water coolers placed strategically in both buildings
8. Communicated with the following Contractors/Vendors:

- Grainger	- Janitors Supply Co.
- DiSantis	- Fagan
-TC Paving	- Team Turf
- Otis Elevator	- WT Spaeder

B. Meetings Attended

1. Weekly Administrative Team meetings.

II. MAINTENANCE

A. Accomplishments

1. HVAC service to all RTU and Air Handling units completed
2. Boilers cleaned and prepped for winter
- 3.

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. Covid Isolation Room designated