

Bath County Public Schools



Maintenance ▶ Maintenance Director |

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 5/23/2012 (4)					
5/23/2012 11:00 AM	60	VES	Office	Meeting - Others	Met with PSA, Mike McMullen at VES about hardness of water at VES
5/23/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/23/2012 12:30 PM	150	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment in Covington to pick up parts for 2305 John Deere at VES and also drop off weedeater from SAB
5/23/2012 3:00 PM	150	BCHS	Hallway, Locker Room	Meeting - Others	Met and worked with Skyline Door and Hardware for repairs to doors BCHS
Start : 5/24/2012 (7)					
5/24/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/24/2012 8:30 AM	150	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Reports	Worked on PC, E-Mails, phone calls, purchase orders, reports, and researching parts on PC
5/24/2012 11:00 AM	60	SAB	Office	Meeting - Staff	Met with Business Manager at SAB to drop off PO's and discuss money's left in year end budget
5/24/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/24/2012 12:30 PM	30	BCHS	Hallway	Other (Provide Description)	Repairs to bulletin board in hallway at front office
5/24/2012 1:00 PM	120	VES	Boiler Room	Meeting - Others	Met with Valley Boiler at VES to discuss boiler project and installment
5/24/2012 3:00 PM	120	BCHS	Gymnasium, Hallway, Locker Room	Meeting - Others, Meeting - Staff	Met with Ms. Rowe and paint contractor about painting in different areas of school
Start : 5/25/2012 (1)					
5/25/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 5/28/2012 (1)					
5/28/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 5/29/2012 (6)					
5/29/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/29/2012 8:30 AM	180	VES	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Tech about problems with water flow to new boiler, circuit setter valves are bad and need replaced
5/29/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/29/2012 12:00 PM	90	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. to unload truck with all floor cleaning supplies
5/29/2012 1:30 PM	120	SAB	Grounds, Office	HVAC, Other (Provide Description)	Installed new SAB sign in front of bld, checked air flow in upstairs offices, and met with Business Manager to deliver PO's

5/29/2012 3:30 PM	30	BCHS	Office	Other (Provide Description), Purchase Orders	Recieved mail and worked on more PO's
Start : 5/30/2012 (6)					
5/30/2012 8:00 AM	150	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check, also checked program screen on main chiller, cleaned leaves and debris away from coils
5/30/2012 10:30 AM	90	BCHS	Office	Logs	Worked on Logs, E-Mails, and phone calls
5/30/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/30/2012 12:30 PM	90	BCHS	Other (Add to Description)	Other (Provide Description)	Checked roof for leak areas from storm the day before, found some possible places, contacted Able Roof of Virginia for repairs
5/30/2012 2:00 PM	60	SAB	Hallway	Electrical	Repairs to light in upstairs hallway at SAB
5/30/2012 3:00 PM	30	BCHS	Grounds	Other (Provide Description)	Repairs to fuel pump at BCHS fuel dock
Start : 5/31/2012 (4)					
5/31/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/31/2012 8:30 AM	90	BCHS	Other (Add to Description)	Meeting - Others	Met with Able Roof Techs for repairs to roof over Library, Gym, and Mertz
5/31/2012 10:00 AM	60	BCHS	Office	Logs	Worked on Logs
5/31/2012 11:00 AM	390	Other (Describe)	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with Radford Mech. Tech for repairs to HVAC at VES, BCHS, and SAB
Start : 6/1/2012 (6)					
6/1/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/1/2012 8:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on logs, PO's, phone call to others
6/1/2012 9:00 AM	180	BCHS	Other (Add to Description)	Meeting - Others	Met and showed Able Roof Tech where roof was leaking during storm, also pointed out some possible other leak points NEW
6/1/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break NEW
6/1/2012 12:30 PM	120	BCHS	Other (Add to Description)	Meeting - Staff, Phone call - Others, Phone call - Staff	Phone calls and met with Principal's at VES and BCHS about carpet cleaning for times and dates to set up with Town and Country, contacted them with times and dates NEW
6/1/2012 2:30 PM	60	BCHS	Office	Meeting - Staff	Met with custodians and Ms. Rowe to mark on calander for dates we are all moving furniture at all 3 schools. NEW
Start : 6/4/2012 (6)					
6/4/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check NEW
6/4/2012 8:00 AM	90	BCHS	Office	Purchase Orders	Worked on purchase orders and delivered to SAB, Business Manager NEW
6/4/2012 9:30 AM	60	BCHS	Office	Meeting - Staff	Met with Ms. Rowe about getting price on carpet in auditorium, and to discuss other projects for summer NEW
6/4/2012 10:30 AM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pickup weed eater at Dawn Equip. to return to SAB, also picked up floor supplies at Oliver Dist., belts for air handlers at Fisher Auto Parts, Radios at Radio Shack that were there for repairs NEW
6/4/2012 2:30 PM	90	SAB	Office	HVAC	Delivered weed eater back to SAB, also checked HVAC problem on upstairs unit. NEW
6/4/2012 4:00 PM	60	BCHS	Hallway	Other (Provide Description)	Repairs to door lock in Mertz section, exterior door not locking NEW
Start : 6/5/2012 (6)					

