

Maintenance Department Report for April 2023

I. MANAGER ACTIVITIES

A. Accomplishments

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

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

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 Meeting
6. Skill Center Elevator Upgrade meeting
7. Skill Center Elevator Upgrade meeting

II. MAINTENANCE

C. Accomplishments

1. Building projects; HVAC, Electrical, Plumbing
2. Renovation projects, Installing and removing equipment as needed
3. Moving selected equipment and furniture
4. Install new rotary lifts in Auto-body Lab

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
5. Prepping equipment for summer lawn maintenance

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