



## Maintenance ▶ Maintenance Director Log Monthly

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 12/19/2012 (6)</b>					
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 12:00 PM	60	SAB	Other (Add to Description)	Other (Provide Description)	Attended SAB christmas dinner
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
<b>Start : 12/20/2012 (5)</b>					
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
<b>Start : 12/21/2012 (4)</b>					
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
<b>Start : 12/24/2012 (1)</b>					
12/24/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Christmas Holiday
<b>Start : 12/25/2012 (1)</b>					
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
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**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
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**Start : 12/31/2012 (1)**

12/31/2012 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	New Years Holiday
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**Start : 1/1/2013 (1)**

1/1/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	New Years Holiday
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**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 (7)**

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
1/3/2013 12:30 PM	150	BCHS	Grounds, Parking Lot	Other (Provide Description)	Snow and ice removal at BCHS
1/3/2013 3:00 PM	60	BCHS	Shop	Other (Provide Description)	Repairs to 2305 JD tractor

**Start : 1/4/2013 (6)**

1/4/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
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1/4/2013 8:30 AM	90	BCHS	Boiler Room	Other (Provide Description)	Ice removal at boiler room entrance, used 2305 JD tractor, and ice melt
1/4/2013 10:00 AM	150	BCHS	Boiler Room, Hallway	Meeting - Others	Met and worked with Barc Elec., County Officials, and School officials to look at and discuss size of generator for school, BCHS
1/4/2013 12:30 PM	60	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech in boiler room at VES to run and check new boiler
1/4/2013 1:30 PM	120	VES	Classroom, Gymnasium, Hallway	Meeting - Others	Met and worked with Skyline Door and Hardware Tech for repairs to some doors at VES and to make list of parts needed for other repairs there
1/4/2013 3:30 PM	120	BCHS	Gymnasium, Hallway, Kitchen	Meeting - Others	Met with Skyline Door Tech to look at repairs to doors at BCHS

**Start : 1/7/2013 (11)**

1/7/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/7/2013 8:30 AM	60	SAB	Office	Meeting - Staff	Received invoices from Valley Boiler for boiler project and water softner project, met with Business Manager and Ms. Hirsh with invoices, was instructed to make purchase order and submit them today for Board meeting
1/7/2013 9:30 AM	30	BCHS	Office	Purchase Orders	Back at office to write purchase order for boiler and water softner
1/7/2013 10:00 AM	30	SAB	Office	Meeting - Staff	Delivered PO back to SAB, Business Manager
1/7/2013 10:30 AM	60	BCHS	Classroom	HVAC	Called to check heat in Dabney Lab, to cool, checked system and found airdryer had quit and had air off, switched to bypass mode and units are functioning
1/7/2013 11:30 AM	30	BCHS	Parking Lot	Meeting - Staff	Meeting with Transportation Director at BCHS parking lot
1/7/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/7/2013 12:30 PM	180	BCHS	Parking Lot	Other (Provide Description)	Removing ice build up from parking lot with 1 ton truck plow and 2305 JD tractor
1/7/2013 3:30 PM	90	BCHS	Office	Email, Meeting - Staff, Phone call - Others, Purchase Orders	Worked on PC in office, E-Mails, purchase orders, phone calls and phone messages
1/7/2013 5:00 PM	90	BCHS	Other (Add to Description)	Other (Provide Description)	Waited around for School board meeting
1/7/2013 6:30 PM	240	MES	Other (Add to Description)	Meeting - Others, Meeting - Staff	Attended School Board Meeting and budget presentation

**Start : 1/8/2013 (7)**

1/8/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/8/2013 8:30 AM	90	VES	Gymnasium	Electrical	Checked speakers in gym, no sound, adjusted sound controls and 2 have faint sound and 2 have no sound, need to check deeper to see if amp has problem or if speakers are bad
1/8/2013 10:00 AM	90	VES	Kitchen	Plumbing/Sewer, Water line	Checked out water faucet on 2 bay sink, tried to repair, beyond repair, going to supply room at BCHS to pickup new faucet for replacement
1/8/2013 11:30 AM	60	BCHS	Shop	Meeting - Others	Met with Oliver Dist. Truck to unload pallet of ice melt and other custodial supplies





