



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 11/28/2012 (3)					
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
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
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
Start : 11/29/2012 (3)					
11/29/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
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
11/29/2012 4:30 PM	210	VES	Kitchen	Meeting - Others	Met and worked with Travis of Hobart for repairs to dishwasher
Start : 11/30/2012 (5)					
11/30/2012 8:00 AM	150	VES	Kitchen	Water line	Went to VES to start dishwasher found leak where we missed installing plug and found leak on feed water line
11/30/2012 10:30 AM	120	VES	Boiler Room, Kitchen	Meeting - Others	Met with Bill Potter of Chem-Tech to test water at 3 locations here at BCHS, 2 boiler rooms and kitchen
11/30/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/30/2012 1:00 PM	90	BCHS	Boiler Room, Kitchen	Meeting - Others	Met with Bill Potter of Chem-Tech to test water at 3 locations here at BCHS, 2 boiler rooms and kitchen
11/30/2012 2:30 PM	90	MES	Boiler Room, Kitchen	Meeting - Others	Met with Bill Potter of Chem-Tech at MES to test water and size for softner.
Start : 12/3/2012 (5)					
12/3/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
12/3/2012 8:30 AM	90	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked on PC in office, phone messages, phone calls, E-Mails, parts lookup and ordering
12/3/2012 10:00 AM	120	VES	Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mechanical on cafeteria unit and classroom unit
12/3/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/3/2012 12:30 PM	240	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mechanical on HVAC issues in bandoom, science wing and boiler room
Start : 12/4/2012 (8)					
12/4/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
12/4/2012 8:30 AM	60	BCHS	Classroom, Hallway	Electrical	Repairs to 2 clocks in hallway and 2 clocks in classrooms



12/4/2012 9:30 AM	150	VES	Closet, Hallway, Office	Meeting - Others	Met and worked with VSC Fire and Sec. for sprinkler flow testing at VES
12/4/2012 12:00 PM	30	BCHS	Office	Lunch	Lunch Break
12/4/2012 12:30 PM	150	BCHS	Boiler Room, Classroom, Closet, Hallway, Kitchen	Meeting - Others	Met and worked with VSC for sprinkler flow testing
12/4/2012 3:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh at SAB to discuss CIP before board meeting
12/4/2012 4:00 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Break until Board Meeting
12/4/2012 7:00 PM	150	BCHS	Other (Add to Description)	Meeting - Staff	Attended board meeting
Start : 12/5/2012 (5)					
12/5/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
12/5/2012 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked on PC, phone calls and messages in office
12/5/2012 9:00 AM	210	MES	Classroom, Closet, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with VSC for sprinkler flow testing at MES
12/5/2012 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/5/2012 1:00 PM	180	BCHS	Boiler Room	Meeting - Others	Met and worked with VSC for sprinkler backflow preventer testing
Start : 12/6/2012 (5)					
12/6/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
12/6/2012 8:30 AM	240	SAB	Office	Meeting - Staff	Met and worked with Business Manager at SAB to work up budget
12/6/2012 12:30 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
12/6/2012 1:00 PM	150	MES	Grounds	Meeting - Others	Met with Nick Brash, Comprehensive Construction Services, Structural Engineer to check out cracks in building, at MES
12/6/2012 3:30 PM	90	BCHS	Grounds, Gymnasium, Other (Add to Description)	Meeting - Others	Met with Nick Brash at BCHS to inspect cracks in building, various locations
Start : 12/7/2012 (5)					
12/7/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
12/7/2012 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Checked phone messages, returned calls, E-Mails, and logs
12/7/2012 9:00 AM	180	BCHS	Boiler Room, Classroom, Shop	HVAC, Meeting - Others	Met and worked with James of Radford Mech, on HVAC problems in science wing and atrium area boiler room
12/7/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/7/2012 12:30 PM	210	BCHS	Shop	HVAC	Worked with James of Radford Mech. tore down exhaust fan at auto shop, found shaft and barings bad, James is having shaft made and picking up barings
Start : 12/10/2012 (5)					
12/10/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/10/2012 8:30 AM	0	BCHS	Classroom	Other (Provide Description)	Removed and installed new paper towel feeder in shop restroom
12/10/2012 9:00 AM	180	BCHS	Hallway	Other (Provide Description)	Repairs to door between 54 bld. and atrium
12/10/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break



12/10/2012 12:30 PM	210	BCHS	Boiler Room	HVAC	Met with Trane Corp Reps to look at and measure where reset valves are to be installed
Start : 12/11/2012 (1)					
12/11/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 12/12/2012 (1)					
12/12/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 12/13/2012 (7)					
12/13/2012 7:30 AM	30	BCHS	Boiler Room, Classroom	HVAC	Daily boiler check and adjust temps in Dabney Lab
12/13/2012 8:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked on PC in office, logs, phone messages, phone calls, and purchase orders
12/13/2012 8:30 AM	60	BCHS	Boiler Room, Shop	HVAC	Met and worked with James, of Radford Mech. for repairs to exhaust fan and install barings in circulator pump motor at BCHS
12/13/2012 9:30 AM	180	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Other (Add to Description)	Meeting - Others	Met with Fire Marshal for inspection at BCHS
12/13/2012 12:30 PM	90	VES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met with Fire Marshal for inspection at VES
12/13/2012 2:00 PM	120	MES	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met with Fire Marshal at MES for inspection
12/13/2012 4:00 PM	90	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh about Fire Marshal inspection and to discuss CIP
Start : 12/14/2012 (5)					
12/14/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/14/2012 8:30 AM	210	BCHS	Hallway, Shop	Plumbing/Sewer, Water line	Repairs to water fountain in Mr. Jenkins shop and mertz hallway
12/14/2012 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/14/2012 12:30 PM	150	BCHS	Road	Other (Provide Description)	Installed gravel in hole in front of BCHS
12/14/2012 3:00 PM	60	BusGar	Shop	Other (Provide Description)	Hauled paper towels, toilet paper, and disinfectant to bus garage
Start : 12/17/2012 (6)					
12/17/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/17/2012 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked on PC in office, E-Mails, phone calls, phone messages, logs, and purchase orders
12/17/2012 10:00 AM	90	VES	Classroom, Hallway, Other (Add to Description)	Meeting - Staff, Phone call - Staff	Met with Mr. Balgavy at VES to inspect doors and restroom partitions, sinks and parts needed to be ordered
12/17/2012 11:30 AM	60	BCHS	Office	Other (Provide Description), Parts Ordering	Researching parts for VES restrooms and contacted Skyline Door to have tech come over and look at some other repairs
12/17/2012 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break



