



## Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 1/31/2013 (8)</b>					
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
<b>Start : 2/1/2013 (5)</b>					
2/1/2013 6:30 AM	300	Other (Describe)	Grounds, Parking Lot, Road	Other (Provide Description)	Snow removal at bus turnarounds Rt. 601, Rt. 600, and Mountain Valley Rd., SAB, BCHS and VES
2/1/2013 11:30 AM	30	BusGar	Shop	Lunch	Lunch Break
2/1/2013 12:00 PM	90	BusGar	Other (Add to Description)	Electrical	Worked on lights at Bus Garage, ordering ballast for light inside garage and electric eye for light outside
2/1/2013 1:30 PM	30	VES	Boiler Room	HVAC	Checked boiler and water softner at VES for proper function
2/1/2013 2:00 PM	30	BCHS	Office	Email, Phone call - Others	Worked on PC in office, E/Mails, phone messages and calls, and reports
<b>Start : 2/3/2013 (1)</b>					
2/3/2013 11:00 AM	240	Other (Describe)	Grounds, Parking Lot, Road	Other (Provide Description)	Snow removal at bus turnarounds Rt. 601, Rt. 600, and Mountain Valley Rd., SAB and BCHS, shoveled deck at SAB and Fuel Dock at BCHS
<b>Start : 2/4/2013 (4)</b>					
2/4/2013 6:30 AM	270	Other (Describe)	Parking Lot, Road, Other (Add to Description)	Other (Provide Description)	Checked bus turnarounds at Rt. 601, Rt. 600 and Mountain Valley Rd. Removed snow at BCHS, VES, Bus Garage, and main road to BCHS. Met Trans. Director with Ice Melt for spreader, at VES and BCHS hill
2/4/2013 11:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Reports	Worked in office on PC, phone messages, phone calls, E/Mails, logs, reports and parts ordering
2/4/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/4/2013 12:30 PM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts at Dawn Equip., State Elec. Supply, Fisher Auto Parts, and Oliver Dist.
<b>Start : 2/5/2013 (6)</b>					
2/5/2013 7:00 AM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Checked bus turnarounds at Rt. 601, Rt. 600 and Mountain Valley Rd.

2/5/2013 8:30 AM	60 VES	Kitchen	Other (Provide Description)	Received part for soup pot at VES kitchen, took there to install, met Ms. Shifflet and she advised me that the same thing was wrong with pot at BCHS, asked if I could try part on pot at BCHS to see if it will work so we can order another one
2/5/2013 9:30 AM	180 BCHS	Boiler Room, Classroom	HVAC	Met and worked with James, of Radford Mech on various heating issues
2/5/2013 12:30 PM	30 BCHS	Other (Add to Description)	Lunch	Lunch Break
2/5/2013 1:00 PM	60 BCHS	Shop	Meeting - Staff	Helped custodian install new cutting edge on 455 JohnDeere blower
2/5/2013 2:00 PM	120 BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with Radford Mech. on various heating issues

☰ **Start : 2/6/2013 (9)**

2/6/2013 8:00 AM	120 BCHS	Boiler Room	HVAC, Meeting - Staff	Came in this morning and was informed boilers were down in 54 bld. found pumps were not pumping fuel, cleaned screens and changed filters on boilers, still not picking up fuel, checked fuel level, out of fuel.
2/6/2013 10:00 AM	30 BCHS	Office	Phone call - Others	Phone conversation with Jack at Whiting Jamison oil, has 1300 gal on truck close by, and on the way, will have 3000 gal here at about 2:30 pm and tanker load Thursday morning
2/6/2013 10:30 AM	60 BCHS	Grounds	HVAC, Meeting - Others	Received fuel and started boilers
2/6/2013 11:30 AM	30 Other (Describe)	Other (Add to Description)	Meeting - Others	Delivered papers to BARC Elec. for Business Manager
2/6/2013 12:00 PM	30 Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
2/6/2013 12:30 PM	60 SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh to let her know about heating situation at BCHS, also other conversation on school issues
2/6/2013 1:30 PM	30 BCHS	Parking Lot	Meeting - Others	Met gas truck at BCHS fuel dock to receive gas.
2/6/2013 2:00 PM	75 BCHS	Grounds	HVAC, Meeting - Others	Met fuel truck at boiler room to receive 3000 more gal. heating oil, also checked boilers to be sure of proper operation
2/6/2013 3:30 PM	30 BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E/Mails, phone calls and messages, purchase orders and reports