1/8/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/8/2013 1:00 PM	150	VES	Kitchen	Plumbing/Sewer, Water line	Installation of new faucet on 2 bay sink and repairs to faucet on 3 bay sink
1/8/2013 3:30 PM	60	BCHS	Hallway	Electrical, Meeting - Staff	Worked on large floor mopping machine, battery blew up, needs replacement battery

**Start : 1/9/2013 (7)**

1/9/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/9/2013 8:30 AM	60	BCHS	Office, Other (Add to Description)	Other (Provide Description)	Put file cabinet cart together for Ms. Shifflet and delivered to SAB
1/9/2013 9:30 AM	150	BCHS	Grounds, Gymnasium, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Electric at BCHS for repairs to outside lighting with bucket truck and to install sheilds on lighting on Mertz end lighting
1/9/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/9/2013 12:30 PM	90	BCHS	Grounds, Gymnasium, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Electric at BCHS for repairs to lighting on out side of building with Bucket Truck
1/9/2013 2:00 PM	60	VES	Closet	Other (Provide Description)	Delivered custodial supplies to VES that were delivered by Oliver Dist.
1/9/2013 3:00 PM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Ordering	Took battery out of floor mopping machine to Bath Co. Building Supply to match up and order 4 batteries for it. They are now a supplier for Interstate Battery Co.

**Start : 1/10/2013 (4)**

1/10/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/10/2013 8:00 AM	330	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Drove maintenance truck to Staunton to drop off at Lenard Truck Asscessory to have spray in bed liner and backrack installed
1/10/2013 1:30 PM	30	BusGar	Shop	Lunch	Lunch Break
1/10/2013 2:00 PM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with James, of Radford Mechanical to disconnect and remove hotwater circulator pump from boiler #3 at BCHS, seals are leaking, sending it to Roanoke for repairs

**Start : 1/11/2013 (3)**

1/11/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/11/2013 8:30 AM	330	BusGar	Shop	Meeting - Staff	Went to bus garage to meet Transportation Director to go to Staunton, Lenard Truck Asscessory to pickup Maintenance truck, and also go to Lowes to pickup salt pellets for water softner at VES
1/11/2013 2:00 PM	150	VES	Boiler Room	HVAC, Water line	Unloaded salt from truck and poured salt into salt brine tank and mixed, also checked system and boilers for proper operation

**Start : 1/14/2013 (5)**

1/14/2013 8:00 AM	90	BCHS	Boiler Room, Classroom	HVAC	Daily Boiler Check and also repairs to classroom unit in room A-127 and hallway units, all in Mertz section
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1/14/2013 9:30 AM	150	BCHS	Classroom, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to doors and emergency lights, on Fire Marshal's list
1/14/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/14/2013 12:30 PM	30	BCHS	Classroom, Hallway	Electrical, Meeting - Others	Met with camera installers to show them where they could get access to rooms and from 1st floor to second floor for wiring
1/14/2013 1:00 PM	210	BCHS	Classroom, Gymnasium, Hallway	Electrical, Meeting - Others	Met and worked with H&M Electric for repairs and replacement to lights and electrical componets

**Start : 1/15/2013 (6)**

1/15/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/15/2013 8:30 AM	60	BCHS	Classroom, Closet, Gymnasium	Electrical, Meeting - Others	Met with H&M Electric to show them scope of other work to be done
1/15/2013 9:30 AM	150	BCHS	Classroom	Meeting - Staff	Met and worked with Mr. Jenkins to look at white board to be installed in room B-217, repairs to wall and prep for new board
1/15/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/15/2013 12:30 PM	150	BCHS	Classroom	Meeting - Staff	Met and worked with Mr. Jenkins and custodian to clean hang new white board and clean up in room B217
1/15/2013 3:00 PM	60	BCHS	Classroom, Gymnasium, Hallway, Other (Add to Description)	Electrical, Meeting - Others	Meeting with camera installers to show areas they could pull wiring

**Start : 1/16/2013 (5)**

1/16/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/16/2013 8:30 AM	210	BCHS	Classroom, Closet, Gymnasium, Hallway, Other (Add to Description)	Other (Provide Description)	Worked on Fire Marshal list of things to be cleaned out and repairs to other items
1/16/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/16/2013 12:30 PM	180	BCHS	Classroom, Closet, Gymnasium, Hallway, Locker Room	Electrical, Meeting - Others	Met and worked with H&M Electric on list of repairs
1/16/2013 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages and calls purchase orders

