

## January's Maintenance Report

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	2	Plumbing supplies	\$250
Loading dock deliveries	5	Ballasts	\$75
Supplies delivered to various classrooms	2		
Invoice paperwork/working with business office	5	V-Belts	\$175
General repairs	5		
Clean café	22		
Plow snow/salt/sand/get sand	10		
Repair various heaters	8		
Completion of 20 work requests	12	Elec. Supplies	\$450
Plumbing Repairs	8		
Locker help for students	1	Misc. Supplies	\$450
Changing Light bulbs/ Light Ballasts	8	Total	\$900
Meetings with Salesmen	6		
Pre Construction meeting	1		
Recycling	4		
Drove bus	20		
Changed floor machine pads	1		
Change bearing assembly	1		
Zoom meeting for solar panels	1		
Changed air filters throughout the month	2		
Boiler inspection bus garage	2		
Zamboni floors	20		
Building use forms	2		
Miscellaneous daily jobs that Mr. Finster asked me to get done	12		
Approximate Total of Hours	160		