



Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 6/25/2012 (5)</b>					
6/25/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
6/25/2012 7:30 AM	270	VES	Classroom, Gymnasium	Meeting - Staff	Met and worked with custodians at VES moving furniture out of all classrooms for carpet cleaning and floor strip and wax.
6/25/2012 12:00 PM	30	VES	Office	Lunch	Lunch Break
6/25/2012 12:30 PM	210	VES	Classroom, Other (Add to Description)	Meeting - Staff	Met with custodians at VES to move all classrooms out for carpet cleaning and floor strip and wax
6/25/2012 4:00 PM	60	BCHS	Classroom	Meeting - Staff	Met and worked with custodians at BCHS to move furniture out of rooms for strip and wax
<b>Start : 6/26/2012 (4)</b>					
6/26/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
6/26/2012 7:30 AM	270	BCHS	Office	Meeting - Staff	Met and worked with custodians to move all furniture out of main office for floor strip and wax
6/26/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/26/2012 12:30 PM	270	BCHS	Classroom, Hallway	Other (Provide Description)	Removed and replaced broken floor tiles in various locations, BCHS
<b>Start : 6/27/2012 (4)</b>					
6/27/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
6/27/2012 7:30 AM	270	BCHS	Classroom	Other (Provide Description)	Painted in room B-107
6/27/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/27/2012 12:30 PM	270	BCHS	Classroom	Other (Provide Description)	Finished painting room B-107
<b>Start : 6/28/2012 (5)</b>					
6/28/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
6/28/2012 7:30 AM	270	BCHS	Classroom, Hallway, Office	Meeting - Staff	Met and worked with custodians setting main office back up and setting other rooms out repairs to chairs and desks
6/28/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/28/2012 12:30 PM	240	BCHS	Classroom, Hallway, Office	Meeting - Staff	Met and worked with custodians moving furniture back in main office and other rooms out
6/28/2012 4:30 PM	30	BCHS	Office	Logs	Worked on logs, E-Mails, phone calls and messages

☒ **Start : 7/1/2012** (1)

7/1/2012 12:00 PM	360	BCHS	Boiler Room, Grounds, Hallway, Parking Lot	HVAC, Meeting - Others, Meeting - Staff	Called in to get HVAC in atrium area working for American Red Cross, also met and worked with ARC to get set up for disaster team.
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☒ **Start : 7/2/2012** (3)

7/2/2012 7:00 AM	300	BCHS	Grounds, Other (Add to Description)	Meeting - Staff	Myself and 1 custodian cleaned road way and parking lot of BCHS and SAB of trees and debris.
7/2/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/2/2012 12:30 PM	420	BCHS	Grounds	Meeting - Others	Met and worked with ARC disaster team setting up rooms and shower facilities for ARC Teams, also set up space in parking lot for trucks and trailers, food, water and other supplies

☒ **Start : 7/3/2012** (1)

7/3/2012 7:00 AM	720	BCHS	Other (Add to Description)	Meeting - Others	Worked with ARC disaster team and Bath County Officials distributing supplies to people of Bath, Allegheny, Pocahontas, and Highland counties, handing out supplies and also hauling to other counties.
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☒ **Start : 7/4/2012** (1)

7/4/2012 7:00 AM	720	BCHS	Parking Lot, Other (Add to Description)	Meeting - Others	Met and worked with ARC team and County Officials handing out supplies to people of said counties and also hauling to other counties.
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☒ **Start : 7/5/2012** (1)

7/5/2012 7:00 AM	600	BCHS	Grounds, Parking Lot	Meeting - Others	Met and worked with ARC team and county officials handing out supplies to people co said counties and also hauling to other counties, unloaded ice truck into freezer at BCHS ending most supplies.
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☒ **Start : 7/6/2012** (1)

7/6/2012 7:00 AM	360	BCHS	Grounds, Parking Lot	Meeting - Others, Other (Provide Description)	All supplies gone out, cleaned up parking lot of pallets and trash, loaded on school dump truck need to take to landfill.
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☒ **Start : 7/9/2012** (5)

7/9/2012 7:00 AM	60	BCHS	Office	Meeting - Staff	Met with custodial staff and Principal at office to discuss things yet to be done.
7/9/2012 8:00 AM	240	VES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at VES to move furniture for Art Show
7/9/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/9/2012 12:30 PM	270	VES	Classroom	Meeting - Staff	Worked with custodians moving furniture for art show and moving classrooms around
7/9/2012 5:15 PM	45	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh at SAB to discuss disaster relief, Football locker room remodeling and other matters

☒ **Start : 7/10/2012** (5)