**Start : 1/17/2013 (4)**

1/17/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/17/2013 8:00 AM	240	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James, of Radford Mechanical for repair to HVAC, science wing, boiler room, atrium area boiler room
1/17/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/17/2013 12:30 PM	180	Other (Describe)	Classroom, Closet	HVAC, Meeting - Others	Met and worked with Radford Mech. at VES for repairs and to determine some other issues there with heating

**Start : 1/18/2013 (1)**



1/18/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Day
<b>Start : 1/21/2013 (1)</b>					
1/21/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Day
<b>Start : 1/22/2013 (8)</b>					
1/22/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
1/22/2013 8:30 AM	120	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked on PC in office after being off for 4 days, E-Mails, phone messages, phone calls to staff and others, purchase orders and logs
1/22/2013 10:30 AM	90	BCHS	Classroom	HVAC	Worked on HVAC in science wing area, air dryer problem
1/22/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/22/2013 12:30 PM	60	BCHS	Office, Shop	Meeting - Others	Met with Oliver Dist to unload ordered supplies and to look at some new items that they are handling
1/22/2013 1:30 PM	30	SAB	Office	Meeting - Staff, Purchase Orders	Delivered purchase orders to Business Manager at SAB
1/22/2013 2:00 PM	120	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot spreading gravel over muddy spots with plow and tractor
1/22/2013 6:30 PM	240	BCHS	Boiler Room, Locker Room	HVAC, Meeting - Staff, Water line	Called in to check water leak in boys locker room, found water was shooting out from coil on airhandler, got water shut down and restored heat back to rest of C-Section, Atrium area
<b>Start : 1/23/2013 (5)</b>					
1/23/2013 7:30 AM	270	BCHS	Boiler Room, Classroom, Hallway	HVAC	Worked on HVAC units at atrium area trying to get more heat on that end, lower atrium, upper atrium, band room, and restrooms
1/23/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/23/2013 12:30 PM	120	BCHS	Classroom, Gymnasium, Hallway	HVAC	Worked on HVAC in atrium area.
1/23/2013 2:30 PM	60	BCHS	Classroom, Closet	Other (Provide Description)	Repairs to door locks at band room and closets at BCHS
1/23/2013 3:30 PM	30	BCHS	Office	Email, Phone call - Others	Worked in office on PC, phone messages, phone calls, E-Mail, and parts ordering
<b>Start : 1/24/2013 (5)</b>					
1/24/2013 7:30 AM	360	Other (Describe)	Grounds, Parking Lot, Road, Other (Add to Description)	Meeting - Others, Other (Provide Description)	Plowed snow SAB, BCHS, and VES, helped shovel walks and cleaned fuel dock
1/24/2013 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/24/2013 2:00 PM	30	VES	Closet	Meeting - Others	Delivered custodial supplies to custodians at VES
1/24/2013 2:30 PM	60	BCHS	Shop	Other (Provide Description)	Repairs to snow blower on 455 JohnDeere
1/24/2013 3:30 PM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Checked and plowed bus turnarounds at Rt. 600, 601, and Mountain Valley Rd

**Start : 1/25/2013 (5)**

1/25/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/25/2013 8:30 AM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to Dawn Equip., Oliver Dist., State Elec. supply, Alleghany Farm and Garden, and Advance Auto Parts to pickup ordered supplies
1/25/2013 12:30 PM	30	BusGar	Other (Add to Description)	Lunch	Lunch Break
1/25/2013 1:00 PM	90	Other (Describe)	Closet	Other (Provide Description)	Delivered supplies to VES custodians, Ice Melt to Bus Garage, and SAB
1/25/2013 2:30 PM	90	BusGar	Shop	Electrical, Meeting - Staff, Other (Provide Description)	Met and worked with Trans. Director to install beiken light on maintenance truck

**Start : 1/26/2013 (1)**

1/26/2013 8:00 AM	270	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Snow removal at BCHS, VES, SAB and clean fuel dock at BCHS
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**Start : 1/28/2013 (7)**

