



Start	Minutes	Building	Area	Topic	Short Description
Start : 7/31/2012 (5)					
7/31/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
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
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
Start : 8/1/2012 (6)					
8/1/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/1/2012 7:30 AM	90	BCHS	Office	Meeting - Others, Phone call - Staff, Reports	Received call from secretary about roof repairs, and was asked to write report for insurance company, worked on report and sent to SAB
8/1/2012 9:00 AM	210	BCHS	Shop	Other (Provide Description)	Worked on 455 John Deere tractor
8/1/2012 12:30 PM	30	BCHS	Shop	Lunch	Lunch Break
8/1/2012 1:00 PM	90	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC, E-Mails, Phone messages, returned calls, and purchase orders
8/1/2012 2:30 PM	150	VES	Boiler Room, Classroom	HVAC	Worked on HVAC at VES, Bandroom, and Tech Lab
Start : 8/2/2012 (4)					
8/2/2012 7:00 AM	60	BCHS	Boiler Room	HVAC	Daily chiller check, found large chiller was tripped off, reset and is functioning properly
8/2/2012 8:00 AM	270	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equip. at Covington to pick up BCHS 2305 John Deere tractor that was there for repairs, also supplies from Oliver Dist., State Elec. Supply and belts at Fisher Auto Parts
8/2/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/2/2012 1:00 PM	240	BCHS	Boiler Room, Other (Add to Description)	HVAC	Worked on HVAC at BCHS, science wing chiller, all air handlers off in science wing, time controller had tripped, also

chiller in atrium area off on freeze stat, having problems with step controller.

☰ **Start : 8/6/2012** (4)

8/6/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily chiller check
8/6/2012 8:00 AM	240	VES	Classroom	Meeting - Staff	Met and worked with custodians at VES to move 5 classrooms around
8/6/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/6/2012 12:30 PM	210	VES	Classroom	Meeting - Staff	Met and worked with custodians at VES to move 5 classrooms around

☰ **Start : 8/7/2012** (6)

8/7/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily chiller check
8/7/2012 8:30 AM	120	BCHS	Closet	Plumbing/Sewer	Installed new custodial cleaning dispenser and repair to faucet in custodial closet at science wing
8/7/2012 10:30 AM	90	BCHS	Boiler Room	HVAC	Worked on chiller units at science wing and atrium, both units cycled off and would not restart.
8/7/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/7/2012 12:30 PM	90	BCHS	Other (Add to Description)	Meeting - Staff	Recieved call from custodian that 455 JD had quit on football field, worked on it and could not get started so we pulled it to Mr. Jenkins shop with maintenance truck
8/7/2012 2:00 PM	120	BCHS	Shop	Meeting - Others	Met with and unloaded truck from Oliver Dist. and put supplies away

☰ **Start : 8/8/2012** (5)

8/8/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily chiller check
8/8/2012 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with James of Radford Mech. to check problems with chillers in science wing and atrium area
8/8/2012 9:30 AM	180	MES	Shop	Meeting - Others, Other (Provide Description)	Hauled load of custodial paper products to custodian at MES, also met with Carl from VSC to look area for insallation of new fire panel
8/8/2012 12:30 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 2305 JD from VES and 455JD from BCHS to Dawn Equip. in Covington for repairs
8/8/2012 4:00 PM	60	BCHS	Boiler Room	HVAC	Met with James from Radford Mech. to see what he has found what is causing chillers to trip out.

☰ **Start : 8/9/2012** (7)

8/9/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily chiller check
8/9/2012 8:00 AM	120	BCHS	Gymnasium	Meeting - Staff	Met and worked with custodians in old gym to move wrestling mats and furniture from weight area and also to clean up area
8/9/2012 10:00 AM	150	BCHS	Boiler Room, Closet, Kitchen, Locker Room, Office	Meeting - Others, Parts Ordering	Met with Carl from Colt Plumbing to look at materials needed for some repairs and to place order for plumbing parts for restrooms, kitchens, and custodial closets.

