

Maintenance Department Report for May 2025

I. MANAGER ACTIVITIES

Accomplishments

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

- HRLC	- DG Mechanical
- HF Lenz	- Spaeder
- StarkTech	- Perry Construction
- Scobell	- Church & Murdoc
- DeSantis	- Home Depot
- Masterfire	- Garland
- McCreary	- Weber Electric
- Deeb Masonry	- LandPro

B. Meetings Attended

Administrative meetings

Safety Meetings

HEA Construction Meetings.

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Performed preventive maintenance on selected HVAC system.**
- 2. Completed grounds cleanup and restoration from plowing season.**
- 3. Continued with routine Maintenance requests at our High School and Skill Center.**
- 4. Acquired resource for covering mowing while tractor is being repaired.**
- 5. Working on grounds for end of the year activities and graduation.**
- 6. Completed teardown of Greenhouse and starting on reassembly behind skill center.**
- 7. Completed housekeeping Pad for 3-Bay Garage donated sheet storage equipment.**

II. CUSTODIAL

A. Accomplishments

- 1. Monitored changes to processes and making adjustments and conducting training as needed.**
- 2. Adjusted routines to cover for employee short staffing**

III. FACILITY USE REQUESTS

- 1. NA**

IV. SAFETY

- 1. Continued safety checks**
- 2. Evaluating room safety areas throughout the facility.**