

## December's Maintenance Report

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	2	Plumbing supplies	\$200
Loading dock deliveries	3	Ballasts	\$150
Supplies delivered to various classrooms	2		
Invoice paperwork/working with business office	2		
General repairs	3		
Set up/take down stage for Christmas concert	2		
Installed three new drinking fountains	4		
Completion of 15 work requests	5		
Plumbing Repairs	3		
Locker help for students	1	Misc. Supplies	\$450
Changing Light Ballasts	5	<b>Total</b>	<b>\$800</b>
Admin Team Meetings	3		
Meetings with Salesmen	6		
Meetings with March Assoc./bid opening	2		
Yardwork	20		
Changed floor machine pads	1		
Checked and Cleaned Bleachers	4		
Checked all v-belts on air handlers	2		
Budget	6		
Cleaned café	3		
Clean loading dock	3		
Drove bus	10		
Changed circ. Pump motor	1		
Greased all motors on all heating equipment	3		
Unplugged toilets	2		
Miscellaneous daily jobs that Mr. Finster asked me to get done	8		
Holidays Off/vacation time	56		
<b>Approximate Total of Hours</b>	<b>162</b>		