

Maintenance Department Report for February 2022

I. MANAGER ACTIVITIES

A. Accomplishments

1. W.T. Spaeder completed replacing drinking fountains
2. New locks delivered for temporary Skill Center Labs
3. Training new part time custodian
4. Communicated with the following Contractors/Vendors:
 - Grainger
 - DiSantis
 - Church and Murdock
 - Thyssenkrupp Elevator
 - Perry Construction
 - Rob Estok
 - Janitors Supply Co.
 - Fagan
 - Team Turf
 - WT Spaeder
 - HRLC

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Renovation construction meetings attended

II. MAINTENANCE

A. Accomplishments

1. HVAC service to all RTU and Air Handling units completed
2. Boilers cleaned and prepped for winter
3. Snow removal equipment repaired and serviced
4. Moving out of areas to facilitate renovation crews

B. Ongoing Projects

1. Completed work requests at High School and Skill Center.
2. Snow removal
3. Performed preventive maintenance on scheduled equipment
4. Renovation support/furniture moving

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities.
2. Daily building sanitizing
3. Set up for events as scheduled
4. Daily sanitizing of specific areas upon request

IV. SAFETY

1. Completed Fire drills for the Skill Center and High School.
2. Instituted safety protocols for students and staff during the renovation