

Maintenance Department Report for January 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Renovation activities
2. Met with contractors to review and approve plans
3. Scheduling safety walk through all labs
4. Communicated with the following Contractors/Vendors:

- | | |
|---------------|----------------------|
| - DeSantis | - Church and Murdock |
| - UniFirst | - Summit Township |
| - Fagan | - D&G Construction |
| - W T Spaeder | -Perry Construction |

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. School Safety and Security Committee
3. Renovation Meetings

II. MAINTENANCE

C. Accomplishments

1. Building safety projects as assigned
2. Moving staff to temporary areas

D. Ongoing Projects

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

II. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities.
2. Set up for events as scheduled

IV. SAFETY

1. Safety and Security Administration –Act 44 Compliance
2. Fire drills completed