8/9/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/9/2012 1:00 PM	120	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked on PC in office, checked phone messages, E-Mails, purchase orders, returned calls
8/9/2012 3:00 PM	30	SAB	Office	Other (Provide Description)	Delivered purchase orders to Business Manager and spoke with him about some other financial matters
8/9/2012 3:30 PM	30	BCHS	Boiler Room	HVAC	Restarted chiller at atrium area
Start : 8/10/2012 (5)					
8/10/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily chiller check
8/10/2012 8:30 AM	210	BCHS	Boiler Room, Classroom	HVAC, Meeting - Others	Met and worked with Trane Tech to check tracer summit system and to repair 2 classroom units in Mertz section
8/10/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
8/10/2012 12:30 PM	90	BCHS	Boiler Room, Classroom	HVAC, Meeting - Others	Met and worked with Trane Tech to check tracer Summit system and repairs to 2 units in Mertz section
8/10/2012 2:00 PM	120	BCHS	Boiler Room	HVAC	Cleaned fuel line screens to boilers, changed filters, oiled and greased circulator pumps in boiler room for main building, also started boilers and checked for proper operation
Start : 8/13/2012 (6)					
8/13/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/13/2012 8:30 AM	60	BCHS	Classroom	Other (Provide Description)	Installed bulletin board in Ms. Smith's room at BCHS
8/13/2012 9:30 AM	150	BCHS	Closet	Other (Provide Description)	Installed new custodial cleaning dispensers in 3 other custodial closets and hooked to faucets.
8/13/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
8/13/2012 12:30 PM	120	BCHS	Boiler Room	HVAC	Inspected boiler #3 in alarm, found failure on electric eye sensor, also repaired 2 dilecticle unions leaking.
8/13/2012 2:30 PM	120	VES	Classroom, Closet	Other (Provide Description)	Installed new custodial cleaning dispenser in custodian closet, adjusted projector in room 114, and helped custodian set up PAWS room
Start : 8/14/2012 (6)					
8/14/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/14/2012 8:30 AM	210	MES	Closet, Shop	Inventory, Other (Provide Description)	Loaded and hauled custodial supplies to David at MES helped him put in storage, also installed new custodial cleaning dispensers in custodial closets, looked at what is needed to repair sinks in restrooms
8/14/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
8/14/2012 12:30 PM	150	MES	Boiler Room	HVAC	Checked out some HVAC issues in classrooms found that problems are in control circuits contacting Radford Mech with problems
8/14/2012 3:00 PM	60	VES	Grounds, Kitchen	Plumbing/Sewer	Met and worked with Duncans Septic service for cleaning and pumping of kitchen grease trap

8/14/2012 4:00 PM	60	BCHS	Grounds, Kitchen	Plumbing/Sewer	Met and worked with Duncans Septic Service to clean and pump kitchen grease trap
Start : 8/15/2012 (5)					
8/15/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/15/2012 8:30 AM	210	BCHS	Boiler Room	HVAC	Met and worked with Radford Mech. Tech on HVAC repairs to science wing and atrium area chillers
8/15/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/15/2012 12:30 PM	90	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech for repairs to busted heating water line
8/15/2012 2:00 PM	120	VES	Grounds	Meeting - Others	Met and worked with Kennys Excavating to have water line hole dug larger and deeper, also to show Kenny the play grounds that need filled with wood chips
Start : 8/16/2012 (6)					
8/16/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/16/2012 8:00 AM	120	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Radford Mech Tech on problems on atrium area chiller, trying to rebuild time controller.
8/16/2012 10:00 AM	120	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech at BCBS to find problem with boiler #3, found broke pressure switch, ordering new one
8/16/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/16/2012 12:30 PM	120	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech, welder at VES for water line repairs
8/16/2012 2:30 PM	120	BCHS	Classroom, Kitchen	Electrical, Meeting - Others	Met with H&M Electric at BCBS to get list of materials and to show them what work to be done in kitchen and classrooms for projector installation
Start : 8/17/2012 (5)					
8/17/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/17/2012 8:00 AM	210	BCHS	Classroom, Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec. in BCBS kitchen for washer and dryer hook up
8/17/2012 11:30 AM	30	BCHS	Boiler Room	HVAC	Started atrium chiller timer will not reset itself after cycles off
8/17/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/17/2012 12:30 PM	240	VES	Classroom	Electrical, Meeting - Others	Met and worked with H&M Elec. for installation of projector mounts and wiring
Start : 8/20/2012 (5)					
8/20/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/20/2012 8:30 AM	120	BCHS	Classroom, Gymnasium	Electrical, Meeting - Others	Met and worked with H&M Electric to have switches installed at new gym entrance and to have computer feed wire installed in business lab mertz section
8/20/2012 10:30 AM	120	VES	Classroom	Electrical, Meeting - Others	Met and worked with H&M to install projectors and change out some

projectors in classrooms, also have them to remove electrical track from wall in teachers lounge so I can cut hole in wall for Valley Boiler Welder can weld water line

8/20/2012 12:30 PM	30	VES	Shop	Lunch	Lunch Break
8/20/2012 1:00 PM	210	VES	Other (Add to Description)	Other (Provide Description)	Cut hole through double wall at teachers lounge so welder could get water line welded, cleaned up mess

☰ **Start : 8/21/2012 (6)**

8/21/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/21/2012 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Attended staff meeting at BCHS with personnel
8/21/2012 9:30 AM	120	BCHS	Boiler Room, Closet, Shop	Meeting - Others	Met and unloaded Oliver Dist. Truck custodial supplies also unloaded Wilson Trucking truck with supplies and put everything away.
8/21/2012 11:30 AM	30	BCHS	Office	Lunch	Lunch Break
8/21/2012 12:00 PM	165	VES	Classroom	Plumbing/Sewer, Water line	Installed new flush valve and gaskets on commode in room 102 at VES
8/21/2012 3:00 PM	150	BCHS	Kitchen	Other (Provide Description), Water line	Cut hole through wall in kitchen for new dryer hookup and installed vent, water lines for this stackable unit, checked for proper function

