

January's Maintenance Report

| Work Completed | # of Hours | Purchases | Approx. Cost |
|--|------------|-------------------|--------------|
| Monthly employee schedule | 2 | Plumbing supplies | \$250 |
| Loading dock deliveries | 3 | Ballasts | \$75 |
| Supplies delivered to various classrooms | 2 | | |
| Invoice paperwork/working with business office | 5 | V-Belts | \$175 |
| General repairs | 5 | | |
| Clean café | 9 | | |
| Moved snow banks back/plow snow | 24 | | |
| Holiday | 24 | | |
| Completion of 20 work requests | 14 | Elec. Supplies | \$450 |
| Plumbing Repairs | 10 | | |
| Locker help for students | 1 | Misc. Supplies | \$450 |
| Changing Light bulbs/ Light Ballasts | 8 | Total | \$900 |
| Meetings with Salesmen | 6 | | |
| Create new ID's/FOBS | 1 | | |
| Recycling | 3 | | |
| Changed floor machine pads | 2 | | |
| Change bearing assembly | 1 | | |
| Clean boiler room | 3 | | |
| Changed air filters throughout the month | 2 | | |
| Sprayed fire retardant on different documents hung in the hallways | 2 | | |
| Zamboni floors | 16 | | |
| Building use forms | 2 | | |
| Miscellaneous daily jobs that Mr. Finster asked me to get done | 15 | | |
| Approximate Total of Hours | 160 | | |