



Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
Start : 9/3/2012 (1)					
9/3/2012 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Administrative	Holiday
Start : 9/4/2012 (7)					
9/4/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and Chiller check
9/4/2012 8:00 AM	120	BCHS	Hallway	HVAC	Called to upper atrium to check leak in ceiling, found that airhandler was condensating very bad, removed ceiling tiles, cleaned up water, checked out unit drain it is open and draining, shut unit down to release water, checking with Radford Mech Tech.
9/4/2012 10:00 AM	120	BCHS	Office	Other (Provide Description)	Assembled new shelves in storage room to store plumbing, electrical, other supplies and stock.
9/4/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
9/4/2012 12:30 PM	90	BCHS	Hallway	HVAC	Contacted by custodian that area rug in entrance to Mertz was wet, inspecting this found that hallway HVAC unit was leaking water, found drain was stopped up, cleaned and checked for drainage. Moved rug out to shop to dry, and cleaned floor area.
9/4/2012 2:00 PM	60	BCHS	Office	Other (Provide Description)	Moving items from office to storage area and placing on shelves.
9/4/2012 3:00 PM	120	BCHS	Hallway	HVAC, Meeting - Others	Met and worked with Radford Mech Tech to determine problem with airhandler in upper atrium, also to install modual on chiller at atrium area
Start : 9/5/2012 (8)					
9/5/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
9/5/2012 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on Logs, E-Mails, phone calls and messages, and purchase orders
9/5/2012 10:00 AM	90	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh
9/5/2012 11:30 AM	30	BCHS	Other (Add to Description)	Meeting - Staff	Met with Mr. Lancaster and hauled tech equipment to BCHS from SAB
9/5/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/5/2012 12:30 PM	90	BCHS	Hallway	HVAC	Worked on airhandler leaking onto floor at upper atrium, cleaned up mess
9/5/2012 2:00 PM	60	BCHS	Office, Other (Add to Description)	Other (Provide Description)	Moving supplies from office to new storage room and placing stock on new shelves
9/5/2012 3:00 PM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled custodian to MES to pick up car to haul SPED kids
Start : 9/6/2012 (7)					
9/6/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
9/6/2012 8:30 AM	60	BCHS	Kitchen	HVAC	Worked on heat still blowing in kitchen
9/6/2012 9:30 AM	150	BCHS	Office	Other (Provide Description)	Moving supplies to new storage area and cleaning office
9/6/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/6/2012 12:30 PM	90	BCHS	Office	HVAC	Checked HVAC Tracer Summit had complaints that some classrooms were warm also checked Metsays at VES and MES
9/6/2012 2:00 PM	60	BCHS	Office	Auction, Email, Logs, Parts Ordering, Phone call - Others, Reports	Phone calls, messages, E-Mails, parts ordering, logs and report
9/6/2012 3:00 PM	60	BCHS	Hallway	Electrical, Other (Provide Description)	Contacted by custodian that there is something wrong with elevator at Mertz section, checked electrical components, oil level, will not raise to top floor, contacted ThyssenKrupp Elevator Service with problem, will be here in the morning
Start : 9/7/2012 (6)					
9/7/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
9/7/2012 8:30 AM	60	BCHS	Office	Email, Meeting - Staff, Phone call - Staff	Met with custodian about problems with car, contacted Transportation Director about problem, sent car to them, checked E-Mails and phone messages
9/7/2012 9:30 AM	150	BCHS	Hallway	Meeting - Others	Met and worked with Martin, from ThyssenKrupp Elevator for inspection and repairs to Mertz elevator
9/7/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
9/7/2012 12:30 PM	60	BCHS	Grounds	Meeting - Staff	Moved Band Director's tag along storage trailer back to football field
9/7/2012 1:30 PM	180	MES	Other (Add to Description)	Meeting - Others	Met and worked with Shane Higgins of Newcomb IES at MES to inspect, count and discuss new clocks
Start : 9/10/2012 (8)					
9/10/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
9/10/2012 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office purchase orders, phone calls to others and phone messages, logs and E-Mails
9/10/2012 9:30 AM	30	SAB	Office	Purchase Orders	Delivered PO's to SAB and met with Business Manager, and Food Service Director
9/10/2012 10:00 AM	120	BCHS	Hallway	HVAC, Meeting - Others	Met and worked with Radford Mech. Tech on airhandler problem at bandroom
9/10/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

9/10/2012 12:30 PM	120	BCHS	Classroom, Hallway	HVAC	Met and worked with Radford Mech. Tech on airhandler problem and unit ventilator leak in room A128
9/10/2012 2:30 PM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Rick Smith of Trane Corp. in boiler room to look at installation of reset valves.
9/10/2012 5:00 PM	60	BCHS	Classroom	HVAC, Meeting - Others	Met and worked with Radford Mech for repairs to classroom unit leaking Rm. A128
Start : 9/11/2012 (5)					
9/11/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and chiller check
9/11/2012 7:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on PO's, Logs, E-Mails, Phone calls and messages.