6/5/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and chiller check
6/5/2012 8:30 AM	90	VES	Other (Add to Description)	Meeting - Others	Met with Able Roof Contractors at VES for roof leak repair.
6/5/2012 10:00 AM	90	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh at SAB for evaluation and to discuss projects that are in progress
6/5/2012 11:30 AM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
6/5/2012 12:00 PM	150	MES	Other (Add to Description)	Meeting - Others	Met with Able Roof Contractors at MES to repair leak areas on various locations of school
6/5/2012 2:30 PM	120	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked on PC, E-Mails, phone calls, messages, purchase orders, and summer work schedule
Start : 6/6/2012 (5)					
6/6/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/6/2012 8:00 AM	270	VES	Boiler Room, Classroom, Kitchen, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Radford Mech. Tech at VES to check gas water heater, repair band room freeze stat, 3 exhaust fans, ordering 2 exhaust fans, to be replaced
6/6/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/6/2012 1:00 PM	210	BCHS	Classroom	HVAC, Meeting - Others	Met and worked with Radford Mech. Tech at BCHS culinary arts room air handler leaking glycol, tore apart and found leak, getting parts to repair.
6/6/2012 4:30 PM	90	BCHS	Other (Add to Description)	Meeting - Staff	Attended Board Meeting 7:00 pm to 8:30 pm
Start : 6/7/2012 (6)					
6/7/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/7/2012 8:00 AM	120	BCHS	Kitchen	Meeting - Staff	Attended employee breakfast and staff meeting in cafeteria at BCHS
6/7/2012 10:00 AM	90	SAB	Grounds	Meeting - Others	Meeting with Humphries Tree Service to discuss tree removal and pricing at SAB
6/7/2012 11:30 AM	30	BCHS	Office	Lunch	Lunch Break
6/7/2012 12:00 PM	90	BusGar	Shop	Meeting - Staff	Delivered supplies to bus garage and picked up belts that were delivered to bus garage and met with Trans. Director about tires for Maintenance truck
6/7/2012 1:30 PM	150	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave
Start : 6/8/2012 (7)					
6/8/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
6/8/2012 8:00 AM	90	BCHS	Boiler Room	HVAC	Shut boilers down for the summer, flushed settlement lines
6/8/2012 9:30 AM	150	BCHS	Locker Room	Meeting - Others	Meeting with Doug Durett from Southend Const, in football locker room, to be sure everything was moved out and to discuss repairs to be done
6/8/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
6/8/2012 12:30 PM	120	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked on PC, E-Mails, phone messages, returned calls, purchase orders
6/8/2012 2:30 PM	90	SAB	Office	Other (Provide Description)	Delivered purchase orders to SAB, Business Manager and discussed other projects going on
6/8/2012 4:00 PM	90	BCHS	Road	Meeting - Staff	Worked with custodian hauling trash to dump and locked building down

☰ **Start : 6/11/2012 (4)**

6/11/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check NEW
6/11/2012 7:30 AM	270	Other (Describe)	Other (Add to Description)	Meeting - Staff	Worked with custodians moving furniture at BCHS, and VES for carpet cleaning NEW
6/11/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break NEW
6/11/2012 12:30 PM	300	Other (Describe)	Other (Add to Description)	Meeting - Staff	Worked with custodians moving furniture at BCHS, and VES for carpet cleaning NEW

