

March's Maintenance Report

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	2	Plumbing supplies	\$250
Loading dock deliveries	3	Ballasts	\$200
Supplies delivered to various classrooms	2	Air filters	\$175
Invoice paperwork/working with business office	3		
General repairs	5		
Clean café	4		
Drove bus	20		
Check on/repair heat(ers)	6		
Completion of 12 work requests	8	Elec. Supplies	\$275
Plumbing Repairs	3		
Locker help for students	1	Misc. Supplies	\$200
Changing Light bulbs/ Light Ballasts	4	Total	\$1,100
Meetings with Salesmen	6		
Heating system repair	8		
Plumbing Repairs/toilets, sinks, & showers	5		
Yard work	20		
Changed floor machine pads	1		
Changed air filters throughout the month	4		
Sprayed fire retardant on different documents hung in the hallways	2		
Plow snow	2		
Clean office	3		
Clean boiler room	3		
Pick up supplies	6		
Check roof	2		
Bus refresher/tests	6		
Admin meetings	3		
Change bearing assembly on base pump	2		
Change ceiling tile	3		
Open building/put down café tables	3		
Change motor starter and rewire	2		
Miscellaneous daily jobs that Mr. Finster asked me to get done	18		
Approximate Total of Hours	160		