

# ***Maintenance Department Report for October 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. Reevaluated job descriptions to account for Facility changes to ensure the department is on pace with the technological changes and in line with long-term facility needs.**
- 5. Communicated with the following Contractors/Vendors:**
  - HRLC
  - Spader
  - Church & Murdock
  - Home Depot
  - Weber Electric
  - Newco Electric
  - Rabe Environmental
  - Summit Fire & Security
  - DG Mechanical
  - StarkTech
  - DeSantis
  - Masterfire
  - LandPro
  - Considine Biebel
  - Lathrop Electrical

### **B. Meetings Attended**

**Administrative meetings**

**Safety Meetings**

**Staff Meetings**

**Event Planning Meetings**

## **II. MAINTENANCE**

### **A. Accomplishments & Ongoing Projects**

- 1. Health room renovation should be completed this month as we have received the HVAC Unit and they are installing it now.**
- 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.**
- 5. Met with contractors to go over possible electrical upgrades as part of the Solar RFP.**
- 6. Starting to clear out the warehouse for Auction. Toss out junk and try to sort out the items into areas.**

## **II. CUSTODIAL**

### **A. Accomplishments**

- 1. Maintaining the daily routines with minimal issues.**
- 2. No news is good news here.**

## **III. FACILITY USE REQUESTS**

- 1. Discussions have started for planning an Auction to offload unnecessary items taking up valuable space needed to further grow programs.**
  - a. Initial target date is February 13<sup>th</sup> – 16<sup>th</sup>.**

## **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. Greenhouse Sheds – In Progress**
  - a. The foundation has been completed and the sheds have been presented to FMT to see if they would be able to tackle the project to build in place.**
- 3. CNT mortar reclaiming area improvements - Planning**
  - a. Looking to break down mortar and keep dust separated from the lab**
- 4. ECE Sidewalk - Completed**
  - a. Sidewalk was set during the 2-day Diggers & Dumpers Event.**
- 5. HEA Lab Floor – In Progress**
  - a. Project started this week.**
- 6. Eagles Nest Floor - Planning**
  - a. Looking to replace floor with student collaboration**
- 7. Facility Signage – Starting shortly**
  - a. Looking to replace the signage around the Facility to meet signage standards.**
- 8. Skill Center Roof – In Planning**
  - a. Looking at options to address the necessary repairs.**