

Bath County Public Schools



Maintenance

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Maintenance Director Log

New ▾	Actions ▾	Settings ▾	View: Monthly Report			
Start	Minutes	Building	Area	Topic	Short Description	
Start : 12/18/2011 (1)						
12/18/2011 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check NEW	
Start : 12/22/2011 (7)						
12/22/2011 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check	
12/22/2011 8:30 AM	90	BCHS	Classroom	Meeting - Staff	Met with Technolgy Director at BCBS to discuss installment of projector screens where new projectors were hung.	
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	
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.	
12/22/2011 11:30 AM	60	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	
12/22/2011 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break	
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.	
Start : 12/23/2011 (1)						
12/23/2011 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check NEW	
Start : 12/24/2011 (1)						
12/24/2011 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check NEW	
Start : 1/2/2012 (2)						
1/2/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday	
1/2/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check	
Start : 1/3/2012 (9)						

1/3/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/3/2012 8:00 AM	30	BCHS	Office	Logs	Worked on logs for board packet, missed a day
1/3/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check
1/3/2012 8:30 AM	120	BCHS	Other (Add to Description)	Other (Provide Description)	Worked with custodians, snow removal, sidewalks, and fuel dock
1/3/2012 10:30 AM	60	SAB	Parking Lot	Meeting - Others	Delivered snow melt to SAB
1/3/2012 11:30 AM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
1/3/2012 12:00 PM	120	BusGar	Other (Add to Description)	Other (Provide Description)	Installed snow plow on Maintenance Truck, repaired turn cylinder, would only turn one way.
1/3/2012 2:00 PM	120	VES	Classroom	HVAC	Worked on HVAC in room 112 at VES, stuck actuator.
1/3/2012 4:00 PM	60	BCHS	Office	Email; Phone call - Others	Checked E-Mails, and phone messages and returned phone calls.
Start : 1/4/2012 (8)					
1/4/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/4/2012 8:00 AM	90	BCHS	Parking Lot	Electrical	Work on fuel pump at BCBS fuel dock.
1/4/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check
1/4/2012 9:30 AM	120	BCHS	Office	HVAC	Checked tracer summit system on PC, also worked on AHU#2 in front office, freezestat tripped in ceiling.
1/4/2012 11:30 AM	60	BCHS	Office	Purchase Orders	Worked on purchase orders and billings.
1/4/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/4/2012 1:00 PM	210	BCHS	Classroom	Electrical	Worked with Tech Director in Dabney Lab installing screens and changing projectors.
1/4/2012 4:30 PM	30	BCHS	Shop	Meeting - Others	Met with State Elec. Supply Salesman to look at new line of LED lighting.
Start : 1/5/2012 (8)					
1/5/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/5/2012 8:00 AM	210	BCHS	Classroom	Electrical	Worked with Tech Director in Dabney Lab running computer feed wires and had to move screens to fit projectors.
1/5/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check
1/5/2012 11:30 AM	60	VES	Road	Electrical	Received call from Transportation Director, to check out problem with flashing caution light an north end of VES not working.
1/5/2012 12:30 PM	30	BusGar	Shop	Lunch	Lunch Break

1/5/2012 1:00 PM	60	VES	Road	Electrical	Testing all electrical components in caution light, found that battery was low from no sunshine for the last couple of days.
1/5/2012 2:00 PM	60	BCHS	Parking Lot	Fuel Tank Measurement	Thawed out locks on bus fuel dock gas and deisel took measurements and called them into Transportation Director.
1/5/2012 3:00 PM	90	BCHS	Grounds	Fuel Tank Measurement; HVAC; Phone call - Staff	Took heating oil measurements on both tanks at BCHS, also contacted custodian at MES to get thier heating oil level, ordered tanker load for lg tank at BCHS and instructed them to fill the rest with small truck.
Start : 1/6/2012 (7)					
1/6/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/6/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check
1/6/2012 8:30 AM	60	BCHS	Office	Email; Maintenance Request Review; Phone call - Others; Phone call - Staff; Reports	Worked on PC, phone calls, E-Mails, Maint. Request, and reports
1/6/2012 9:30 AM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description); Parts Pickup	Went to Covington State Elec Supply, Arcet Welding, Dawn Equip, and Oliver Dist, to pickup ordered supplies and to order other parts.
1/6/2012 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/6/2012 1:30 PM	90	BCHS	Office	HVAC	Worked on HVAC AHU#1 and AHU#2 in front office. Filter and belt inspection, also checked temps for these units.
1/6/2012 3:00 PM	60	BCHS	Office	Other (Provide Description)	Repairs and cleaning to vacuum cleaner for custodians at BCHS.
Start : 1/9/2012 (5)					
1/9/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
1/9/2012 8:30 AM	120	BCHS	Office	Email; Parts Ordering; Phone call - Others; Purchase Orders	Check phone messages, returned phone calls, E-Mail, and work on PC NEW
1/9/2012 10:30 AM	60	BusGar	Parking Lot	Other (Provide Description)	Installed snow plow on maintenance truck and checked for proper operation NEW
1/9/2012 11:30 AM	30	BusGar	Shop	Lunch	Lunch Break NEW
1/9/2012 12:00 PM	300	Other (Describe)	Grounds; Parking Lot	Other (Provide Description)	Plowed snow, shoveled walks, put ice melt down and checked bus turn around at Rt. 600 and 601 NEW
Start : 1/10/2012 (7)					
1/10/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
1/10/2012 8:30 AM	120	SAB	Office	Meeting - Staff	Worked with Business Manager

					on budget documents at SAB !NEW
1/10/2012 10:30 AM	60	SAB	Other (Add to Description)	Other (Provide Description)	Assembled White Board in conference room at SAB !NEW
1/10/2012 11:30 AM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break !NEW
1/10/2012 12:00 PM	120	VES	Classroom	Other (Provide Description)	Assembled white board in computer lab at VES, also repairs to door on custodial closet !NEW
1/10/2012 2:00 PM	30	BusGar	Parking Lot	Other (Provide Description)	Removed snow plow from maintenance truck !NEW
1/10/2012 2:30 PM	120	BCHS	Other (Add to Description)	Other (Provide Description)	Installed toilet paper holders on board and installed on wall at front office restroom at BCBS !NEW
Start : 1/11/2012 (8)					
1/11/2012 8:00 AM	30	BCBS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/11/2012 8:30 AM	120	BCBS	Classroom	Electrical; Meeting - Staff	Worked with Tech Director and custodian changing monitors in Dabney Lab at BCBS !NEW
1/11/2012 10:30 AM	30	BCBS	Classroom	Other (Provide Description)	Repairs to door in Dabney Lab !NEW
1/11/2012 11:00 AM	60	BCBS	Kitchen	Other (Provide Description)	Repairs to 2 door closers in charger cafe !NEW
1/11/2012 12:00 PM	30	BCBS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/11/2012 12:30 PM	90	VES	Classroom; Hallway	Electrical; Other (Provide Description)	Repairs to door lock and repairs to emergency light at VES !NEW
1/11/2012 2:00 PM	60	SAB	Hallway	HVAC	Called to check HVAC at SAB, reset times and temps. !NEW
1/11/2012 3:00 PM	60	BCBS	Boiler Room	Electrical	Repairs to lights in lower boiler room at atrium area !NEW
Start : 1/12/2012 (6)					
1/12/2012 8:00 AM	30	BCBS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/12/2012 8:00 AM	30	BCBS	Boiler Room	HVAC	Deleted: Daily Boiler Check !NEW
1/12/2012 8:30 AM	270	MES	Classroom; Hallway	Other (Provide Description); Water line	Assembled white board in library, also checked water leaks in hallway, 1 is coming from domestic waterline and the other we could not figure out. !NEW
1/12/2012 1:00 PM	30	MES	Kitchen	Lunch	Lunch Break !NEW
1/12/2012 1:30 PM	60	BCBS	Grounds	Meeting - Others	Met and worked with H&M Electric Tech to install wallpack light in courtyard beside kitchen to light up handicap parking area. !NEW
1/12/2012 2:30 PM	120	BusGar	Parking Lot	Electrical; Meeting - Others	Met and worked with H&M Elec. Tech to repair broken conduit at gas pump. !NEW

Start : 1/13/2012 (5)					
1/13/2012 6:30 AM	390	Other (Describe)	Parking Lot; Road	Other (Provide Description)	Snow removal, shoveled sidewalks, shoveled fuel docks, cindered road and parking lot at SAB, BCHS and VES, also checked bus turn arounds at Rt. 600 and 601. NEW
1/13/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Deleted: Daily Boiler Check NEW
1/13/2012 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
1/13/2012 1:30 PM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
1/13/2012 2:00 PM	60	BCHS	Office	Email; Parts Ordering; Phone call - Others; Purchase Orders	Checked phone messages, E-Mails, purchase orders, ordered supplies. NEW
Start : 1/16/2012 (5)					
1/16/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
1/16/2012 8:30 AM	120	BCHS	Classroom	Other (Provide Description)	Hung new projector screen in room B211 at BCHS, removed old one moved clock to new location. NEW
1/16/2012 10:30 AM	120	BCHS	Classroom; Closet	Other (Provide Description)	Repaired 3 door locks in rooms B157, B208, and custodial closet in 54 bld. NEW
1/16/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
1/16/2012 1:00 PM	240	VES	Classroom	Other (Provide Description)	Installed continious hinge on outer door at VES room 102. Also while there received load of LP gas from Dixie Gas. NEW
Start : 1/17/2012 (6)					
1/17/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
1/17/2012 8:30 AM	180	Other (Describe)	Road	Meeting - Staff	Met and worked with Transportation Director getting buses in off ice covered roads with ice melt, also went to check bus turn arounds on Rt. 600, and 601. NEW
1/17/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
1/17/2012 12:00 PM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled backup batteries from SAB to BCHS for servers, put them in tech room at library. NEW
1/17/2012 1:30 PM	60	BCHS	Other (Add to Description)	Plumbing/Sewer	Worked on urinal in upstairs restroom of 54 building at BCHS NEW
1/17/2012 2:30 PM	90	BCHS	Office	Email; Phone call - Others; Phone call - Staff; Purchase Orders; Reports	Worked on PC, PO's, E-Mails, phone calls. NEW

Start : 1/18/2012 (5)					
1/18/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/18/2012 12:00 PM	510	BCHS	Office	HVAC	Worked on AC-2 in guidance office, replaced belt, reset tripped freeze stat, and checked it out on tracer summit system. !NEW
1/18/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/18/2012 12:30 PM	150	Other (Describe)	Other (Add to Description)	Meeting - Others	Went to Covington to pick up check at H&M Electric that was sent to them by mistake and took it to SJ Neathawk where it belonged. Also stopped at State Electric Supply to pick up ordered bulbs. !NEW
1/18/2012 3:00 PM	60	VES	Kitchen	Other (Provide Description)	Repairs to sink in VES kitchen !NEW
Start : 1/19/2012 (8)					
1/19/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/19/2012 8:30 AM	180	BCHS	Gymnasium	HVAC	Worked on air handler in new gym found freeze stat tripped, adjusted outside air intake and checked for proper operation, reset thermostat. !NEW
1/19/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/19/2012 12:00 PM	30	SAB	Office	Meeting - Staff	Met with Ms. Hirsh to discuss prebid meeting at 2:00 pm this afternoon. !NEW
1/19/2012 12:30 PM	90	BCHS	Shop	HVAC	Worked on pump motor, tearing it down and cleaning to get ready for new seals. !NEW
1/19/2012 2:00 PM	90	BCHS	Other (Add to Description)	Meeting - Others; Meeting - Staff	Prebid meeting in library with Contractors and Architect, also went to football locker room with Contractors !NEW
1/19/2012 3:30 PM	90	BCHS	Boiler Room; Office	HVAC; Meeting - Others	Met and worked with Trane Tech checking Tracer Summit System and problem on AC2 in front office. !NEW
1/19/2012 7:30 PM	90	BCHS	Other (Add to Description)	Meeting - Others; Meeting - Staff; Reports	Attended and presented budget to new Board Members and Staff !NEW
Start : 1/20/2012 (8)					
1/20/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/20/2012 8:30 AM	90	BCHS	Office	Email; Parts Ordering; Phone call - Others; Purchase Orders; Reports	Worked on PC, phone calls, E-Mails, PO's and reports !NEW
1/20/2012 10:00 AM	60	BCHS	Classroom	Meeting - Staff	Meeting with Tech Director in Dabney Lab. !NEW
1/20/2012 11:00 AM	60	BCHS	Gymnasium	Electrical	Worked on lighting in gymnasium

1/20/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	at BCHS !NEW Lunch Break !NEW
1/20/2012 12:30 PM	90	BCHS	Gymnasium	Other (Provide Description)	Checked for leak on HVAC in gym, could not find leak on system. !NEW
1/20/2012 2:00 PM	90	VES	Boiler Room	HVAC	Met and worked with Valley Boiler on #1 boiler at VES, had shut down on low water cut off. !NEW
1/20/2012 3:30 PM	60	BCHS	Boiler Room	HVAC	Met with Valley Boiler at BCHS for PM on boilers !NEW
Start : 1/23/2012 (7)					
1/23/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/23/2012 8:30 AM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Checked Rt 600 and 601 bus turn around for snow and ice !NEW
1/23/2012 10:00 AM	60	BCHS	Shop	Other (Provide Description)	Finished cleaning up pump motor for installation of new seals for boiler !NEW
1/23/2012 11:00 AM	60	SAB	Office	Meeting - Staff	Met with Ms.Hirsh at SAB to discuss call from Contractor that did not show up for prebid meeting. He was unhappy that he could not bid, said that advertisement was not in newspaper, checked this out and we were legal on everything. !NEW
1/23/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/23/2012 12:30 PM	60	BCHS	Office	Meeting - Others	Meeting with Schneider Electric Development Manager to discuss energy savings !NEW
1/23/2012 1:30 PM	180	BCHS	Shop	Other (Provide Description)	Installed new seals in boiler pump motor and reassembled pump !NEW
Start : 1/24/2012 (5)					
1/24/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/24/2012 8:30 AM	210	BCHS	Other (Add to Description)	Electrical; Other (Provide Description)	Repairs to on lighting on stage, also repaired 4 door locks in auditorium and stage area !NEW
1/24/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/24/2012 12:30 PM	210	BCHS	Other (Add to Description)	Electrical; Other (Provide Description)	Repairs to lighting and doors in auditorium and stage area !NEW
1/24/2012 4:00 PM	60	BCHS	Locker Room	Meeting - Others	Met with Progressive State Plumbing in football locker room so he could get measurements for bids. !NEW
Start : 1/25/2012 (8)					

1/25/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/25/2012 8:30 AM	90	BCHS	Office	Phone call - Staff	Phone conversation and on computer with Tech Director getting maintenance request set up on PC !NEW
1/25/2012 10:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Principal at BCCHS concerning custodial duties !NEW
1/25/2012 11:00 AM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to door lock on exit side of auditorium !NEW
1/25/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/25/2012 12:30 PM	60	BCHS	Shop	HVAC	Worked on thermostat in Mr. Jenkins shop, ordering new one !NEW
1/25/2012 1:30 PM	90	BCHS	Other (Add to Description)	Other (Provide Description); Phone call - Others	Checked roof for leak spots, found where roof cover is seperating on flat surface. They will be here on Monday 1/30/12 for repairs !NEW
1/25/2012 3:00 PM	60	BCHS	Office	Email; Phone call - Others; Phone call - Staff	E-Mails, Phone calls, checked messages, and work on PC !NEW
Start : 1/26/2012 (3)					
1/26/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/26/2012 8:30 AM	90	VES	Other (Add to Description)	Water line	Went to Bath Co. Bld. Supply picked up kitchen faucet and installed on sink at teacher lounge at VES !NEW
1/26/2012 10:00 AM	360	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Drove 1 ton dump truck to Monterey Quarry to haul gravel to repair bus turn arounds with Transportation Director until 2:00 took truck to bus garage to check brakes making noise !NEW
Start : 1/27/2012 (5)					
1/27/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/27/2012 8:30 AM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Monterey Quarry to haul gravel to repair bus turn arounds, got there and quarry was closed !NEW
1/27/2012 12:00 PM	30	BusGar	Other (Add to Description)	Lunch	Lunch Break !NEW
1/27/2012 12:30 PM	60	BCHS	Kitchen	Meeting - Others	Met with Hevener Refrigeration at BCCHS kitchen, removed ice from machine for him to do heavy cleaning. !NEW
1/27/2012 1:30 PM	150	VES	Other (Add to Description)	HVAC; Meeting - Staff	Checked out 3 exhaust fans at VES 1 in Boys restroom motor burnt up, 1 in girls restroom running very hot unhooked it and 1 in hallway belt broke off, ordering 2 fan motors and belt. !NEW

☰ **Start : 1/30/2012 (7)**

1/30/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/30/2012 8:30 AM	90	BCHS	Office	Email; Purchase Orders	Worked on PC, phone messages, E-Mails, and purchase orders !NEW
1/30/2012 10:00 AM	120	BCHS	Other (Add to Description)	Meeting - Others	Met with Able Roofing of Va to go over leak spots and potential leak spots for repairs !NEW
1/30/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/30/2012 12:30 PM	90	BCHS	Classroom; Hallway	Meeting - Others	Met and worked with Skyline Door and Hardware for repairs to doors in various locations, BCHS !NEW
1/30/2012 2:00 PM	60	BCHS	Locker Room	Meeting - Others	Met with plumbers from South End Const. for measurements and materials for bid on football locker room !NEW
1/30/2012 3:00 PM	90	BCHS	Locker Room	Meeting - Others	Met with Va. Hot Springs Const. Co. and others for measurements and materials for bidding job in football locker room. !NEW

☰ **Start : 1/31/2012 (9)**

1/31/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check !NEW
1/31/2012 8:30 AM	30	BCHS	Office	Other (Provide Description)	Repairs to door in main office at BCHS !NEW
1/31/2012 9:00 AM	90	BCHS	Office	Logs; Purchase Orders	Worked on logs and purchase orders !NEW
1/31/2012 10:30 AM	90	BCHS	Hallway	Meeting - Others	Met and worked with Skyline Door and Hardware !NEW
1/31/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break !NEW
1/31/2012 12:30 PM	60	BCHS	Office	Email; Logs; Phone call - Others; Purchase Orders	Worked on logs, E-Mails, phone calls, and purchase orders !NEW
1/31/2012 1:30 PM	60	SAB	Office	Meeting - Staff	Delivered PO's to Business Manager, met with Ms. Hirsh to discuss absense of a custodian, also met with Tech Director to deliver bills for work that I set up for him. !NEW
1/31/2012 2:30 PM	60	BCHS	Office	Logs; Reports	Worked on logs and reports !NEW
1/31/2012 3:30 PM	60	BCHS	Hallway	Meeting - Others	Met with Skyline Door Tech to discuss work that is done and to set up some other work and parts order !NEW