

June's Maintenance Report

Work Completed	# of Hours	Purchases	Approx. Cost
Monthly employee schedule	2	Gas/oil for mowers	\$100
Loading dock deliveries	3		
Invoice paperwork/working with business office	3		
General repairs	5		
Set up for kind. graduation/moving up day	5		
Set up for fields days (both)	1		
Set up for pre-k graduation	4		
Plumbing Repairs	3		
Yardwork	35	Misc. Supplies	\$450
Changing Light bulbs/ Light Ballasts	2	Total	\$550
Move rooms out/in	32		
Meetings with Salesmen	6		
Time off	24		
Mowing/weed eating	16		
Take down pre-k, kind., moveing up day	5		
Admin meetings	3		
Miscelaneous daily jobs that Mr. Finster asked me to get done	13		
Approximate Total of Hours	162		