



Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
 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
Start : 11/2/2012 (4)					
11/2/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/2/2012 8:30 AM	210	BCHS	Gymnasium	Other (Provide Description)	Repairs to basketball backboards and rims, installed new rubber ends and adjusted rims.
11/2/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/2/2012 12:30 PM	210	BCHS	Other (Add to Description)	Electrical	Repairs to electrical in auditorium lighting
Start : 11/5/2012 (5)					
11/5/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/5/2012 8:00 AM	240	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 2305 JohnDeere from VES to Dawn Equipment in Covington for repairs to hydraulics, also picked up supplies at State Elec. and Oliver Dist.
11/5/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/5/2012 12:30 PM	90	BCHS	Classroom	HVAC	Worked on heat in room A-128 not heating, checked on PC Tracer Summit and reset dianostic found actuator was stuck, checked system and is functioning properly
11/5/2012 2:00 PM	120	BCHS	Grounds	Other (Provide Description)	Repairs to gates and installed new chain and lock combination to gates at football field
Start : 11/6/2012 (4)					
11/6/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/6/2012 8:00 AM	240	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell from Carrier Corp. at VES to winterize chiller, went into boiler room found water leaking from boiler, contacted Valley Boiler with problem
11/6/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
11/6/2012 12:30 PM	420	VES	Boiler Room	HVAC	Met with Valley Boiler Tech to check problem with boiler and found problem with cracked heat exchanger caused by harsh water buildup, contacted Ms. Hirsh with problem. Worked with Scott to get backup boiler running and failed.
Start : 11/7/2012 (4)					
11/7/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/7/2012 8:00 AM	240	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech flushing heated water system with acid cleaner to remove scale buildup and to get back up boiler running
11/7/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
11/7/2012 12:30 PM	330	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler flushing heated water system and to get backup boiler running, Boiler running and checked system for proper function
Start : 11/8/2012 (6)					





11/8/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/8/2012 8:30 AM	60	VES	Classroom	HVAC	Went to VES to check on function of boiler to be sure that it is running. Checked on PC Metasys program found some classrooms not functioning, had to leave for meeting at SAB
11/8/2012 9:30 AM	90	SAB	Office	Meeting - Others, Meeting - Staff	Meeting with Superintendent, Business Manager, 2 Board Members and 2 Board of Supervisor Members to discuss problem with boiler and cost for repairs and to install water softener system to protect boilers, Was instructed to make repairs, order parts
11/8/2012 11:00 AM	60	VES	Classroom	HVAC, Phone call - Others	Worked on various classroom airhandlers that are not heating, also contacted Valley Boiler to have them order all parts and set up for installation
11/8/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
11/8/2012 12:30 PM	270	VES	Boiler Room, Classroom	HVAC	Worked on various airhandlers at VES not heating, also resetting temps on Metsaya program, contacted by custodian that boiler had shutdown, checked this out and found problem, system is back in operation
Start : 11/9/2012 (5)					
11/9/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/9/2012 8:30 AM	210	MES	Other (Add to Description)	Meeting - Others	Met and worked with VSC Fire & Security at MES for installation of new fire panel for system.
11/9/2012 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
11/9/2012 12:30 PM	150	MES	Office	Meeting - Others	Met and worked with VSC Fire & Security for installation of new fire panel for system
11/9/2012 3:00 PM	120	BCHS	Road	Meeting - Others	Met with PSA at road in front of Mertz to determine problem with road sinking, checked for water coming up anywhere at road, field ditches, valve boxes and found nothing, decided to come in Saturday to dig up and check
Start : 11/10/2012 (1)					
11/10/2012 8:00 AM	570	BCHS	Road	Water line	Met and worked with PSA on water line leak and repairs to roadway, replaced old line with all new and filled roadway with gravel
Start : 11/12/2012 (9)					
11/12/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/12/2012 8:30 AM	30	BCHS	Grounds	Fuel Tank Measurement, Phone call - Others	Heating tank measurements, called Whiting Jamison with measurement and ordered oil
11/12/2012 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked on PC in office, logs, purchase orders, phone messages, phone calls, phone conversation with Valley Boiler about boiler situation and water softner
11/12/2012 10:00 AM	60	VES	Boiler Room	HVAC	Went to VES to check backup boiler to make sure it is functioning properly, and to check temps in classrooms
11/12/2012 11:00 AM	60	BusGar	Shop, Other (Add to Description)	Meeting - Staff	Met with Transportation Director at flashing lights not working properly found fall back time had not reset itself.
11/12/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/12/2012 12:30 PM	90	BCHS	Office, Shop	Meeting - Others	Met with Carl from Colt Plumbing, salemen to look at new line of supplies
11/12/2012 2:00 PM	60	BCHS	Kitchen	Plumbing/Sewer	Preparing for tank pumping, got out snake, water hose and hooked up, removed floor plate covers
11/12/2012 3:00 PM	180	BCHS	Kitchen	Plumbing/Sewer	Met with Scott from Duncans Septic to pump tank and snake and flush lines to grease trap at kitchen, found line leaving tank was broke and had swag in line, calling Kenny's Exc. to have him to stop and take a look for digging.

