

SEPT/OCT REPORT
MAINTENANCE / CUSTODIAL DEPARTMENT

Activities in our Maintenance/Custodial Dept. this month and including the latter part of September include:

- completing the boy's and girl's restrooms in the H/S Annex;
- installing one of the two drinking fountains in the Annex hallway;
- installing a new drinking fountain at the Nurse's Office;
- fencing in the the new football field irrigation pump area;
- replacing lights and light covers campus wide, including using the lift machine in the Cub Gym;
- servicing A/C systems campus wide;
- installing a new roof mount exhaust motor above the Cafeteria cooking area;
- cleaning and repairing several ice machines campus wide;
- addressing several plumbing problems in the football field house;
- several plumbing pipe repairs campus wide;
- several toilet repairs campus wide;
- researching and finding the correct window shades for the Annex classrooms;
- starting repairs on the old football field restrooms to accommodate larger crowds;
- moving in extra bleachers at the football field;
- started a monthly schedule on all A/C filter replacements with throw-away style filters; old style were not coming clean enough.
- several door handle repairs and replacements campus wide;
- cutting all classroom doors in the Annex to accommodate the new tile floors;
- helping to stripe the football field each Friday a.m. for home games;
- football stadium clean-up after each game;
- addressing (2) roof leaks in the Intermediate School;
- new road closing gates installed with signs attached;
- new sets of campus info signs going up on all buildings;
- trying to monitor all custodial activities and addressing any issues;
- continuing to sort and re-order just the custodial supplies that get the jobs done without duplicated products;
- daily addressing our work orders in a timely fashion; we receive 3 to 6 daily to go with our larger projects;

We stay very busy in the Maintenance Department and enjoy seeing campus improvements. The addition of my assistant, Amanda Sims, has been a huge help and I want to thank you for that.

Thank You,
Steve Giblin
Maintenance Director