9/11/2012 8:30 AM	60	MES	Boiler Room	HVAC	Met with Scott from Valley Boiler for PM on Boilers and installation of water hammer arestor.
9/11/2012 9:30 AM	270	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled planner blades, edger blades, and saw blades to Virginia Sharpening and Grinding in Staunton, from Carpentry shop and Ind. Maintenance shop.
9/11/2012 2:00 PM	90	VES	Boiler Room	HVAC, Meeting - Others	Met with Scott from Valley Boiler at VES for PM of Boilers
Start : 9/12/2012 (7)					
9/12/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/12/2012 8:00 AM	30	BCHS	Office	Phone call - Others, Phone call - Staff	Phone conversation with Whiting Jamison Oil Co. about past due bill from 7/4/12 during storm, contacted Business Manager, referred to Courthouse spoke with Janet Bryan about bill. Susposed to be paid by county because of storm.
9/12/2012 8:30 AM	30	BCHS	Hallway	Electrical, Phone call - Others	Change light bulbs that were out in hallway, used last of this type bulb, ordered more from State Elec. Supply
9/12/2012 9:00 AM	30	BCHS	Office	Other (Provide Description)	Moving stock to shelves that came in on 9/11/12 from Mr. Jenkins Shop
9/12/2012 9:30 AM	90	MES	Kitchen	Meeting - Others	Met with Travis from Hobart about dishwasher at MES
9/12/2012 11:00 AM	90	BCHS	Kitchen	Meeting - Others	Met with Travis from Hobart about ice-cream cooler door gaskets and also side by side cooler in kitchen
9/12/2012 12:30 PM	210	Other (Describe)	Other (Add to Description)	Leave - Personal	Went home sick
Start : 9/13/2012 (1)					
9/13/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 9/14/2012 (1)					
9/14/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 9/17/2012 (8)					
9/17/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/17/2012 8:30 AM	120	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC, E-Mails, Phone calls other and staff, Logs, Purchase orders, and parts ordering
9/17/2012 10:30 AM	60	SAB	Office	Meeting - Staff	Met with Business Manager at SAB to have VRS papers filled out and sent out, also spoke with Ms. Hirsh about strainer baskets and clocks at MES
9/17/2012 11:30 AM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
9/17/2012 12:00 PM	60	Other (Describe)	Other (Add to Description)	Parts Pickup	Picked up supplies for Mr. Jenkins IM class at Bath Co. Building Supply
9/17/2012 1:00 PM	60	BCHS	Office	Phone call - Others	Phone conversation with Brattons Auction Service setting up time and date for auction, also spoke with SAB, Ms. Hirsh and Transportation Director about time and date
9/17/2012 2:00 PM	60	BCHS	Classroom, Hallway	HVAC	Reset some temperatures in classrooms and hallways, complaints it was a little cool
9/17/2012 3:00 PM	60	BCHS	Gymnasium	Auction	Worked on list for auction, looked at everything in gym and spoke with some staff about auction
Start : 9/18/2012 (8)					
9/18/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
9/18/2012 8:00 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others	Worked on PC, E-Mails, Phone messages, Logs, Phone calls others, parts ordering, and purchase orders
9/18/2012 9:00 AM	60	BCHS	Parking Lot	Meeting - Others	Met with trucking company and unloaded new cafeteria tables, put them in corner of cafeteria
9/18/2012 10:00 AM	60	BCHS	Classroom, Office	Other (Provide Description)	Repairs to door knobs in front office and classrooms that had worked loose
9/18/2012 11:00 AM	60	VES	Hallway	Other (Provide Description)	Repairs to front entrance door at VES, inner latch screws had backed out, had to take door completely off and turn it upside down to get parts out of bottom of door
9/18/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
9/18/2012 12:30 PM	180	VES	Hallway	Other (Provide Description)	Repairs to front entrance door at VES, also repairs to double door on north end hallway, panic bar would not release, tore apart and repaired.