**Start : 11/13/2012 (5)**

11/13/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/13/2012 8:30 AM	60	VES	Boiler Room	HVAC	Went to VES to check boiler to be sure it is functioning properly
11/13/2012 9:30 AM	150	BCHS	Classroom, Gymnasium, Hallway, Other (Add to Description)	Meeting - Others	Met with Justin Pederson of Air Mechanical Sales for measuring and pricing air condition for gym and to get measurements of sq. ft of BCHS
11/13/2012 12:00 PM	150	VES	Classroom, Gymnasium, Hallway, Other (Add to Description)	Meeting - Others	Met with Justin Pederson of Air Mechanical to price and measure for air in gymnasium
11/13/2012 2:30 PM	90	Other (Describe)	Office	Other (Provide Description), Phone call - Staff	Gathered information for Air Mechanical school measurements, elec. sizing, and elec. KW's used and gal. of fuel used

Start : 11/14/2012 (9)

11/14/2012 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/14/2012 8:00 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked on PC in office, logs, E-Mails, Phone messages, phone calls, purchase orders
11/14/2012 9:30 AM	60	BCHS	Gymnasium	HVAC	Checked leak on airhandler in gymnasium found leak on 90 degree elbow, will have to call Mechanical Co. to repair
11/14/2012 10:30 AM	30	BCHS	Grounds	Fuel Reports	Met with fuel truck to receive heating oil at atrium area end
11/14/2012 11:00 AM	30	SAB	Office	Meeting - Staff	Met with Business manager to deliver purchase orders and to discuss budget
11/14/2012 11:30 AM	30	BCHS	Kitchen	Parts Pickup, Phone call - Others, Plumbing/Sewer	Received phone call from Kenny's Excavating that he would be here at 4:00 pm to dig up grease trap tank at kitchen so we could repair broken pipes leaving grease trap, picked up parts at Bath Co. Building Supply for repairs
11/14/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/14/2012 12:30 PM	120	VES	Kitchen	Other (Provide Description)	Called to VES to check dishwasher not pumping water to sprayers inside, checked to see if something had suction area blocked, found nothing, called Travis with Hobart, he instructed me that if not blocked then it is internal. Set up for him to come check
11/14/2012 2:30 PM	300	BCHS	Kitchen	Plumbing/Sewer	Got things together and prepared tank for digging, pumped tank out, met and worked with Kenny to dig and repair lines to and from tank, repositioned tank to get better flow

Start : 11/15/2012 (4)

11/15/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/15/2012 8:30 AM	60	BCHS	Kitchen	Meeting - Others	Met with Travis of Hobart to look at dishwasher to determine problem not draining.
11/15/2012 9:30 AM	150	VES	Kitchen	Meeting - Others	Met with Travis of Hobart to look at Dishwasher at VES kitchen not working, tore into motor and found propeller broke loose ordering parts and will repair ASAP
11/15/2012 12:00 PM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment at Covington to pick up 2305 John Deere tractor there for repairs for VES and also to State Elec. Supply and Oliver Dist. for ordered supplies, back to VES and unload Tractor and trailer and to BCHS to unload supplies

Start : 11/16/2012 (7)

11/16/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/16/2012 8:30 AM	120	BCHS	Gymnasium	Meeting - Staff	Met with custodians in gym to adjust height of basketball rim and to check heated water line leak to see what could be done



