

November's Maintenance Report

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	2		
Loading dock deliveries	6	Plumbing supplies	\$250
Picking up of soccer fields and trash	2		
Invoice paperwork/working with business office	6		
General repairs	12	Elect. Supplies	\$350
Drove bus	10		
Change motor in heat pump	3		
Items that Mr. Finister/admin. Needed done	16		
Opening school	5		
Completion of 10 work requests	12	Misc. Supplies	\$1,000
Delivery of 3 tons ice melt/take care of	1	Total	\$1,600
Changing Light bulbs/ Light Ballasts	6		
Meetings with Salesmen	5		
Yardwork	8		
Getting outside ready for winter	2		
Meetings with Admin	4		
Thansgiving Holidays	16		
Open lockers	2		
Roof vents and drains	3		
Plow/remove snow	44		
Get gym ready for basketball season	4		
Check/clean bleachers	2		
Repair of drinking fountain	1		
Paperwork	2		
Stump brush removal	10		