1/28/2013 8:00 AM	60	BCHS	Boiler Room, Shop	HVAC, Meeting - Staff	Daily Boiler check and met with other 12 month employees to discuss ice melt installation
1/28/2013 9:00 AM	150	BCHS	Hallway, Office	Water line	Repairs to 2 water fountains and installed them back in hallways at 54 bld. upper and lower floor
1/28/2013 11:30 AM	30	BCHS	Office	Email, Phone call - Others, Reports	Worked in office on PC, phone messages and calls, E-Mails
1/28/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/28/2013 12:30 PM	60	BCHS	Office	Email, Logs, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone calls, parts ordering, and purchase orders
1/28/2013 1:30 PM	30	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and also meeting with Ms Hirsh about door locks at VES and MES and also to go over Fire Marshals list
1/28/2013 2:00 PM	120	Other (Describe)	Other (Add to Description)	Leave - Administrative	12 month people in at 10:00 am except for maint and custodians out at 2:00pm

**Start : 1/29/2013 (8)**

1/29/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/29/2013 8:30 AM	60	BCHS	Office	Meeting - Staff	Met with Ms. Keyser to find keys to fit locker room door for coaches from gym to football locker room
1/29/2013 9:30 AM	30	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Bath Co. Building Supply to pickup parts to reinstall handrails in auto shop
1/29/2013 10:00 AM	120	BCHS	Shop	Other (Provide Description)	Worked on handrails in auto shop.
1/29/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/29/2013 12:30 PM	150	BCHS	Shop	Other (Provide Description)	Worked on installing handrails in auto shop, completed
1/29/2013 3:00 PM	30	BCHS	Shop	Meeting - Others	Met with Oliver Dist. truck to unload pallet of ice melt and other supplies
1/29/2013 3:30 PM	60	BCHS	Office	Other (Provide Description)	Repairs to door in Mr. Jenkins shop

**Start : 1/30/2013 (10)**

1/30/2013 7:30 AM	30	BCHS	Office	Email, Logs, Purchase Orders	Worked in office on PC, E-Mails, purchase orders, logs. and phone messages and calls
1/30/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/30/2013 8:30 AM	30	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager at SAB, also delivered emergency light bulbs to custodian there
1/30/2013 9:00 AM	60	BCHS	Boiler Room	HVAC, Meeting - Staff	Received call from Mr. Jenkins that there was a leak in boiler room, found seal in circulator pump on boiler #1 was leaking, shut pump and boiler down and valves for heated water supply off to boiler
1/30/2013 10:00 AM	60	BCHS	Shop	Electrical, Meeting - Staff	Helped Mr. Jenkins work on truck in shop
1/30/2013 11:00 AM	60	BCHS	Office	Meeting - Others	Meeting with Jim Mcquail and Holley Conner from Trane Corp. Holley is the new contact and rep for this area
1/30/2013 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
1/30/2013 12:30 PM	120	VES	Parking Lot, Road	Other (Provide Description)	Went to bus garage to install plow back on truck, worked on stopped up culvert on VES road below Parks and Rec, shoulder and road were washing out, got culvert open and cleaned road
1/30/2013 2:30 PM	30	BCHS	Office	Email, Logs, Purchase Orders	Worked in office on new purchase orders, logs and E-Mails
1/30/2013 3:00 PM	30	SAB	Office	Other (Provide Description)	Delivered new purchase orders to business manager at SAB

**Start : 1/31/2013 (8)**

1/31/2013 8:00 AM	240	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal leave for flooding in Marlinton
1/31/2013 12:00 PM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/31/2013 12:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC in office, phone messages, phone calls, E-Mails, and purchase orders,
1/31/2013 1:00 PM	30	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager to get them into board packet
1/31/2013 1:30 PM	60	BCHS	Classroom, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to girls restroom door, stairwell door, custodial closet door and replaced ceiling tiles that had blown out, all work done in Mertz section
1/31/2013 2:30 PM	15	SAB	Office	Meeting - Staff	Called to SAB by Ms. Hirsh for meeting concerning restrooms at VES, waited while she was on phone.
1/31/2013 3:00 PM	30	BCHS	Parking Lot	Meeting - Staff	Received call from bus driver to come to BCHS to get lock opened at fuel dock to fuel buses
1/31/2013 3:30 PM	30	SAB	Office	Meeting - Staff	Went back to SAB for meeting with Ms. Hirsh

[Add new event](#)