9/18/2012 3:30 PM	30	BusGar	Office	Meeting - Staff	Met with Transportation Director about tires for maintenance truck
Start : 9/19/2012 (6)					
9/19/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/19/2012 8:30 AM	120	BCHS	Kitchen	Meeting - Staff, Other (Provide Description)	Met and worked with custodians in cafeteria to remove old tables and install new round tables and chairs
9/19/2012 10:30 AM	60	SAB	Office	Meeting - Staff	Met with Business Manager for paper work to be filled out, delivered purchase orders and also met with Food Service Director about new cafeteria table set up

9/19/2012 11:30 AM	60	BCHS	Boiler Room	HVAC	Met with Scott from Valley Boiler for repair to boiler #3 and PM's on the 3 boilers
9/19/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/19/2012 1:00 PM	180	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Scott from Valley Boiler for repairs to Boiler #3 and PM's on the 3 boilers and to repair heated water line leak in boiler room
Start : 9/20/2012 (5)					
9/20/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/20/2012 8:00 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked on PC, E-Mails, phone messages, phone calls, logs and researching parts
9/20/2012 9:00 AM	30	Other (Describe)	Other (Add to Description)	Parts Pickup	Picked up drip edge and hinders for ticket booths at Bath Co. Building Supply for carpentry shop
9/20/2012 9:30 AM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Parts pickup for ordered parts in Covington, at State Elec. Supply, Oliver Dist and SJ Neathawk
9/20/2012 1:30 PM	120	BCHS	Classroom	HVAC	Checked out 2 classroom HVAC units that Teachers said were not cooling in Mertz Section
Start : 9/21/2012 (9)					
9/21/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/21/2012 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked on PC in office, E-Mails, Phone messages and phone calls, logs and PO's
9/21/2012 9:30 AM	90	BCHS	Hallway, Office	Other (Provide Description)	Repairs to broken door lock in between main office and guidance, also repaired lock between 54 bid. and upper mertz
9/21/2012 11:00 AM	60	VES	Kitchen	Electrical	Repairs to dryer at VES kitchen, off and on switch had come loose
9/21/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
9/21/2012 12:30 PM	60	BCHS	Boiler Room	HVAC	Recieved call from cafeteria that there was no hot water, found that Valley Boiler Tech had disabled boilers through 581 panel in boiler room and forgot to reset them
9/21/2012 1:30 PM	60	BCHS	Locker Room	Plumbing/Sewer	Met with Tom Mixion from Jacobs Mech. to install vent louver and to discuss strainer baskets to be installed
9/21/2012 2:30 PM	30	BCHS	Office	Electrical	Repairs to vacuum cleaner at BCHS, string wound around brush
9/21/2012 3:00 PM	60	VES	Road	Electrical	Checked out flasher light on north end not coming on, called Company about problem think it may be voltage regulator bad.
Start : 9/24/2012 (6)					
9/24/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and Chiller Check
9/24/2012 8:00 AM	30	BCHS	Office	Phone call - Others, Phone call - Staff	Recieved call from custodian at VES wanting to know if boilers could be turned on, made call to Scott with Valley Boiler to see if we could turn it on, He said it was ready to turn on.
9/24/2012 8:30 AM	60	BCHS	Office	Email, Purchase Orders	Worked on purchase orders, E-Mails, and phone messages, delivered PO's to SAB
9/24/2012 9:30 AM	150	MES	Hallway, Locker Room	HVAC, Water line	Met and worked with James of Radford Mech. at MES on circulator pump problem and shower valve problem
9/24/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
9/24/2012 12:30 PM	270	MES	Hallway, Locker Room	HVAC, Water line	Met and worked with James of Radford Mech. on Circulator pump, found impeler and baring assembly bad, shower valves and leaking water line.
Start : 9/25/2012 (7)					
9/25/2012 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check and also checking circulator pumps to be sure all are working
9/25/2012 9:00 AM	120	BCHS	Other (Add to Description)	Auction, Meeting - Staff, Phone call - Staff	Moved auction items into proper areas to get count, also met and talked with Principals about auction items
9/25/2012 11:00 AM	60	BCHS	Office	Other (Provide Description), Phone call - Others	Phone conversation with distributor for symmons shower valve parts at MES and researched on line to look at valve stems to see if these could be repaired
9/25/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/25/2012 12:30 PM	60	BCHS	Boiler Room, Closet	Inventory	Inventory of custodial supplies and parts on hand for repairs and to see if we have any parts for circulator pump at MES
9/25/2012 1:30 PM	120	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Met and worked with evening shift custodians, gathering trash and hauling, they are 1 custodian short this week
9/25/2012 3:30 PM	30	BCHS	Office	Email, Logs	Worked on PC E-Mails and Logs
Start : 9/26/2012 (8)					
9/26/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/26/2012 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked on PO's, E-mails, logs, phone call staff, and reports
9/26/2012 9:30 AM	90	BCHS	Office	Auction, Meeting - Staff	Met and worked with custodians gathering up items for auction
9/26/2012 11:00 AM	60	SAB	Office	Meeting - Staff	Delivered PO's to Business Manager and discussion with him to buy retirement time, also met with Patsy about auction list from schools
9/26/2012 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
9/26/2012 12:30 PM	90	BCHS	Gymnasium, Hallway	Other (Provide Description)	Repairs to doors in new gym and rear exit door to girls locker room
9/26/2012 2:00 PM	30	Other (Describe)	Other (Add to Description)	Parts Pickup	Picked up electrical parts at Bath Co. Building Supply
9/26/2012 2:30 PM	90	BCHS	Grounds, Other (Add to Description)	Electrical	Electrical repairs to concession stand at football field, replaced breaker, checked recepticles, cut out melted section of wire

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