

May's Maintenance Report

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	1		
Loading dock deliveries	1		
Invoice paperwork/working with business office	4		
General repairs	10		
Check on/repair heat(ers)/AC	7		
Changing Light bulbs/ Light Ballasts	5	Total	\$0
Meetings with Salesmen	4		
Clean cafeteria	8		
Get ball fields ready for games	12		
Mowing	14		
Days off	32		
Help set up art show	2		
Yard Work	35		
Drove bus	10		
Admin meetings	3		
Miscellaneous daily jobs that Mr. Finster asked me to get done	15		
Approximate Total of Hours	163		