

Maintenance Department Report for March 2025

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
 - Masterfire
 - DG Mechanical
 - Spaeder
 - Perry Construction
 - Church & Murdoc
 - Lowes
 - Cintas

B. Meetings Attended

- 1. Administrative meetings**
- 2. Safety Meetings**
- 3. Interviews for open positions**
- 4. Met with H.F. Lenz to work on commissioning HVAC Controls. We are setting up another meeting with HVAC Contractors to review irregularities in operation vs specification.**

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Working with Perry to correct failed doors in Yellow Hallway and Purple Hallway as well as AUB Restroom.**
- 2. Performed preventive maintenance on selected HVAC system.**
- 3. Performed snow removal and cleared emergency exits**
- 4. Completed routine Maintenance request at our High School and Skill Center.**
- 5. Met with Architect and Engineers for planning of Renovations to HEA Lab and finalizing plans for bid. Bids advertisement will start Feb 25th, Due Mar 20th, Work to begin Jun 9th and a completion date of August 8th.**
- 6. Health Theory Room Changing Stations completed**

II. CUSTODIAL

A. Accomplishments

- 1. Monitored changes to processes and making adjustments and conducting training as needed.**
- 2. Continued interviewing for open positions.**
- 3. Trained new staff member for one filled open position.**

III. FACILITY USE REQUESTS

- 1. NA**

IV. SAFETY

- 1. Installing evacuation route protectors throughout the facility**
- 2. Continued safety checks**
- 3. Evaluating the placement of AED's.**