

# Bath County Public Schools



Maintenance

Maintenance > Maintenance Director Log

## Maintenance Director Log

New ▾	Actions ▾	Settings ▾	View: <b>Monthly Report</b>			
Start	Minutes	Building	Area	Topic	Short Description	
<b>Start : 12/1/2011 (6)</b>						
12/1/2011 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check	
12/1/2011 8:30 AM	210	MES	Classroom	HVAC; Meeting - Others	Carrier Tech and myself tore down and installed new fan barings on airhandler in room 210	
12/1/2011 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break	
12/1/2011 12:30 PM	150	MES	Classroom	HVAC; Meeting - Others	Carrier Tech and myself tore down and installed new barings in airhandler in room 210.	
12/1/2011 3:00 PM	60	SAB	Office	Other (Provide Description)	Delivered mail from MES to SAB, also had meeting with Ms. Hirsh	
12/1/2011 4:00 PM	60	VES	Classroom	HVAC	Met with Carrier Tech at VES to look at thermostat in room 305	
<b>Start : 12/2/2011 (4)</b>						
12/2/2011 8:00 AM	240	SAB	Office	Other (Provide Description)	Met and worked with Business Manager at SAB to work on budget documents.	
12/2/2011 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break	
12/2/2011 12:30 PM	210	MES	Boiler Room	HVAC; Meeting - Others	Met and worked with Carrier Tech at MES to work on chiller, discovered 2 freon leaks on condensor and compressor, recovered gas and repaired leaks, filled with nitrogen, and letting it set to see if it holds pressure	
12/2/2011 4:00 PM	30	SAB	Other (Add to Description)	Other (Provide Description)	Delivered mail and lunch deposits to SAB from MES.	
<b>Start : 12/5/2011 (6)</b>						
12/5/2011 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with H&M Elec. Tech for replacement of wash down lights on outside of building.	
12/5/2011 9:30 AM	150	MES	Hallway; Other (Add to Description)	Plumbing/Sewer; Water line	Checked out water leak in ceiling at MES, traced line out and found domestic hot water line was leaking caused by main water line hammering in lines.	

12/5/2011 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
12/5/2011 12:30 PM	60	MES	Other (Add to Description)	Water line	Checked out water leaks at MES
12/5/2011 1:30 PM	60	BCHS	Office	Meeting - Staff	Met with custodians at BCHS to discuss preparation of new cafeteria tables being delivered Tuesday 12/6/11. Also discussed getting things ready for School Board Meeting for Tuesday evening.
12/5/2011 2:30 PM	90	SAB	Other (Add to Description)	Meeting - Others; Meeting - Staff	Met with Robert Pilkington, of Balzer and Assoc., & Ms. Hirsh about football locker room bid packages.
<b>Start : 12/6/2011 (7)</b>					
12/6/2011 8:30 AM	60	BCHS	Office	Email; Meeting - Staff; Phone call - Others	Phone calls to suppliers, checked E-Mails and phone messages, worked on PC
12/6/2011 9:30 AM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Received new tables for charger cafe, unloaded from truck, removed packaging and set up in cafeteria.
12/6/2011 10:30 AM	180	BCHS	Gymnasium	Other (Provide Description)	Repairs to basketball rim, installed new rubber guard around outter edge.
12/6/2011 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/6/2011 2:00 PM	60	BCHS	Office	Email; Logs; Phone call - Others	Worked on logs, Checked E-Mails, returned phone calls to suppliers
12/6/2011 3:00 PM	60	BusGar	Shop	Electrical	Checked out lighting problem in storage room at bus garage, ordering ballast for lights
12/6/2011 5:15 PM	225	BCHS	Other (Add to Description)	Meeting - Staff	Attended dinner and Board Meeting
<b>Start : 12/7/2011 (7)</b>					
12/7/2011 8:30 AM	90	BusGar	Shop	Electrical	Installed new ballasts on lights and repaired light ends in storage room at bus garage.
12/7/2011 10:00 AM	90	BCHS	Other (Add to Description)	Meeting - Others	Met with Sales person to look at tables in cafeteria and look at seats in auditorium to order parts.
12/7/2011 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/7/2011 12:00 PM	30	VES	Other (Add to Description)	Water line	Checked out kitchen sink faucet in teacher break room, ordering new faucet.
12/7/2011 12:30 PM	60	VES	Other (Add to Description)	Other (Provide Description)	Adjusted dock door at VES kitchen.
12/7/2011 1:30 PM	120	BCHS	Classroom	Other (Provide Description)	Worked on door locks that had come loose, took apart and tightened them up.
12/7/2011 3:30 PM	60	BCHS	Other (Add to Description)	Meeting - Others	Unloaded air filters from truck