7/10/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/10/2012 7:30 AM	330	BCHS	Parking Lot	Other (Provide Description)	Hauled pallets to landfill stacked them behind wall at scales, hauled second load and stacked, also picked up trash and other debris from parking lot and hauled off left from disaster relief.
7/10/2012 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/10/2012 1:30 PM	90	BCHS	Locker Room	Meeting - Others	Met with Plumbers in football locker room to discuss other repairs that needed to be done so job could continue
7/10/2012 3:00 PM	150	BCHS	Classroom	Meeting - Staff	Worked with custodians at BCCHS setting furniture back in classrooms
<b>Start : 7/11/2012 (4)</b>					
7/11/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily chiller check
7/11/2012 7:30 AM	270	BCHS	Hallway	Meeting - Staff	Met and worked with Mr. Jenkins to paint in lower Atrium
7/11/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/11/2012 12:30 PM	270	BCHS	Hallway	Meeting - Staff	Met and worked with Mr. Jenkins to paint in lower Atrium
<b>Start : 7/12/2012 (5)</b>					
7/12/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/12/2012 7:30 AM	240	BCHS	Hallway	Meeting - Staff	Met and worked with Mr. Jenkins for painting in lower Atrium
7/12/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/12/2012 12:00 PM	90	BusGar	Shop	Meeting - Staff	Met with Trans. Director about maintenance truck, driver side door would not latch, inspected problem.
7/12/2012 1:30 PM	210	BCHS	Hallway	Meeting - Staff	Worked in lower atrium installing recepticle covers, switch covers, pictures and signs back on walls that were painted
<b>Start : 7/16/2012 (5)</b>					
7/16/2012 7:00 AM	60	BCHS	Boiler Room	HVAC	Daily Chiller Check, science wing chiller down, restarted and checked for proper operation
7/16/2012 8:00 AM	30	BCHS	Office	Email, Phone call - Staff	Phone conversation with Ms. Hirsh, checked E-Mails, returned phone call to Ms. Hirsh
7/16/2012 8:30 AM	210	MES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at MES to move furniture back in classrooms
7/16/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
7/16/2012 12:30 PM	270	MES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at MES to set furniture back in classrooms. Also moved some furniture out of other classrooms to be worked on.
<b>Start : 7/17/2012 (8)</b>					
7/17/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily chiller check
7/17/2012 7:30 AM	90	BCHS	Office	HVAC	Repairs to AC2 in main office, replaced drive belt and checked for proper function

7/17/2012 9:00 AM	180	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up parts at Dawn Equip., State Elec. Supply and Fisher Auto Parts
7/17/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/17/2012 12:30 PM	30	BCHS	Office	Meeting - Others	Met and recieved supplies from Oliver Dist.
7/17/2012 1:00 PM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jim and Rick from Trane Corp. in boiler room about installation of valves for heating system
7/17/2012 3:30 PM	60	BCHS	Locker Room	Meeting - Others	Met with plumbers in football locker room to look at trash in lines, flush system
7/17/2012 4:30 PM	90	VES	Boiler Room	HVAC	Met with Valley Boiler for PM and installation of circuit setter valves on boiler system, found new problem heated water line leaking under ground at edge of building where sprinkler line leak was before.

**Start : 7/18/2012 (8)**

7/18/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/18/2012 7:30 AM	30	BCHS	Office	Phone call - Others	Phone call to Kenny's Excavating to get line dug up at VES for leak, Left message and waiting for call back
7/18/2012 8:00 AM	150	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked on logs, E-Mails, phone calls, purchase orders and scheduled time with Kenny's Excav. to dig water line at VES
7/18/2012 10:30 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech, Scott for PM's on boilers at BCHS, also discussed repairs to heated water line at VES next week when we get it dug up.
7/18/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/18/2012 12:30 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech at BCHS for PM's on boilers at BCHS
7/18/2012 2:00 PM	60	BusGar	Shop	Other (Provide Description)	Hauled trailer from BCHS back to Bus Garage at request of Transportation Director so they could haul off replaced tires.
7/18/2012 3:00 PM	150	VES	Classroom, Hallway	Other (Provide Description)	Worked on Fire Marshal's list of repairs, made list of things to order for some of these repairs

**Start : 7/19/2012 (6)**

7/19/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/19/2012 7:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on PO's, E-Mails Phone calls, and logs
7/19/2012 8:30 AM	180	BCHS	Office, Other (Add to Description)	Meeting - Staff	Met with custodians to get count on custodial products, count on paper products to make order for year supply for Oliver Dist.
7/19/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/19/2012 12:00 PM	60	BCHS	Locker Room	Meeting - Others	Met with plumbers in football locker room to discuss repairs to extras were coming along
7/19/2012 1:00 PM	240	MES	Classroom, Hallway	Meeting - Staff	Worked with custodians at MES setting rooms back up

☰ **Start : 7/23/2012 (7)**

7/23/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check
7/23/2012 7:30 AM	90	BCHS	Other (Add to Description)	Meeting - Others	Met with Able Roof contractors to discuss repairs to roof.
7/23/2012 9:00 AM	210	VES	Boiler Room	Meeting - Others	Met and worked with Kenny's Excavating to dig heated water line up for repairs
7/23/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/23/2012 1:00 PM	120	Other (Describe)	Office	Meeting - Staff	Met with Ms Hirsh and Ms Rowe at SAB and at BCHS. 2 different meetings concerning football locker room
7/23/2012 3:00 PM	60	BCHS	Office	Phone call - Others	Phone call to Valley Boiler with pipe size and list of items needed to make repairs on leaking line at VES and set up date for repair
7/23/2012 4:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked on PO's, E-Mails, Phone calls and reports

