

Maintenance Department Report for January 2023

I. MANAGER ACTIVITIES

A. Accomplishments

1. Building Preventive maintenance
2. Renovation equipment moves
3. Communicated with the following Contractors/
Vendors:

- DeSantis	- EMSI
- UniFirst	- W T Spaeder
- Fagan	- U & S
- Perry	- Scobell
- D & G	- Church and Murdock
- Video Insight	- Wilkins Security

B. Meetings Attended

1. Weekly Administrative Team meetings
2. Weekly Renovation Meetings
3. Weekly Building and Renovation Meetings
4. Weekly Punch List Walkthroughs
5. Monthly Safety Committee Meetings

II. MAINTENANCE

C. Accomplishments

1. Building projects; Painting, HVAC, Electrical, Plumbing
2. Renovation projects, Installing and removing equipment as needed
3. Moving selected equipment and furniture

CI. 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 as necessary

III. CUSTODIAL

A. Accomplishments

1. Routine cleaning of the facilities
2. Renovation project cleaning
3. Set up for events as scheduled
4. Daily sanitizing all touchable surfaces in all occupied spaces

IV. SAFETY

1. Following safety guidelines
2. Limited access to the facility controlled by Staff
3. Fire Drills