



Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
Start : 9/27/2012 (5)					
9/27/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
9/27/2012 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Reports	Worked on PO's, E-Mails, phone calls, phone messages, and reports
9/27/2012 9:30 AM	300	Other (Describe)	Other (Add to Description)	Meeting - Staff, Parts Pickup	Met and worked with custodians to load and haul items for recycling to Goodwill in Covington, also picked up supplies at State Elec. Supply and Oliver Distrib.
9/27/2012 2:30 PM	60	BCHS	Hallway	Other (Provide Description)	Repairs to door lock and panic bar on door in atrium area
9/27/2012 3:30 PM	60	BCHS	Hallway	Meeting - Staff	Met and helped custdians to load and haul trash from building, 1 custodian short this week
Start : 9/28/2012 (7)					
9/28/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/28/2012 8:30 AM	60	BCHS	Office	Email, Logs, Meeting - Staff, Phone call - Others, Phone call - Staff, Purchase Orders	Worked on PC, E-Mails, PO's, phone messages, phone calls to staff and others, logs.
9/28/2012 9:30 AM	60	BCHS	Office	Auction, Meeting - Staff	Met and worked with custodians moving more items to gym for storage until auction date.
9/28/2012 10:30 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met with staff to collect old keys from pump lot and hand out new keys for new locks on pump gates
9/28/2012 11:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with CMC Supply Tech. about shower stem parts for MES and to see if these could be repaired.
9/28/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/28/2012 12:30 PM	210	BCHS	Hallway	Plumbing/Sewer, Water line	Reinstalling water fountains back on wall, found that water filter housing lines were broke off so took them back off wall to remove filter housing and order parts
Start : 10/1/2012 (7)					
10/1/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
10/1/2012 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Reports	Worked on PC in office, phone messages, phone calls to staff and others, E-Mails
10/1/2012 9:00 AM	30	SAB	Office	Meeting - Staff, Other (Provide Description)	Met with Business Manager. Met with Mrs. Hirsh
10/1/2012 9:30 AM	150	MES	Locker Room	HVAC, Plumbing/Sewer, Water line	Met and worked with James of Radford Mech. for repairs to shower control valves in locker room and also to check airhandler in cafeteria for leak
10/1/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
10/1/2012 12:30 PM	180	MES	Locker Room, Other (Add to Description)	HVAC, Plumbing/Sewer, Water line	Met and worked with James of Radford Mech. for repairs to shower valves in locker room and coach's office, also to check for leak on airhandler in cafeteria, all showers now working
10/1/2012 3:30 PM	30	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled mail from MES to SAB and from SAB to BCBS
Start : 10/2/2012 (9)					
10/2/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/2/2012 8:30 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others	Work on PC, check phone messages, parts ordering, E-Mails, phone calls others
10/2/2012 9:00 AM	60	BCHS	Office	HVAC	Worked on PC checking and adjusting temps in all 3 schools from PC

