

## May's Maintenance Report

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	1		
Loading dock deliveries	1		
Install four new promethium boards	7		
Invoice paperwork/working with business office	4		
General repairs	8		
recycling	4		
Check on/repair heat(ers)/AC	7		
Changing Light bulbs/ Light Ballasts	5	Total	\$0
Meetings with Salesmen	4		
Clean cafeteria	4		
Get ball fields ready for games	12		
Mowing	14		
Days off	32		
Yard Work	35		
Drove bus	10		
Helping with prom set up/take down	4		
Admin meetings	3		
Miscellaneous daily jobs that Mr. Finster asked me to get done	15		
Approximate Total of Hours	170		