

Maintenance Department Report for June 2024

I. MANAGER ACTIVITIES

A. Accomplishments

1. Onboarding New Facility Manager
2. Project review / planning / inspections and closeouts
3. System training
4. Communicated with the following Contractors/Vendors:

- | | |
|-------------|-------------------|
| - HRLC | - DG Mechanical |
| - HF Lenz | - Muellers |
| - StarkTech | - Perry |
| - Scobell | - Church & Murdoc |
| - DeSantis | - LandPro |
| - Fagan | - Wilkins |
| - Lowes | - |

B. Meetings Attended

1. Performance evaluation.
2. Administrative meetings.
3. Job Conference(s)

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

1. Summer cleaning (moving and clearing out rooms)
2. Summer PM's
3. Renovation projects and closouts
4. Performed preventive maintenance on selected HVAC system.
5. Performed mowing and trimming of grounds at the High School/ Skill Center.
6. Completed routine Maintenance request at our High School and Skill Center.

II. CUSTODIAL

A. Accomplishments

1. Summer cleaning
2. Routine cleaning of summer occupied areas

III. FACILITY USE REQUESTS

1. NA.

IV. SAFETY

1. NA.