12/17/2012 1:00 PM	240	VES	Classroom, Hallway, Kitchen	Other (Provide Description)	Installation of door lock on room 104, checked hallway doors that were hanging, also door on front side of building, also looked at ice machine in kitchen to see what was needed to repair
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Start : 12/18/2012 (7)

12/18/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/18/2012 8:30 AM	150	MES	Kitchen	Other (Provide Description)	Repairs to ice machine in cafeteria
12/18/2012 11:00 AM	60	VES	Classroom	Other (Provide Description)	Repairs to door in room 209 at VES
12/18/2012 12:00 PM	30	VES	Shop	Lunch	Lunch Break
12/18/2012 12:30 PM	90	VES	Boiler Room	HVAC	Checked on new water softner, salt levels, back wash and checked for operation also checked boilers
12/18/2012 2:00 PM	30	BusGar	Parking Lot	Meeting - Others	Meeting with Transportation Director, and Four Star Petroleum about gas readers
12/18/2012 2:30 PM	90	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment to pick up parts for 2305 JD, VES

Start : 12/19/2012 (5)

12/19/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/19/2012 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked on PC in office, E-Mails, Logs, phone calls, phone messages, parts ordering, and purchase orders
12/19/2012 10:00 AM	120	BCHS	Classroom, Gymnasium, Hallway	Other (Provide Description)	Repairs to door locks at BCHS
12/19/2012 1:00 PM	30	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh
12/19/2012 1:30 PM	150	BCHS	Classroom, Hallway, Locker Room	Electrical	Replaced lights in various locations and 2 ballast BCHS

Start : 12/20/2012 (5)

12/20/2012 6:30 AM	300	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Shade Equip. at Harrisonburg to pick up new truck with plow.
12/20/2012 11:30 AM	60	BusGar	Shop	HVAC	Called to bus garage to check furnace out, changed oil filter and checked pump, not pumping, calling Total Tech. to see if they have someone in area for parts and to repair
12/20/2012 12:30 PM	60	BusGar	Other (Add to Description)	Lunch	Attended bus garage christmas dinner
12/20/2012 1:30 PM	60	BCHS	Gymnasium	Electrical	Replaced electrical switch that had shorted out at gym, installed new one
12/20/2012 2:30 PM	90	BusGar	Shop	HVAC, Meeting - Others	Met and worked with Total Tech. at bus garage for repairs to furnace, pump shaft had broke

Start : 12/21/2012 (4)

12/21/2012 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/21/2012 8:30 AM	210	BusGar	Shop	Other (Provide Description)	Changing out maintenance trucks, tool box, back rack, radio, spreader control, and cleaned old maintenance truck
12/21/2012 12:00 PM	30	BusGar	Shop	Lunch	Lunch Break
12/21/2012 12:30 PM	210	BusGar	Shop	Other (Provide Description)	Worked on maintenance truck removing stuff from old one and installing on new one

Start : 12/24/2012 (1)



12/24/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Christmas Holiday
Start : 12/25/2012 (1)					
12/25/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Christmas Holiday
Start : 12/26/2012 (1)					
12/26/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 12/27/2012 (2)					
12/27/2012 8:00 AM	270	BCHS	Other (Add to Description)	Other (Provide Description)	Snow removal at BCHS for ball game at atrium area and front walk
12/27/2012 12:30 PM	210	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 12/28/2012 (1)					
12/28/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 12/31/2012 (1)					
12/31/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	New Years Holiday
Start : 1/1/2013 (1)					
1/1/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	New Years Holiday
Start : 1/2/2013 (6)					
1/2/2013 7:00 AM	300	BCHS	Other (Add to Description)	Other (Provide Description)	Snow removal at BCHS
1/2/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/2/2013 12:30 PM	60	VES	Other (Add to Description)	Other (Provide Description)	Snow removal at VES
1/2/2013 1:30 PM	150	MES	Other (Add to Description)	Other (Provide Description)	Hauled ice melt to MES and snow removal
1/2/2013 4:00 PM	30	BCHS	Office	Email, Logs, Purchase Orders	Phone calls and messages, purchase orders, logs , and E-Mails
1/2/2013 4:30 PM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Plowed bus turn arounds at Mountain Valley Rd., Rt.600, and Rt. 601
Start : 1/3/2013 (5)					
1/3/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/3/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, Phone messages, phone calls, Logs, and purchase orders
1/3/2013 9:30 AM	60	SAB	Office	Meeting - Staff	Delivered PO's to business manager at SAB also met with Ms. Hirsh about door alternatives at VES
1/3/2013 10:30 AM	90	BCHS	Grounds, Parking Lot	Other (Provide Description)	Snow and ice removal left from yesterday at BCHS
1/3/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

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