☰ **Start : 7/24/2012 (7)**

7/24/2012 6:30 AM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment in Covington to pick up parts and Hydraulic fluid for 2305 JD Tractor, also picked up parts at State Elec Supply and Oliver Dist.
7/24/2012 10:00 AM	90	BCHS	Office	Meeting - Others, Meeting - Staff	Meeting with Ms. Hirsh, Robert Pilkington and Plumbing Contractor to discuss problems with plumbing in football locker room
7/24/2012 11:30 AM	30	BCHS	Locker Room	Meeting - Others	Met with Plumbing Contractor in locker room to look at locations for strainer's in hot water line to keep valves from stopping up.
7/24/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/24/2012 12:30 PM	90	BCHS	Locker Room	Meeting - Others	Met with Tom Mixon to look at shower valve that was leaking, found trash in valve rinsed out and also found 1/2" line above valve with pinhole leak, gathered up materials to repair.
7/24/2012 2:00 PM	60	BCHS	Hallway	HVAC	Checked on leak at upper atrium found AHU drain leaking.
7/24/2012 3:00 PM	150	BCHS	Boiler Room	HVAC	Building hot found that Lg chiller had tripped out on low suction, checked pumps and found not enough flow, switch to automated pump and is functioning properly

☰ **Start : 7/25/2012 (8)**

7/25/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/25/2012 7:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on phone calls, E-Mails, Logs and PO's
7/25/2012 8:30 AM	90	BCHS	Other (Add to Description)	Meeting - Others	Met with Able Roofing of Virginia for the repairs to wind damaged metal and some other repairs
7/25/2012 10:00 AM	30	BCHS	Office	Meeting - Staff	Helped custodians put Ms. Rowes desk back together and reset in place

7/25/2012 10:30 AM	90	BCHS	Classroom	Other (Provide Description)	Tore out some broken floor tiles in classrooms lower mertz and replaced with new ones
7/25/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/25/2012 12:30 PM	150	BCHS	Classroom	Other (Provide Description)	removed and replaced floor tiles in lower mertz
7/25/2012 3:00 PM	150	BCHS	Office	Email, Parts Ordering, Purchase Orders	Worked on PC for custodial supply order for all 3 schools for VDC, year supply list

Start : 7/26/2012 (5)




7/26/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/26/2012 7:30 AM	270	VES	Other (Add to Description)	HVAC	Met and worked with James from Radford Mech. on repairs to HVAC in various locations at VES
7/26/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/26/2012 12:30 PM	240	BCHS	Other (Add to Description)	HVAC	Met and worked with James of Radford Mech. on repairs to HVAC in various locations at BCHS
7/26/2012 4:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked on E-Mails, Phone messages, returned calls and PO's

Start : 7/30/2012 (8)

7/30/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/30/2012 7:30 AM	30	BCHS	Locker Room	Meeting - Staff	Met with Ms. Rowe about progress in football locker room
7/30/2012 8:00 AM	240	MES	Boiler Room, Classroom, Gymnasium, Hallway	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for repairs to HVAC in various locations at MES
7/30/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
7/30/2012 12:30 PM	60	MES	Boiler Room, Classroom, Gymnasium, Hallway	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for repairs to HVAC in various locations.
7/30/2012 1:30 PM	30	BusGar	Other (Add to Description)	Other (Provide Description)	Went to Bus Garage to pick up trailer to haul 2305 JD mower to Covington on Tuesday for repairs
7/30/2012 2:00 PM	90	BCHS	Locker Room	Meeting - Others, Meeting - Staff	Meeting in football locker room for punch list
7/30/2012 3:30 PM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked on PC in office, logs E-Mails, phone calls reports and parts ordering

Start : 7/31/2012 (5)

7/31/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check <span style="color: green;">NEW</span>
7/31/2012 7:30 AM	240	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Hauled 2305 John Deere Tractor from BCHS to Dawn Equip. in Covington for repairs, picked up push mower while there, also picked up supplies at Oliver Dist, State Elec. Supply and Fisher Auto Parts for belts for airhandlers, unloaded at BCHS <span style="color: green;">NEW</span>

7/31/2012 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
7/31/2012 12:00 PM	210	BCHS	Shop	Other (Provide Description)	Worked on 455 John Deere Tractor, will not start, tried to jump start, pulled battery out took to auto shop checked charge and load test, battery test good, cleaning post and terminals. 
7/31/2012 3:30 PM	90	BCHS	Boiler Room, Other (Add to Description)	Meeting - Staff	Moving supplies around in boiler room to make room for new supplies coming in from VDC on Wednesday 

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