10/2/2012 10:00 AM	120	SAB	Office	Meeting - Staff	Met with Business Manager at SAB getting registered for VSPMAC conference on 10/23-10/24 and reserved a room
10/2/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/2/2012 12:30 PM	30	Other (Describe)	Other (Add to Description)	Meeting - Others	Delivered sign posts and signs back to Parks and Recreation that I had taken down for them.
10/2/2012 1:00 PM	60	BusGar	Shop	Meeting - Staff	Met with Transportation Director about repairs to maintenance truck, seat cover, exhaust manifold, and tires to set up time and day for repairs
10/2/2012 2:00 PM	60	VES	Closet	Meeting - Staff	Repairs to floor mopping machine
10/2/2012 3:00 PM	90	BCHS	Other (Add to Description)	Meeting - Staff	Met and helped custodians gather and haul off trash, 1 custodian short today
Start : 10/3/2012 (9)					
10/3/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/3/2012 8:00 AM	60	BCHS	Gymnasium	Electrical, Meeting - Staff	Repairs to electrical outlets in gymnasium for event going on
10/3/2012 9:00 AM	60	BCHS	Classroom	HVAC, Plumbing/Sewer	Worked on HVAC A-127 classroom airhandler unit drain clogged, draining fine now
10/3/2012 10:00 AM	60	BCHS	Hallway	Meeting - Staff	Met with Ms McMullen to gather and get things set up for school dance
10/3/2012 11:00 AM	60	SAB	Office	Meeting - Staff	Met with Business Manager at SAB and talked with Transportation Director about information on new truck to order
10/3/2012 12:00 PM	30	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Lunch Break
10/3/2012 12:30 PM	60	BCHS	Gymnasium, Parking Lot	Electrical, Meeting - Others	Met with H&M Elec. at BCHS to look at scope of work to be done
10/3/2012 1:30 PM	120	VES	Road	Electrical, Meeting - Others	Met and worked with H&M Elec. at flashing speed limit sign to figure out the timer problems.
10/3/2012 3:30 PM	60	BCHS	Classroom	Plumbing/Sewer	Worked on drain on classroom airhandler unit drain clogged, unstopped drain and is functioning properly, cleaned up mess.
Start : 10/4/2012 (7)					
10/4/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
10/4/2012 8:30 AM	90	BCHS	Office	Email, Parts Ordering, Phone call - Others, Purchase Orders	Worked on PC -researched parts for water coolers, E-Mails, purchase orders, phone messages, and calls
10/4/2012 10:00 AM	30	BCHS	Hallway	Water line	Repairs to water cooler in front of main office
10/4/2012 10:30 AM	60	BCHS	Kitchen	Plumbing/Sewer	Checked drain problem in kitchen area
10/4/2012 11:30 AM	30	BCHS	Boiler Room, Closet, Office	HVAC	Checked control timers for lighting and circulator pumps.
10/4/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/4/2012 12:30 PM	210	BusGar	Shop	Other (Provide Description)	Washed and polished maintenance truck, cleaned inside
Start : 10/5/2012 (6)					
10/5/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
10/5/2012 8:30 AM	60	BCHS	Gymnasium	Other (Provide Description)	Repairs to door entrance to new gym
10/5/2012 9:30 AM	150	BCHS	Classroom	Meeting - Staff, Plumbing/Sewer	Worked on clogged drains in science wing of 54 bld., met with Mr. Jenkins to look at prints of plumbing and drains to determine where lines are and could be clogged
10/5/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/5/2012 12:30 PM	150	BCHS	Classroom, Hallway	Plumbing/Sewer	Worked on drains in science wing, found clean out caps, removed lid from acid tank
10/5/2012 3:00 PM	90	VES	Hallway	Meeting - Staff	Met and worked with custodian for repairs to floor mopping machine at VES
Start : 10/8/2012 (4)					
10/8/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check

10/8/2012 8:00 AM	240	BCHS	Classroom, Hallway	Plumbing/Sewer	Worked on clogged drains in science wing area, snaked cleanout drains in classrooms and hallways
10/8/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/8/2012 12:30 PM	210	BCHS	Classroom, Hallway	Plumbing/Sewer	Worked on clogged drains in science wing, all lines seem to be open traced problem to tank, need to shovel limestone gravel from tank and check down pipe in bottom of tank
Start : 10/9/2012 (4)					
10/9/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
10/9/2012 8:00 AM	360	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Staunton to Va. Grinding and Sharpening to pick up saw blades, edger knives, and hand saws that were there for sharpening. Also went to Lowes to pickup ceiling tile, shelves, shelving boards and parts for chain saw
10/9/2012 2:00 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC in office E-Mails, phone messages and calls, went over Lowes bill and found mistake, contacted Lowes about problem and they said to fix it they would have to have receipt brought back to them.
10/9/2012 2:30 PM	60	BCHS	Grounds	Plumbing/Sewer	Shovelled 1/2 the gravel out of tank for science wing drains, need to get pump to empty tank
Start : 10/10/2012 (5)					
10/10/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
10/10/2012 8:00 AM	60	BCHS	Other (Add to Description)	HVAC	Received calls from some teachers that temps were cold in some classrooms, checked on PC Tracer Summit System and adjusted some, also hand changed some with manual thermostats
10/10/2012 9:00 AM	270	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went back to Lowes in Staunton to get bill straightened out and to trade parts for chain saw that were wrong ones
10/10/2012 1:30 PM	100	BCHS	Boiler Room	HVAC	Started boilers in atrium area end, watched them until they reached temps and pressures, functioning properly
10/10/2012 3:10 PM	80	VES	Road	Phone call - Staff	Recieved call from Transportation Director that north end caution light was not on, went there to inspect and it was on when I got there at about 3:17 pm watched it until it went off at 3:45, after going off I checked the programing and it was set right.
Start : 10/11/2012 (10)					
10/11/2012 7:00 AM	60	VES	Road	Electrical, Other (Provide Description)	Came in early to check caution light at north end found that it functioned properly on and off at correct time
10/11/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
10/11/2012 8:30 AM	90	BCHS	Boiler Room	Meeting - Others	Meeting with Jim McQuail of Trane Corp issues with reset valves
10/11/2012 10:00 AM	60	SAB	Office	Meeting - Staff	Met with Business Manager at SAB, delivered PO's and checked with him on payment to VRS
10/11/2012 11:00 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Reports	Worked on PC in office, phone calls, messages, E-Mails and reports
10/11/2012 11:30 AM	30	BCHS	Grounds	Fuel Tank Measurement	Measured heating oil levels
10/11/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/11/2012 12:30 PM	150	MES	Hallway	Meeting - Others	Met with James of Radford Mech for repairs at MES
10/11/2012 3:00 PM	90	VES	Road	Electrical, Other (Provide Description)	Went to VES north caution light to see if it is working for set time, came on at 3:00 pm as set and went off in about 40 seconds, turned light on manually and let run until 3:45, checked conections, fuses, timer, and flasher everything seems to be working
10/11/2012 4:30 PM	30	BCHS	Other (Add to Description)	Phone call - Others	Contacted RNC makers of caution light about problem with light, Tech. directed me on some things to check
Start : 10/12/2012 (1)					
10/12/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave 8 hrs.
Start : 10/15/2012 (5)					
10/15/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check

