

Maintenance Department Report for September 2021

I. MANAGER ACTIVITIES

A. Accomplishments

1. Building Preventive maintenance
2. Had mold remediation completed at the Transition Center due to leak
3. Replacement of drywall and carpeting accomplished at the Transition Center
4. Summer project management
5. Communicated with the following Contractors/Vendors:

- DeSantis	- EMSI
- UniFirst	- W T Spaeder
- Fagan	

B. Meetings Attended

1. Weekly Administrative Team meetings.

II. MAINTENANCE

C. Accomplishments

1. Building projects; Painting, HVAC, Electrical, Plumbing
2. Repaired leaking PEX header at the transition center

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