

Maintenance Department Report for June 2023

I. MANAGER ACTIVITIES

A. Accomplishments

1. Renovation Activities coordinating Maintenance staff and contractors
2. Communicated with the following Contractors/Vendors:
 - Grainger
 - DiSantis
 - Church and Murdock
 - Thyssenkrupp Elevator
 - Perry Construction
 - Scobell
 - Janitors Supply Co.
 - Fagan
 - Team Turf
 - WT Spaeder
 - HRLC

B. Meetings Attended

1. Weekly Administrative Team meetings.
2. Renovation construction meetings attended weekly
3. Building and renovation meetings Tuesday and Thursday each week

II. MAINTENANCE

A. Accomplishments

1. Moving out of areas to facilitate renovation crews
2. Transporting furniture and equipment to storage

B. Ongoing Projects

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

II. CUSTODIAL

A. Accomplishments

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

IV. SAFETY

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