11/16/2012 10:30 AM	90	BCHS	Kitchen	Plumbing/Sewer	Called to charger cafe for dishwasher backup again, removed cleanout plug and seemed to drain, picking up parts to install studer vent on line under sink
11/16/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/16/2012 12:30 PM	90	BCHS	Office	Meeting - Others	Met with State Electric Supply Salesman to look at new line of LED lighting and fixtures
11/16/2012 2:00 PM	60	VES	Boiler Room	HVAC	Went to VES to move stuff out of way for Valley Boiler to install water softner in room behind boiler room
11/16/2012 3:00 PM	60	BCHS	Kitchen	Plumbing/Sewer	Opened floor drains and poured grease emulsifire in drains to let set for week that school is closed
Start : 11/19/2012 (1)					
11/19/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/20/2012 (1)					
11/20/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/21/2012 (1)					
11/21/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/22/2012 (1)					
11/22/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 11/23/2012 (1)					
11/23/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 11/26/2012 (7)					
11/26/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/26/2012 8:30 AM	90	VES	Boiler Room	HVAC, Meeting - Staff	Met with custodian at VES Boiler room to check water softner and boiler
11/26/2012 10:00 AM	120	BCHS	Kitchen	Plumbing/Sewer	Installed studer vent on drain line of dishwasher to allow water to drain quicker
11/26/2012 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
11/26/2012 12:30 PM	90	BCHS	Office	Logs, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked on PC in office logs, E-Mails, phone messages, phone calls and parts ordering
11/26/2012 2:00 PM	30	BCHS	Grounds, Office	Fuel Tank Measurement, Phone call - Others	Measured heating oil tank and ordered tanker load for BCHS main boiler room
11/26/2012 2:30 PM	90	BCHS	Shop	Other (Provide Description)	Moving supplies out of Mr. Jenkins shop and putting in proper storage areas NEW
Start : 11/27/2012 (7)					
11/27/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/27/2012 8:30 AM	60	BCHS	Office	Meeting - Staff, Phone call - Staff	Filled in as custodian, 2 were off and 3rd called home for emergency, called for Mac to come in at 10:00 am and for Becky to come in at 12:00 pm, called VES to have them to get Faye Hise to come in so Becky could stay at BCHS
11/27/2012 9:30 AM	180	BCHS	Locker Room	Meeting - Others	Met and worked with Jacobs Mechanical at football locker room to install strainer baskets on hot water lines to showers
11/27/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break



11/27/2012 1:00 PM	60	BCHS	Gymnasium	Fuel Tank Measurement, Meeting - Others	Met and received fuel delivery from Whiting Jamison Oil at fuel dock BCHS
11/27/2012 2:00 PM	60	Other (Describe)	Other (Add to Description)	Meeting - Others	Meeting with Mark Nelson Parks and Rec. Director, about fencing and loaned him some tools to stretch fence
11/27/2012 3:00 PM	60	BCHS	Hallway	Meeting - Staff, Other (Provide Description)	Worked on floor mopper at BCHS

Start : 11/28/2012 (7)

11/28/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
11/28/2012 8:30 AM	150	BCHS	Gymnasium	Other (Provide Description)	Repairs and adjustments to basketball back boards and rims NEW
11/28/2012 11:00 AM	60	BCHS	Classroom, Gymnasium	HVAC, Meeting - Others	Met and worked with James of Radford Mechanical on HVAC problems in Gym and Science wing NEW
11/28/2012 12:00 PM	30	BCHS	Grounds	Fuel Tank Measurement, Meeting - Others, Other (Provide Description)	Received load of heating oil from PM Transport NEW
11/28/2012 12:30 PM	60	BCHS	Parking Lot	Meeting - Others, Other (Provide Description)	Met with Billy from Whiting Jamison for repairs to fuel pump NEW
11/28/2012 1:30 PM	120	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mechanical for repairs to HVAC in science wing, band room, and gymnasium NEW
11/28/2012 3:30 PM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Picked up Justin from SAB and went to Sheets GMC to pick up new truck that was on order NEW

Start : 11/29/2012 (2)

11/29/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
11/29/2012 8:30 AM	480	Other (Describe)	Kitchen	Meeting - Others	Met and worked with Josh from Fire Safety Products for hood inspection at MES, BCHS and VES also to replace heads on fire system at VES and Culinary Arts heads are out of service NEW

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