

## February's Maintenance Report 2019

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	2	Plumbing supplies	\$550
Loading dock deliveries	3	Ballasts	\$75
Supplies delivered to various classrooms	2		
Invoice paperwork/working with business office	3		
General repairs	3		
Clean café	12		
Moved snow banks back/plow snow	13		
Check on/repair heat(ers)	3		
Completion of 25 work requests	13	Elec. Supplies	\$275
Drove Bus	20		
Locker help for students	1	Misc. Supplies	\$325
Changing Light bulbs/ Light Ballasts	6	Total	\$1,225
Meetings with Salesmen	6		
Plumbing Repairs/toilets, sinks	3		
Changed floor machine pads	2		
Changed air filters throughout the month	2		
Sprayed fire retardant on different documents hung in the hallways	2		
Change base motor and new wiring	6		
Check roof	2		
Repair lights/ceiling in shop	3		
Vacation/holiday	32		
Change ceiling tile	2		
Open building/put down café tables	6		
Miscellaneous daily jobs that Mr. Finster asked me to get done	15		
Approximate Total of Hours	162		