10/15/2012 8:30 AM	60	BusGar	Shop	Meeting - Staff	Met with Trans. Director about moving auction items there, and stuff we had to move to get set up
10/15/2012 9:30 AM	150	Other (Describe)	Other (Add to Description)	Electrical	Went to State Elec Supply at Covington to pick up ordered supplies
10/15/2012 12:00 PM	180	MES	Boiler Room	HVAC	Went to MES to check problem with circulator pump on heated water system, found pump motor is burnt up, have another motor on hand and will replace
10/15/2012 3:00 PM	60	VES	Road	Electrical	Received call that caution light was not functioning, went there and turned on by hand and shut it down at 3:45, checked all connections and metered battery and solar panel to see if it is charging
Start : 10/16/2012 (4)					
10/16/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
10/16/2012 8:30 AM	210	BCHS	Gymnasium	Auction	Hauled auction items from BCHS to bus garage
10/16/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/16/2012 12:30 PM	210	BCHS	Classroom, Gymnasium, Shop	Auction	Gathered and moved auction items from BCHS to bus garage
Start : 10/17/2012 (4)					
10/17/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and chiller check
10/17/2012 8:00 AM	360	MES	Other (Add to Description)	Auction	Loaded and hauled auction items from BCHS and MES to Bus Garage
10/17/2012 2:00 PM	90	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to State Elec. Supply in Covington to pick up breaker for carpentry shop
10/17/2012 3:30 PM	30	VES	Road	Electrical	Worked on light at VES
Start : 10/18/2012 (6)					
10/18/2012 7:30 AM	60	VES	Road	Electrical	Watched caution light at north end of VES to be sure it came on and went off at set times
10/18/2012 8:30 AM	90	BCHS	Shop	Electrical	Installed new breaker for dust collector in carpentry shop, had them shut down, checked for proper function
10/18/2012 10:00 AM	30	BCHS	Office	Meeting - Others	Meeting with Jim McQuail of Trane Corp about reset valves
10/18/2012 10:30 AM	90	BCHS	Hallway	Other (Provide Description)	Repairs to door at 54 to atrium section
10/18/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/18/2012 12:30 PM	210	MES	Boiler Room	Electrical, HVAC	Removed burnt up heated water circulator pump and installed new one, checked for proper operation
Start : 10/19/2012 (5)					
10/19/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check
10/19/2012 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked on PC in office, E-Mails, phone calls and messages, and logs
10/19/2012 9:00 AM	180	BCHS	Boiler Room, Classroom	HVAC, Meeting - Others	Met and worked with Trane Corp. Tech on tracer summit issues and 2 dampers in boiler room and setpoints
10/19/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/19/2012 12:30 PM	210	BCHS	Classroom, Other (Add to Description)	Plumbing/Sewer	Unclogged sewer line at tank for science wing BCHS
Start : 10/20/2012 (1)					
10/20/2012 8:00 AM	480	BusGar	Parking Lot	Auction	Surplus auction
Start : 10/22/2012 (4)					
10/22/2012 8:00 AM	150	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check, also found that boilers were not running, checked problem and started, also checked heat in mertz section
10/22/2012 10:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on PC in office, phone calls, E-Mails, purchase orders and logs