☰ **Start : 6/12/2012 (4)**

6/12/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check NEW
6/12/2012 7:30 AM	270	Other (Describe)	Other (Add to Description)	Meeting - Staff	Worked with custodians moving furniture at BCHS, and MES NEW
6/12/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break NEW
6/12/2012 12:30 PM	270	MES	Other (Add to Description)	Meeting - Staff	Worked with custodians moving furniture at MES for carpet cleaning NEW

☰ **Start : 6/13/2012 (7)**

6/13/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check NEW
6/13/2012 7:30 AM	150	VES	Classroom	Meeting - Staff	Met and worked with VES, custodians to move furniture out of classrooms for floor stripping and wax NEW
6/13/2012 10:00 AM	120	VES	Other (Add to Description)	Meeting - Others	Met with Fire Marshal's for annual inspection NEW
6/13/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/13/2012 12:30 PM	180	BCHS	Other (Add to Description)	Meeting - Others	Met with Fire Marshal's at BCHS for annual inspection NEW
6/13/2012 3:30 PM	120	MES	Other (Add to Description)	Meeting - Others	Met with Fire Marshal's at MES for annual inspection NEW
6/13/2012 5:30 PM	60	BCHS	Other (Add to Description)	HVAC	Met with Radford Mech. Tech at BCHS where he was working on air compressor air loss issues NEW

☰ **Start : 6/14/2012 (6)**

6/14/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check NEW
6/14/2012 7:30 AM	90	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC, E-Mails, phone messages, calls, purchase orders NEW
6/14/2012 9:00 AM	150	SAB	Office	Meeting - Staff	Delivered PO,s to Business Manager and discussed year end close out times and money, also while there checked and temporarily repaired comode in womens restroom NEW
6/14/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/14/2012 12:00 PM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington, Oliver Dist. to pickup more gym floor seal for stage at BCHS, also to SJ Neathawk for plumbing parts, Sherwin Williams for paint NEW
6/14/2012 4:00 PM	90	BCHS	Other (Add to Description)	Other (Provide Description)	Unloaded parts at BCHS NEW

☰ **Start : 6/18/2012 (8)**

6/18/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
6/18/2012 7:30 AM	90	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC, E-Mails, Phone calls and messages, purchase orders NEW

6/18/2012 9:00 AM	30	SAB	Other (Add to Description)	Purchase Orders	Delivered purchase orders to Business Manager
6/18/2012 9:30 AM	60	BusGar	Parking Lot	Other (Provide Description)	Picked up trailer at Bus Garage to haul lift to football field for repairs to speakers
6/18/2012 10:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with carpet cleaners for rooms to be cleaned
6/18/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/18/2012 12:00 PM	240	BCHS	Grounds	Meeting - Staff	Met with Mr. Hicks on football field for repairs to speakers and sound system from press box
6/18/2012 4:00 PM	90	BCHS	Other (Add to Description)	Meeting - Staff	Worked with custodians moving junk from stage and haul off
Start : 6/19/2012 (6)					
6/19/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check
6/19/2012 7:30 AM	60	BCHS	Classroom, Other (Add to Description)	Meeting - Others	Meeting with carpet cleaners
6/19/2012 8:30 AM	240	BCHS	Classroom	Other (Provide Description)	Worked in room B-107 preparing for painting, cleaning walls, removing stuff from walls
6/19/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/19/2012 1:00 PM	180	BCHS	Classroom	Other (Provide Description)	Work in room B-107 cleaning and painting
6/19/2012 4:00 PM	60	BCHS	Office	Purchase Orders	Worked on purchase orders and delivered them to SAB
Start : 6/20/2012 (5)					
6/20/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check
6/20/2012 7:30 AM	90	BCHS	Classroom, Hallway	Meeting - Staff	Met and helped Mr. Jenkins prepare area at his classroom for painting
6/20/2012 9:00 AM	210	BCHS	Classroom	Other (Provide Description)	Tapeing and painting in Rm B-107
6/20/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/20/2012 1:00 PM	240	BCHS	Classroom	Other (Provide Description)	Painting in Rm. B-107
Start : 6/21/2012 (5)					
6/21/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check
6/21/2012 7:30 AM	150	BCHS	Office	Logs, Purchase Orders	Worked on purchase orders and delivered to Business Manager; worked on logs
6/21/2012 10:00 AM	90	VES	Classroom, Other (Add to Description)	Meeting - Staff	Work with custodians at VES moving furniture back in Computer Lab
6/21/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/21/2012 12:00 PM	300	BCHS	Classroom	Other (Provide Description)	Painting in room B-107

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