

Maintenance Department Report for December 2024

I. MANAGER ACTIVITIES

A. Accomplishments

- 1. Project review / planning / inspections and closeouts**
- 2. System training**
- 3. Communicated with the following Contractors/Vendors:**
 - HRLC
 - HF Lenz
 - StarkTech
 - Scobell
 - DeSantis
 - Wilkins
 - Masterfire
 - DG Mechanical
 - Spaeder
 - Perry Construction
 - Church & Murdoc
 - Gerlach
 - Lowes
 - Allied Fire

B. Meetings Attended

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

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Working with Perry to correct failed doors in Yellow Hallway.**
- 2. Performed preventive maintenance on selected HVAC system.**
- 3. Performed mowing and trimming of grounds at the High School/ Skill Center.**
- 4. Performed snow removal and cleared emergency exits**
- 5. Completed routine Maintenance request at our High School and Skill Center.**
- 6. Made repairs to Skill Center Roof. Roof will need work done as it is significantly dilapidated. I am working on repair/replacement options.**
- 7. Working through Fire System issues with MasterFire to correct system deficiencies.**
- 8. Completed modifications to EET Lab Sprinkler System**
- 9. Working with staff on planning for HEA Lab modification needs in room 13.**

II. CUSTODIAL

A. Accomplishments

- 1. Evaluation of processes and procedures and make changes for continuous improvement.**
- 2. Implemented changes to receiving and delivery process.**
- 3. Took advantage of opportunities to access areas not typically open:**
 - 1. Worked on Eagles Nest floor to try and clean as best as possible, floor is difficult to maintain and recommended to be changed to something better suited for that environment.**

III. FACILITY USE REQUESTS

- 1. NA**

IV. SAFETY

- 1. Installed Locks on Gates**
- 2. Continued safety checks and**