10/22/2012 11:00 AM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Moved cones and ribbons from bus garage lot to BCHS and unloaded from auction
10/22/2012 12:00 PM	240	Other (Describe)	Other (Add to Description)	Leave - Personal	Went home for Dr. App.
Start : 10/23/2012 (1)					
10/23/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Administrative	VSPMAC at Roanoke
Start : 10/24/2012 (1)					
10/24/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Administrative	VSPMAC at Roanoke
Start : 10/25/2012 (1)					
10/25/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation
Start : 10/26/2012 (1)					
10/26/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation
Start : 10/29/2012 (5)					
10/29/2012 6:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler check
10/29/2012 7:00 AM	120	Other (Describe)	Grounds	Other (Provide Description)	Checked all 3 schools for ice conditions, hand spread some ice melt
10/29/2012 9:00 AM	180	BusGar	Shop	Other (Provide Description)	Met and worked with mechanic at bus garage to install manifold on truck, new seat cover, tires
10/29/2012 12:00 PM	30	BusGar	Shop	Lunch	Lunch Break
10/29/2012 12:30 PM	210	BusGar	Shop	Other (Provide Description)	Met and worked with mechanic installing manifold, seat cover, tires, installed snowplow and spreader on truck, plow would not turn repaired it and repairs to spreader
Start : 10/30/2012 (7)					
10/30/2012 6:30 AM	120	Other (Describe)	Grounds	Other (Provide Description)	Checked all 3 schools for ice conditions, also spread some ice melt at SAB on steps and ramp
10/30/2012 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
10/30/2012 9:00 AM	180	BCHS	Hallway	Other (Provide Description)	Repairs to entrance door at Mertz had to tear apart to replace cylinder for key opening
10/30/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/30/2012 12:30 PM	120	BCHS	Hallway, Office	Other (Provide Description)	Repairs to 2 doors in main office and 1 in 54 bld. hallway
10/30/2012 2:30 PM	60	BCHS	Gymnasium	HVAC	Checked leak in gymnasium coming from air handler, found air dampers open at 50% pulling in outside cold air causing condensation, closed to 5% to stop condensation
10/30/2012 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PO's, E-Mails, phone messages and calls
Start : 10/31/2012 (11)					
10/31/2012 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
10/31/2012 7:30 AM	60	BCHS	Boiler Room	HVAC	Repairs to leaking air line in main boiler room.
10/31/2012 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Principal about door locks in office.
10/31/2012 9:30 AM	30	Other (Describe)	Other (Add to Description)	Parts Pickup	Picked up parts from Bath Co. Building Supply
10/31/2012 10:00 AM	30	SAB	Office	Meeting - Staff	Delivered PO's to Business Manager at SAB
10/31/2012 10:30 AM	30	BCHS	Closet, Other (Add to Description)	Meeting - Staff	Met with custodian from VES to gather up parts he needed
10/31/2012 11:00 AM	60	BCHS	Office	HVAC	Checked HVAC out on Tracer Summit for BCHS and Metsays program for MES, and VES to see if everything is operating properly

10/31/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/31/2012 12:30 PM	30	BCHS	Office	Phone call - Others	Phone call to suppliers for door parts and fence parts
10/31/2012 1:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager and Superintendent about issues of CIP
10/31/2012 2:00 PM	60	BusGar	Other (Add to Description)	Other (Provide Description)	Went to bus garage to remove snowplow and cinder spreader from truck

Start : 11/1/2012 (6)

11/1/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/1/2012 8:30 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on PC in office, PO's and Logs, phone calls and messages, E-Mails
11/1/2012 10:30 AM	90	SAB	Other (Add to Description)	Meeting - Staff	Delivered papers to SAB and met with Business Manager and Food Service Director about repairs to walkin refrig, and Ice machine
11/1/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/1/2012 12:30 PM	120	VES	Classroom, Kitchen	HVAC, Plumbing/Sewer	Worked at VES on room 213 airhandler and faucet on sink in kitchen
11/1/2012 2:30 PM	90	BCHS	Other (Add to Description)	Electrical	Checked lighting on stage per principal request

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