

Maintenance Department Report for September 2024

I. MANAGER ACTIVITIES

A. Accomplishments

- 1. Project review / planning / inspections and closeouts**
- 2. System training**
- 3. Communicated with the following Contractors/Vendors:**

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

B. Meetings Attended

- 1. PUCA Diggers & Dumpers**
- 2. Administrative meetings**
- 3. Job Conference(s)**
- 4. Safety Meetings**
- 5. Interviews for open positions**

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Onboarded Maintenance Staff to work ticket system**
- 2. Renovation projects and closouts**
- 3. Performed preventive maintenance on selected HVAC system.**
- 4. Performed mowing and trimming of grounds at the High School/ Skill Center.**
- 5. 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. PUCA Diggers & Dumpers**

IV. SAFETY

- 1. NA.**