			Description)	and put them in proper storage places.		
<b>☒ Start : 12/8/2011 (4)</b>						
12/8/2011 8:30 AM	210	BCHS	Other (Add to Description)	Other (Provide Description)	Repaired seats in auditorium that were broke, took apart straightened out metal parts that were broke and welded back together, checked all other seats for any damage.	
12/8/2011 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch break	
12/8/2011 12:30 PM	210	MES	Boiler Room	HVAC	Removed and installed baring assembly on boiler pump #1 at MES	
12/8/2011 4:00 PM	30	SAB	Office	Other (Provide Description)	Delivered mail from MES to SAB	
<b>☒ Start : 12/9/2011 (5)</b>						
12/9/2011 8:30 AM	150	BCHS	Office	Email; Logs; Other (Provide Description); Phone call - Others; Purchase Orders	Worked on purchase orders, checked E-Mails, phone calls about parts, researched parts on PC.	
12/9/2011 10:00 AM	0	BCHS	Office	Lunch	Lunch Break	
12/9/2011 11:00 AM	60	BCHS	Classroom	HVAC	Checked heating temps in band room, also checked out air handler. Adjusted temp in room.	
12/9/2011 12:30 PM	60	BCHS	Office	Phone call - Others	Phone calls to State Elec. Supply to check on ordered parts, and also phone conversation with Linkous Supply for information about pump.	
12/9/2011 1:30 PM	150	BCHS	Classroom	HVAC	Checked air handlers in science wing for 3 classrooms, filters and belts.	
<b>☒ Start : 12/12/2011 (3)</b>						
12/12/2011 8:30 AM	210	VES	Boiler Room; Classroom	HVAC	Worked on HVAC rooms 305, 106, 108, 116, and 115 at VES	
12/12/2011 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break	
12/12/2011 12:30 PM	210	BCHS	Classroom; Hallway	HVAC	Worked on HVAC in science wing area at BCHS rooms B103, B107, B110, and hallway	
<b>☒ Start : 12/13/2011 (4)</b>						
12/13/2011 8:30 AM	210	BCHS	Boiler Room	HVAC	Removed old and installed new pump baring assembly on boiler #3 at BCHS	
12/13/2011 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break	
12/13/2011 12:30 PM	60	BCHS	Boiler Room	HVAC	Removed old and installed new pump baring assembly on boiler #3 at BCHS	
12/13/2011 1:30 PM	180	Other	Other (Add to	Parts Pickup	Picked up ordered supplies at	

		(Describe)	Description)		State Elec. Supply in Covington
<b>☐ Start : 12/14/2011 (7)</b>					
12/14/2011 8:30 AM	90	BCHS	Classroom	Meeting - Staff	Met with Tech. Director in Dabney Lab to look at work to be done and electrical to be changed.
12/14/2011 10:00 AM	30	BCHS	Office	Phone call - Others	Phone call to other to set up work to be done on electrical in Dabney Lab at BCHS
12/14/2011 10:30 AM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to lift to take to VES
12/14/2011 11:00 AM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Loaded and hauled lift from BCHS to VES Gym to work on lights
12/14/2011 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
12/14/2011 12:30 PM	90	VES	Gymnasium	Electrical	Repairs to lights and changed bulbs in gym at VES
12/14/2011 2:00 PM	150	VES	Boiler Room; Classroom	HVAC	Worked on HVAC in rooms 101, 202,112, 116, Library, and tech lab at VES
<b>☐ Start : 12/15/2011 (1)</b>					
12/15/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave
<b>☐ Start : 12/16/2011 (1)</b>					
12/16/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave
<b>☐ Start : 12/19/2011 (8)</b>					
12/19/2011 8:30 AM	90	BCHS	Hallway	Other (Provide Description)	Repairs to elevator in lower atrium, cleaned tracks, checked fluids and added 2 1/2 gals of fluid, checked for proper function
12/19/2011 10:00 AM	90	BCHS	Office	Email; Logs; Phone call - Others; Purchase Orders	Checked phone messages, E-Mails, worked on logs, purchase orders and billings
12/19/2011 11:30 AM	30	SAB	Office	Meeting - Staff	Met with Business Manager to deliver PO's also spoke with Ms. Hirsh about bid package and E-Mail.
12/19/2011 12:00 PM	30	SAB	Other (Add to Description)	Lunch	Lunch Break
12/19/2011 12:30 PM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Southern Refrig. to unload rest of air filter order.
12/19/2011 1:30 PM	30	BCHS	Other (Add to Description)	Other (Provide Description); Purchase Orders	Recieved mail, sorted and worked on purchase orders and billings
12/19/2011 2:00 PM	60	BCHS	Classroom	HVAC	Repairs to airhandler in room B101 tech lab at BCHS
12/19/2011 3:00 PM	60	BCHS	Boiler Room	HVAC	Greased and oiled baring assembly's in both boiler rooms, boiler pumps and circulator