☰ **Start : 8/22/2012 (5)**






8/22/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/22/2012 8:30 AM	120	BCHS	Office	Email, Maintenance Request Review, Phone call - Others, Purchase Orders	Worked on purchase orders, E-Mails, phone messages. phone calls and maintenance request
8/22/2012 10:30 AM	150	BusGar	Shop	Meeting - Staff	Took maintenance truck to bus garage for new breaks, rotors, and service
8/22/2012 1:00 PM	90	VES	Classroom, Gymnasium, Hallway	Meeting - Others	Met with Skyline Door and Hardware salesmen to look at and price door repairs and some replacement prices
8/22/2012 2:30 PM	90	BCHS	Classroom, Gymnasium	Meeting - Others	Met with Skyline Door and Hardware salesmen at BCHS for price and repairs to various door at BCHS


☰ **Start : 8/23/2012 (5)**





8/23/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and chiller check
8/23/2012 8:30 AM	210	VES	Other (Add to Description)	Meeting - Others	Met and worked with VSC Fire and Security for fire panel systems test and sprinkler flow test
8/23/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
8/23/2012 12:30 PM	240	BCHS	Other (Add to Description)	Meeting - Others	Met and worked with VSC Fire and Security for fire panel system and sprinkler flow test at BCHS
8/23/2012 4:30 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech installing new type step controller to chiller at atrium area and installation of new compressor heater on chiller at science wing.

☰ **Start : 8/24/2012 (2)**

8/24/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/24/2012 8:00 AM	510	MES	Other (Add to Description)	Meeting - Others	Met and worked with VSC Fire and Security at MES for fire panel alarm testing and to locate duct detectors and test them also sprinkler flow testing
Start : 8/27/2012 (5)					
8/27/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/27/2012 7:30 AM	90	VES	Classroom	HVAC	Repairs to airhandler at VES room 114, installed new actuator, checked chiller for proper function
8/27/2012 9:00 AM	60	BCHS	Closet	Other (Provide Description)	Repairs to door at equipment room lock hanging
8/27/2012 10:00 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked on purchase orders, phone messages, returned calls, logs and E-Mails
8/27/2012 12:00 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went home sick
Start : 8/28/2012 (5)					
8/28/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/28/2012 8:30 AM	120	BCHS	Kitchen	HVAC, Plumbing/Sewer, Water line	Repairs to washer water supply line, worked on heat valves to get heated water supply shut off from heaters, worked on faucet leak, and took shelf apart.
8/28/2012 10:30 AM	90	BCHS	Office	Email, HVAC, Phone call - Others, Purchase Orders	Worked on PC, E-Mails, phone messages, returned calls, parts ordering, and check HVAC system on PC
8/28/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
8/28/2012 12:30 PM	210	BCHS	Other (Add to Description)	Electrical, Plumbing/Sewer, Water line	Worked on electrical problem, water leak, turned hot water on, and drain problem at football field concession stand
Start : 8/29/2012 (6)					
8/29/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
8/29/2012 8:00 AM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC, E-Mails phone messages, phone calls, purchase orders 
8/29/2012 9:00 AM	60	SAB	Closet, Office	Other (Provide Description)	Went to SAB to deliver PO's, also repaired server hanging board in closet at Business office loose from wall 
8/29/2012 10:00 AM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts at Dawn Equip., Oliver Dist., State Elec. Supply and Fisher Auto Parts, delivered to VES and unloaded 
8/29/2012 1:30 PM	60	VES	Classroom, Closet	Other (Provide Description)	Worked on 2 doors at VES 
8/29/2012 2:30 PM	60	BCHS	Office	Meeting - Staff, Phone call - Staff	Phone call to Mr. Lancaster and meeting with Principal 
Start : 8/30/2012 (7)					
8/30/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and chiller check 
8/30/2012 8:00 AM	45	BCHS	Office	Email, Logs, Purchase Orders	Worked on PO's E-Mails and logs 

8/30/2012 9:00 AM	90 VES	Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Radford Mech. on HVAC issues 
8/30/2012 10:30 AM	60 VES	Grounds	Meeting - Others	Met with PSA at VES to look at possible leaks on school grounds 
8/30/2012 11:30 AM	90 VES	Classroom, Other (Add to Description)	HVAC	Met and worked with Radford Mech. at VES on HVAC issues 
8/30/2012 1:00 PM	30 BCHS	Other (Add to Description)	Lunch	Lunch Break 
8/30/2012 1:30 PM	120 SAB	Office	HVAC, Meeting - Others	Met and worked with Radford Mech. to repair HVAC at SAB 

 **Start : 8/31/2012** (4)

8/31/2012 7:30 AM	30 BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check 
8/31/2012 8:00 AM	240 MES	Locker Room	Plumbing/Sewer, Water line	Worked at MES on locker room showers no water flow on hot water side 
8/31/2012 12:00 PM	30 MES	Other (Add to Description)	Lunch	Lunch Break 
8/31/2012 12:30 PM	180 MES	Locker Room	Plumbing/Sewer, Water line	Worked on locker room water line problem 

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