☰ **Start : 2/7/2013 (9)**

2/7/2013 8:00 AM	30 BCHS	Boiler Room	HVAC	Daily Boiler Check
2/7/2013 8:30 AM	30 BCHS	Office	Phone call - Others	Received phone calls from Skyline Door and from Colt Plumbing that were on their way to meet with me, also checked E/Mails
2/7/2013 9:00 AM	30 BCHS	Office	Meeting - Others, Parts Ordering	Meeting with Carl, of Colt Plumbing to order repair parts to restock, also going to meet with him at VES to look at restroom problems that Ms. Hirsh and I had discussed
2/7/2013 9:30 AM	60 BCHS	Classroom, Gymnasium, Other (Add to Description)	Meeting - Others	Met with Skyline Door repair tech to show him scope of repairs to be done
2/7/2013 10:30 AM	180 VES	Other (Add to Description)	Meeting - Others	Met with Carl of Colt Plumbing to go over repair parts needed for restrooms at VES and to get pricing
2/7/2013 1:30 PM	30 Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
2/7/2013 2:00 PM	60 BCHS	Gymnasium, Hallway, Kitchen	Meeting - Others	Met back with Skyline Door Tech, to check job and to discuss other repairs and materials needed
2/7/2013 3:00 PM	30 BCHS	Classroom	HVAC	Received calls about some temps that needed checked in some classrooms, adjusted temps
2/7/2013 3:30 PM	30 BCHS	Gymnasium	Electrical	Installed Emergency light back on ceiling at entrance to gym that had been hit and knocked off of mount

☰ **Start : 2/8/2013 (8)**

2/8/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/8/2013 8:30 AM	30	BCHS	Office	Meeting - Staff	Met with Ms Keyser to see if we have battery for 2 way radio, mine is dead, we dont have spares for these
2/8/2013 9:00 AM	30	BCHS	Office	Parts Ordering	Parts ordering for radio and supplies for custodial staff
2/8/2013 9:30 AM	30	BCHS	Office	Email, Logs, Purchase Orders	Worked on PC in office, E/Mails, logs, purchase orders, phone messages and calls
2/8/2013 10:00 AM	60	VES	Boiler Room	HVAC	Checked boilers and water softner at VES to be sure of proper operation
2/8/2013 11:00 AM	60	BCHS	Office	Electrical, Phone call - Others	Phone conversation with H&M Electric about lighting at MES, and also phone conversation with Chem Tech about formula for boilers and test kits
2/8/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/8/2013 12:30 PM	90	BCHS	Parking Lot	Other (Provide Description)	Used plow to pull gravel into muddy areas at BCHS parking lot

**Start : 2/11/2013 (6)**

2/11/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/11/2013 8:30 AM	60	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Purchase Orders	Worked on PC in office, phone messages, calls, purchase orders, E/Mails, parts ordering from Grainger, checked inventory and ordered inventory for custodians
2/11/2013 9:30 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and meeting with Ms. Hirsh to give her prices for restroom parts needed at VES and price for lighting at gym for MES
2/11/2013 10:30 AM	90	BusGar	Other (Add to Description)	Other (Provide Description)	Went to bus garage to drop off plow for 2305 John Deere, ice melt for VES and washed maintenance truck.
2/11/2013 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
2/11/2013 12:30 PM	210	BCHS	Classroom, Gymnasium, Hallway, Kitchen	Electrical	Repairs to lighting at various locations, bulbs, emergency light batteries, and ballast

**Start : 2/12/2013 (6)**

2/12/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/12/2013 8:30 AM	30	BCHS	Office	Meeting - Staff, Phone call - Staff	Phone call from Mr. Lancaster to set up for camera people, custodians with lift and met with Ms. Rowe
2/12/2013 9:00 AM	180	BCHS	Closet, Hallway	Other (Provide Description)	Repairs to ceiling grid and tiles in equipment storage room, ceiling tiles entrance to gym, and upper atrium
2/12/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/12/2013 12:30 PM	150	BCHS	Closet, Hallway	Other (Provide Description)	Repaired ceiling tiles in upper atrium, replaced some tiles and painted some tiles with spot cover paint
2/12/2013 3:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others	Worked on logs, E/Mails, phone conversation with Fire Marshal for reinspection

**Start : 2/13/2013 (5)**

2/13/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/13/2013 8:30 AM	210	BCHS	Office	Other (Provide Description)	Worked in storage room beside office installing shelving and loading stock, cleaning and straightening up existing shelves
2/13/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/13/2013 12:30 PM	150	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Covington to pick up rock salt for truck spreader at Alleghany Farm and Garden, Oliver Dist., State Elec. Supply, and Dawn Equipment
2/13/2013 3:00 PM	60	BusGar	Shop	Other (Provide Description)	Unloaded 17 bags of rocksalt at Bus Garage, delivered rest of supplies to BCHS

📅 **Start : 2/14/2013** (6)

2/14/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/14/2013 8:30 AM	60	SAB	Office	Meeting - Staff	Delivered ice melt to SAB, also met with Business Manager about restroom repairs at VES and MES
2/14/2013 9:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC, E-Mails, logs, phone messages, and returned calls
2/14/2013 10:00 AM	30	BCHS	Parking Lot	Other (Provide Description)	Cleaned snow from fuel dock at BCHS and fueled truck
2/14/2013 10:30 AM	300	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Lowes at Lexington to pickup ceiling tiles for schools, unloaded them at BCHS storage
2/14/2013 3:30 PM	45	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe

📅 **Start : 2/18/2013** (1)

2/18/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/19/2013** (1)

2/19/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/20/2013** (1)

2/20/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/21/2013** (1)

2/21/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/22/2013** (1)

2/22/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/25/2013** (1)

2/25/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/26/2013** (1)

2/26/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/27/2013** (1)

2/27/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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📅 **Start : 2/28/2013** (1)

2/28/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave <span style="color: green;">NEW</span>
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