						pumps.
<b>☐ Start : 12/20/2011 (5)</b>						
12/20/2011 8:30 AM	150	BCHS	Classroom	Electrical; Meeting - Others	Met with H&M Electric Techs and Technology Director for work to be done in Dabney Lab, lighting rewired, install 2 ceiling mount projectors.	
12/20/2011 11:00 AM	60	VES	Gymnasium	Other (Provide Description)	Went to bus garage to get trailer to haul lift back from VES to BCHS to work on gym lights.	
12/20/2011 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break	
12/20/2011 12:30 PM	210	BCHS	Gymnasium	Electrical	Repairs to lighting in gym, also installed new lens cover adapters on 6 of the lights.	
12/20/2011 4:00 PM	60	BCHS	Classroom	Electrical; Meeting - Others	Met and worked with H&M Elec. Tech in room B211 for installation of ceiling mount projector.	
<b>☐ Start : 12/21/2011 (6)</b>						
12/21/2011 8:30 AM	90	BCHS	Classroom; Other (Add to Description)	Electrical; Meeting - Others	Met with H&M Elec. Tech for installation of ceiling mount projector, let them in this area and got materials ready for them.	
12/21/2011 10:00 AM	25	BCHS	Other (Add to Description)	Water line	Repairs to automatic flush valves in boys restroom in mertz section.	
12/21/2011 10:30 AM	30	BCHS	Boiler Room; Shop	Meeting - Staff	Met with custodian from MES to help him load filters and other supplies.	
12/21/2011 11:00 AM	60	BCHS	Office	Email; Logs; Phone call - Others	Phone calls, E-Mails, Logs, purchase orders and billings	
12/21/2011 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break	
12/21/2011 12:30 PM	240	VES	Classroom	Electrical; Meeting - Others	Met and worked with H&M Elec. Tech to install overhead projectors in 2 class rooms, cut and repaired ceiling tiles and cross T's. Also while there repaired faucet in kindergarden class room.	
<b>☐ Start : 12/22/2011 (7)</b>						
12/22/2011 1:30 AM	660	BCHS	Classroom	HVAC	Checked heat in room A-128 blowing cold air, reset diagnostics on Tracer Summit system and checked for proper function, also reset on ceiling unit in hallway to room A-144 ↓ NEW	
12/22/2011 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check ↓ NEW	
12/22/2011 8:30 AM	90	BCHS	Classroom	Meeting - Staff	Met with Technolgy Director at BCHS to discuss installment of projector screens where new projectors were hung. ↓ NEW	

12/22/2011 10:00 AM	60	BCHS	Office	Email; Parts Ordering; Phone call - Others	Checked Phone messages, E- Mails, Ordered parts, Phone calls to others, and work on PC. NEW	
12/22/2011 11:00 AM	60	VES	Boiler Room; Classroom	HVAC	Checked airhandler in room 305, also checked thermostat to make sure of proper operation. NEW	
12/22/2011 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break NEW	
12/22/2011 1:30 PM	150	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to State Electric Supply in Covington to pick up ordered parts, also to Oliver Dist. to pickup custodial supplies. NEW	
<b>Start : 12/23/2011 (1)</b>						
12/23/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday	
<b>Start : 12/26/2011 (1)</b>						
12/26/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday	
<b>Start : 12/27/2011 (1)</b>						
12/27/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation leave	
<b>Start : 12/28/2011 (1)</b>						
12/28/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave	
<b>Start : 12/29/2011 (1)</b>						
12/29/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave	
<b>Start : 12/30/2011 (1)</b>						
12/30/2011 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday	