

Bath County Public Schools



Maintenance ▶ Maintenance Director |

Start	Minutes	Building	Area	Topic	Short Description
Start : 2/29/2012 (7)					
2/29/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/29/2012 8:30 AM	60	BCHS	Hallway	Meeting - Staff	Help custodian with chores
2/29/2012 9:30 AM	120	BCHS	Classroom, Closet, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to door and locks in various locations
2/29/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/29/2012 12:00 PM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Mead Westvaco at Clifton Forge to pick up pallet of art paper, also went to S J Neathawk, and Fastenal to pick up parts
2/29/2012 3:30 PM	60	BCHS	Shop	Meeting - Others	Met with H&M Elec. Techs Industrial Maintenance shop installing feed for welders
2/29/2012 4:30 PM	30	BCHS	Gymnasium, Hallway	Other (Provide Description)	Went through BCBS observing leaks from hard winds and rain, removed tiles and set trash cans to catch water
Start : 3/1/2012 (5)					
3/1/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/1/2012 8:30 AM	210	BCHS	Hallway	Meeting - Others	Removed mullion from double doors in various locations so Coke could get coke machines out and Pepsi could bring thier machines in
3/1/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
3/1/2012 12:30 PM	210	MES	Shop	Water line	Adjusted sprinkler flow switch, it was setting fire alarm off, also repaired and cleaned cotton candy machine.
3/1/2012 4:00 PM	30	SAB	Office	Other (Provide Description)	Delivered mail and lunch deposits to SAB from MES
Start : 3/2/2012 (4)					
3/2/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
3/2/2012 8:30 AM	210	MES	Boiler Room	Meeting - Others	Met with Valley Boiler Tech for PM on boilers and to look at leaks to be repaired NEW
3/2/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break NEW
3/2/2012 12:30 PM	210	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Tech at BCBS for PM on boilers and to repair leaks in boiler room NEW
Start : 3/5/2012 (2)					
3/5/2012 6:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
3/5/2012 7:00 AM	570	Other (Describe)	Grounds, Parking Lot, Road, Other (Add to Description)	Other (Provide Description)	Snow removal at VES, BCBS, MES, and bus turn arounds at Rt. 600 and 601, shoveled fuel docks NEW
Start : 3/6/2012 (7)					
3/6/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
3/6/2012 8:30 AM	90	VES	Kitchen	Meeting - Others	Met with Wagner Food Tech at VES to look at problems with soup pot NEW

3/6/2012 10:00 AM	60	BCHS	Hallway	Other (Provide Description)	Repairs to doors in Mertz hallway
3/6/2012 11:00 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Purchase Orders	Phone calls, E-Mails, PO's, and parts ordering
3/6/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/6/2012 12:30 PM	90	BCHS	Hallway, Kitchen, Other (Add to Description)	Meeting - Staff	Worked with custodian still short handed
3/6/2012 2:00 PM	150	Other (Describe)	Other (Add to Description)	Parts Pickup	Parts pickup at Covington Mead Westvaco to pickup paper products for art class
Start : 3/7/2012 (6)					
3/7/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/7/2012 8:30 AM	150	BCHS	Classroom, Hallway	HVAC	Worked on airhandler in Dabney Lab, also reset temps in science wing classrooms
3/7/2012 11:00 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others	Worked on PC, Checked E-Mails, researched parts, phone calls to order parts
3/7/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/7/2012 12:30 PM	90	BCHS	Hallway, Kitchen	Meeting - Staff	Worked with custodian to help clean cafeteria and sweep mud from hallways and stairwells
3/7/2012 2:00 PM	150	BCHS	Boiler Room, Closet, Other (Add to Description)	Other (Provide Description)	Cleaned and straightened supply room and cleaned out tool box on maintenance truck
Start : 3/8/2012 (5)					
3/8/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/8/2012 8:30 AM	180	BCHS	Classroom, Hallway, Kitchen, Other (Add to Description)	Other (Provide Description)	Worked as custodian, no custodian available until 11:30, brought Mac Bird in to work.
3/8/2012 11:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked on PC, PO's, E-Mails, Phone calls
3/8/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/8/2012 1:00 PM	270	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment at Covington to pickup John Deere mower and snow blower, also returned material to SJ Neathawk, unloaded mower and blower at school and returned trailer to bus garage.
Start : 3/9/2012 (5)					
3/9/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/9/2012 8:00 AM	90	BCHS	Kitchen, Locker Room, Shop	Meeting - Staff	Worked with custodian to haul trash from Shop classes, kitchen area and locker room
3/9/2012 9:30 AM	120	BCHS	Classroom	HVAC	Repairs to HVAC in rooms B110, B103, B107, and B101
3/9/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/9/2012 12:00 PM	240	VES	Classroom	Plumbing/Sewer, Water line	Repairs to sink in room 101 and hung projector screen in room 104
Start : 3/12/2012 (7)					
3/12/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/12/2012 8:00 AM	180	BCHS	Kitchen, Locker Room	Meeting - Staff	Worked with custodian to clean cafeteria and haul debree from football locker room that was torn out by carpentry class

3/12/2012 11:00 AM	120	MES	Kitchen	Electrical, Other (Provide Description)	Called to MES to check out ice cream machine, found that compressor is burnt up, contacted food service director so she could contact company to receive another one
3/12/2012 1:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
3/12/2012 1:30 PM	60	SAB	Other (Add to Description)	Other (Provide Description)	Delivered mail and some printers from MES to SAB
3/12/2012 2:30 PM	60	BCHS	Other (Add to Description)	Parts Pickup	Picked up supplies at Bath Co. Building Supply for Ind. Maint. Class
3/12/2012 3:30 PM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC, PO's, E-Mails, checked phone messages and returned calls.

Start : 3/13/2012 (7)

3/13/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/13/2012 8:30 AM	60	BCHS	Hallway, Kitchen, Shop	Meeting - Staff	Worked with custodian with trash and sweeping floors from mud carried in on childrens boots
3/13/2012 9:30 AM	60	BCHS	Other (Add to Description)	Parts Pickup	Picked up carpentry supplies at Bath Co. Build. Supply for carpentry shop
3/13/2012 10:30 AM	120	VES	Boiler Room, Kitchen	HVAC, Plumbing/Sewer, Water line	Repairs to dishwasher at VES kitchen, also got serial# and model # off boiler to send to Johnson Control
3/13/2012 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
3/13/2012 1:00 PM	150	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to water lines, sinks, and toilets at concession stand on football field
3/13/2012 3:30 PM	90	BCHS	Shop	Electrical, Meeting - Others	Met and worked with H&M Elec. at carpentry shop to hook up power for table saw and band saw

Start : 3/14/2012 (6)

3/14/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/14/2012 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Work on PC, PO's E-Mails phone calls and messages
3/14/2012 9:30 AM	150	VES	Boiler Room	HVAC, Meeting - Others	Met with Newcomb IES at VES to look at boiler replacement pricing and to see what would have to be done to install new one
3/14/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
3/14/2012 12:30 PM	60	BCHS	Kitchen	Meeting - Staff	Worked with custodian cleaning cafeteria
3/14/2012 1:30 PM	210	BCHS	Boiler Room	HVAC	Started chiller on atrium area end, checked system found problems, compressor 1 locking itself out, found 2 fan motors out on condenser #2, calling Carrier Corp. Jeff Shell for help on these problems

Start : 3/15/2012 (6)

3/15/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/15/2012 8:00 AM	150	BCHS	Kitchen	Electrical	Repairs to warmer in kitchen
3/15/2012 10:30 AM	60	BCHS	Hallway, Kitchen	Meeting - Staff	Worked with custodian, trash and cleaning
3/15/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/15/2012 12:00 PM	210	BCHS	Boiler Room	HVAC	Cleaning coils on condenser units at atrium area
3/15/2012 3:30 PM	60	SAB	Office, Parking Lot	Meeting - Others, Meeting - Staff	Met with tree trimmers at SAB to discuss pricing and sign PO for tree removal

Start : 3/16/2012 (5)

3/16/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/16/2012 8:00 AM	210	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC	Reset temps in atrium area and start chiller in science wing, chiller locking out in science area, loss of freon
3/16/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/16/2012 12:00 PM	240	BCHS	Parking Lot	Other (Provide Description)	Worked on upper parking lot at BCHS pulling gravel back in from winter snow removal, using 2305 JD Tractor
3/16/2012 4:00 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Work on PC, PO's E-Mails phone messages and calls
Start : 3/19/2012 (4)					
3/19/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/19/2012 8:00 AM	240	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Carrier Tech at atrium area chiller, confirmed 2 fan motors out, unhooked power supply to motors and ran condensor with chiller. Checked system, functioning properly
3/19/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/19/2012 12:30 PM	270	BCHS	Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Carrier Tech at science wing electrical room checked chiller and confirmed no freon in system, charged system with nitrogen and found henary relief valve bad, ordering one in.
Start : 3/20/2012 (3)					
3/20/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
3/20/2012 7:30 AM	120	BCHS	Shop	Meeting - Staff, Other (Provide Description)	Worked with custodian removed snow blower from 455 JD Tractor and installed mower deck, ran mower and checked for proper function
3/20/2012 9:30 AM	450	VES	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Carrier Tech at VES to fill and start chiller, run system diagnostic chiller shut down on low water flow, also checked cafeteria unit and found fan motor out, called to find new motor, checked water flow problem and found PRV stuck
Start : 3/21/2012 (2)					
3/21/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
3/21/2012 8:00 AM	540	VES	Boiler Room, Classroom, Office, Other (Add to Description)	HVAC	Met and worked with Carrier Tech at VES to install fan motor on cafeteria unit, also readjusted PRV for water flow on Lg. Chiller, checked stand alone units Library, Tech Lab and Band room, Problems with band room unit, reset all temps on Metsays from PC.
Start : 3/22/2012 (4)					
3/22/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
3/22/2012 8:00 AM	120	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met with Carrier Tech at BCHS to install new fan motor on condensor unit at atrium area chiller.
3/22/2012 10:00 AM	120	VES	Boiler Room	HVAC, Meeting - Others	Met with Johnson Control Tech at VES to look at and price boiler replacement, and what to be done to install new one.
3/22/2012 12:00 PM	300	BCHS	Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Carrier Tech to install new henary relief valve on condensor unit and recharge system, checked system for proper function

☰ **Start : 3/23/2012** (4)

3/23/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
3/23/2012 7:30 AM	330	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot at BCHS with 2305 JD Tractor pulling gravel back on lot from winter plowing
3/23/2012 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/23/2012 1:30 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to VES and picked up trailer, went back to BCHS and loaded 455 JD Tractor and hauled to Dawn Equipment for spring service to be ready for grass cutting

☰ **Start : 3/26/2012** (6)

3/26/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
3/26/2012 8:00 AM	60	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian
3/26/2012 9:00 AM	60	SAB	Office	Meeting - Staff	Met with Tech Director at SAB to receive new computer and learn it and check functions also to check HVAC tracer Summit system.
3/26/2012 10:00 AM	90	BCHS	Office	HVAC	Checked temps on PC back at my office, also check rest of system found some abnormal operations, calling Trane to set up for Tech to check system
3/26/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/26/2012 12:00 PM	270	BCHS	Boiler Room	HVAC	Cleaned rest of condensers coils at atrium area chillers

☰ **Start : 3/27/2012** (6)






3/27/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
3/27/2012 8:00 AM	90	SAB	Office	Meeting - Staff	Met with Business Manager and Tech Director to have PDF and Omni Form installed on new computer
3/27/2012 9:30 AM	60	BCHS	Classroom	HVAC	Checked out leak in HVAC system in Mr. Haltermans room, leak is from 1" copper 90', will have to drain system to repair.
3/27/2012 10:30 AM	90	Other (Describe)	Parking Lot	Other (Provide Description)	Went to VES picked up trailer went back to BCHS loaded 2305 JD Tractor and hauled to MES to repair bus parking lot
3/27/2012 12:00 PM	30	MES	Parking Lot	Lunch	Lunch Break
3/27/2012 12:30 PM	300	MES	Parking Lot, Other (Add to Description)	Other (Provide Description)	Repairs to bus parking lot and also repairs to 4 playground areas putting gravel back in them

☰ **Start : 3/28/2012** (7)

3/28/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
3/28/2012 8:00 AM	90	BCHS	Office	Email, Logs, Purchase Orders	Checked E-Mails, worked on PO's and Logs
3/28/2012 9:30 AM	30	BCHS	Office	Meeting - Staff	Met with Tech Director at my office to install printers onto my PC
3/28/2012 10:00 AM	60	BusGar	Shop	Meeting - Staff	Received call from Trans Director to come and check garage door not working, found main wind up spring broke, contacted Overhead Door Co, to install new spring and adjust.
3/28/2012 11:00 AM	60	BCHS	Office	Logs	Worked on PC, logs
3/28/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

3/28/2012 12:30 PM	210	BCHS	Boiler Room, Office	HVAC, Meeting - Others	Met and worked with Trane Tech for repairs to Tracer Summit System and to check system for proper function 
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Start : 3/29/2012 (5)

3/29/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check 
3/29/2012 8:00 AM	120	VES	Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Carrier Tech at VES to check Band room stand alone unit 
3/29/2012 10:00 AM	120	BCHS	Boiler Room	HVAC	Met and worked with Carrier Tech at BCBS to install fan motor on condensor unit at atrium area chiller 
3/29/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
3/29/2012 12:30 PM	270	MES	Boiler Room	HVAC, Meeting - Others	Met and worked with Carrier Tech at MES to check chiller that we repaired leak on back in the fall, filled system with nitrogen to hold pressure, recharge system and check for proper operation 

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