

Maintenance Department Report for September 2025

I. MANAGER ACTIVITIES

Duties performed and Accomplishments

- 1. Project review / planning / inspections and closeouts**
- 2. System training**
- 3. Revising systems, duties and processes to match existing needs**
- 4. Developing new processes for added systems and planning for long-term facility needs.**
- 5. Communicated with the following Contractors/Vendors:**
 - HRLC
 - Spader
 - Perry Construction
 - DeSantis
 - Masterfire
 - LandPro
 - Considine Biebel
 - Lathrop Electrical
 - DG Mechanical
 - StarkTech
 - Church & Murdock
 - Home Depot
 - Weber Electric
 - Newco Electric
 - Rabe Environmental
 - Summit Fire & Security

B. Meetings Attended

Administrative meetings
Safety Meetings
HEA Construction Meetings
Staff Meetings
Event Planning Meetings

II. MAINTENANCE

A. Accomplishments & Ongoing Projects

- 1. Health room renovation is almost complete as we are waiting on the delivery of the HVAC System.**
 - a. HVAC set to arrive late September and plan to install with minimal interruption to students has been made.**
- 2. Performed preventive maintenance on HVAC system.**
- 3. Responded to various Maintenance Requests typical to the start of school.**
- 4. A returning Co-Op student is working in Maintenance; in process to add another.**

II. CUSTODIAL

A. Accomplishments

- 1. Building was ready for start of school.**
- 2. Restarted the daily routines with minimal issues.**
- 3. Responded to various Custodial Requests typical to the start of school.**

III. FACILITY USE REQUESTS

- 1. Preparing for Diggers & Dumpers Event**

IV. SAFETY

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

V. PROJECTS

- 1. Greenhouse behind Skill Center - In Progress**
 - a. Progressing through student collaboration**
- 2. CNT mortar reclaiming area improvements - Planning**
 - a. Looking to break down mortar and keep dust separated from the lab**
- 3. ECE Sidewalk - Scheduled**
 - a. Set to occur during Diggers & Dumpers for mortar display, collaboration with Deeb Masonry and TCI**
- 4. HEA Lab Floor – In Progress**
 - a. Progressing through student collaboration**
- 5. Eagles Nest Floor - Planning**
 - a. Looking to replace floor with student collaboration**