



Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
Start : 2/15/2013 (3)					
2/15/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/15/2013 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others	Worked on PC in office, phone messages, and returned calls, E-Mails, parts research and ordering
2/15/2013 9:30 AM	90	VES	Boiler Room	HVAC, Water line	Checked water softener system and boilers at VES for proper function
Start : 3/1/2013 (1)					
3/1/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave
Start : 3/4/2013 (5)					
3/4/2013 8:00 AM	60	BCHS	Boiler Room	HVAC	Boiler check after being off for 2 weeks, found boiler off in tracer summit system and domestic hot water circulator pump leaking.
3/4/2013 9:00 AM	180	BCHS	Office	Email, Logs, Meeting - Staff, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone messages, phone calls, logs, E-Mails, purchase orders, and met with staff to ask about any other problems
3/4/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/4/2013 12:30 PM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts at State Elec. Supply, bulbs for schools, Dawn Equip. to pickup 1025R John Deere tractor, and supplies at Oliver Dist.
3/4/2013 4:00 PM	60	BCHS	Parking Lot	Other (Provide Description)	Unloaded JD tractor and put in shed in upper parking lot and unloaded supplies in school
Start : 3/5/2013 (7)					
3/5/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/5/2013 8:30 AM	60	BCHS	Parking Lot	Meeting - Staff	Met with custodians to show them features on JD tractor and to go over deck removal
3/5/2013 9:30 AM	120	MES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Office	Meeting - Others	Met and worked with Virginia Sprinkler for quarterly sprinkler flow test and inspection
3/5/2013 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/5/2013 12:00 PM	180	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen	Meeting - Others	Met and worked with Virginia Sprinkler at BCHS for quarterly sprinkler flow and inspection
3/5/2013 3:00 PM	60	VES	Classroom, Closet, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Virginia Sprinkler at VES for quarterly sprinkler flow test and inspection
3/5/2013 7:00 PM	60	BCHS	Other (Add to Description)	Meeting - Others	Attended School Board Meeting
Start : 3/6/2013 (1)					
3/6/2013 6:00 AM	570	BCHS	Other (Add to Description)	Other (Provide Description)	Cut and plowed my way into work, trees down in roadway and no snow removed, snow removal at BCHS parking lot and

roadway up to BCHS, Mertz parking area and side walks. SCHOOLS CLOSED, All 12 month employees off, 1 worked 9 1/2 hrs today

☰ **Start : 3/7/2013 (4)**

3/7/2013 7:30 AM	120	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodians at BCHS to help them clean sidewalks, stairway entrances and other areas not cleaned.
3/7/2013 8:15 AM	420	Other (Describe)	Other (Add to Description)	Other (Provide Description)	SCHOOL CLOSED NEW
3/7/2013 9:30 AM	240	SAB	Parking Lot, Road	Meeting - Staff	Met with Trans Director, and custodian at SAB for snow removal and to clean side walks ramp and deck
3/7/2013 1:30 PM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Snow removal at bus turnarounds Rt. 600, Mountain Valley Rd., and Rt. 601. NOTE schools closed and 12 month employees off, 1 worked 7 1/2 hrs today

☰ **Start : 3/8/2013 (1)**

3/8/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	SCHOOLS CLOSED, 12 month employees off New school policy
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☰ **Start : 3/11/2013 (4)**

3/11/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/11/2013 8:30 AM	30	BusGar	Parking Lot	Other (Provide Description)	Went to bus garage to remove snow plow.
3/11/2013 9:00 AM	30	BCHS	Boiler Room, Other (Add to Description)	HVAC	Prepared areas for Radford Mech. to work at, placed parts at and unlocked areas for him to get in
3/11/2013 9:30 AM	390	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Fisherville Head Start to pickup furniture and supplies for head start class at MES, helped set up, put things together and haul off debris

☰ **Start : 3/12/2013 (5)**




3/12/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/12/2013 8:30 AM	60	BCHS	Office	Email, Inventory, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, logs, phone messages, phone calls, E-Mails, and placed inventory stock on shelves
3/12/2013 9:30 AM	150	BCHS	Classroom, Gymnasium, Hallway	Electrical, Meeting - Others	Met and worked with H&M Elec. Tech on various electrical items at BCHS
3/12/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/12/2013 12:30 PM	240	VES	Boiler Room, Gymnasium, Shop	Electrical, Meeting - Others	Met and worked with H&M Elec. Tech at VES and Bus Garage for various electrical items and to order some new lighting and speakers for gym

☰ **Start : 3/13/2013 (8)**

3/13/2013 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/13/2013 9:00 AM	30	BCHS	Boiler Room, Closet	Meeting - Staff	Met with custodians to find some supplies needed for VES custodians
3/13/2013 9:30 AM	30	BCHS	Office	Electrical	Gathering up materials for electricians to meet them at MES for repairs and installation of various electrical items
3/13/2013 10:00 AM	60	BCHS	Boiler Room	Other (Provide Description)	Moved delivered supplies from Mr. Jenkins shop to boiler room for storage
3/13/2013 11:00 AM	60	BCHS	Hallway	Other (Provide Description)	Repairs to door in lower atrium, inner foyer door
3/13/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

3/13/2013 12:30 PM	150	BCHS	Parking Lot	Other (Provide Description)	Removed snow from walkway area and from around light pole at Principal's request with 2305 John Deere tractor
3/13/2013 3:00 PM	90	MES	Other (Add to Description)	Other (Provide Description)	Delivered filters to custodian and materials for electricians to MES
Start : 3/14/2013 (5)					
3/14/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/14/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone messages, phone calls, E-Mail, logs, and purchase orders
3/14/2013 9:30 AM	150	BCHS	Classroom, Shop	Electrical, Meeting - Others	Met and worked with H&M Elec. Tech at BCHS to install projector in art room, repairs to lighting in carpentry shop and auto shop
3/14/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/14/2013 12:30 PM	240	MES	Classroom, Gymnasium, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Tech at MES to install projector and screen in Ms. Lancaster's room, also repairs to emergency lighting in gym and get list of other lighting to be installed in restrooms
Start : 3/15/2013 (12)					
3/15/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/15/2013 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Principal
3/15/2013 9:00 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others	Worked in office parts ordering, phone calls, E-Mails and purchase orders
3/15/2013 9:30 AM	30	BusGar	Parking Lot	Other (Provide Description)	Returned trailer to bus garage from BCHS
3/15/2013 10:00 AM	30	BCHS	Gymnasium	Meeting - Others	Met with Parks and Recreation to get them access into building for volleyball.
3/15/2013 10:30 AM	60	Other (Describe)	Other (Add to Description)	Meeting - Others, Other (Provide Description)	Went to parks and rec. to pick up field dry for coaches at BCHS, delivered to ball field at BCHS
3/15/2013 11:30 AM	30	BCHS	Grounds, Other (Add to Description)	Other (Provide Description)	Checked restrooms and field house buildings to see if there is any visible problems, found a few things to be discussed with principal
3/15/2013 12:00 PM	30	VES	Boiler Room	Meeting - Staff	Met with custodian at VES to check boiler with flame failure, contacted Valley Boiler with problem, will be here 3/18/2013 Monday to check
3/15/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/15/2013 1:00 PM	30	BCHS	Shop	Meeting - Staff	Met with Coach Phillips to show him about JD Tractor and to let him know about field dry that I picked up
3/15/2013 1:30 PM	60	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to automatic flush valve on sink in boys restroom 54 bld. lower floor
3/15/2013 2:30 PM	60	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to automatic flush valve in girls restroom in 54 bld upstairs
Start : 3/18/2013 (1)					
3/18/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	SCHOOL CLOSED, Off due to new school policy.
Start : 3/19/2013 (6)					
3/19/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/19/2013 8:30 AM	30	BCHS	Office	Email	Worked on PC in office, E-Mails, phone messages and returned phone calls
3/19/2013 9:00 AM	210	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech. at VES for repairs to boiler out on flame failure

3/19/2013 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
3/19/2013 1:00 PM	150	VES	Classroom	HVAC	Repairs to heating in band room, also trying to get Metsays to come up on computer
3/19/2013 3:30 PM	60	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to sink faucet in 54 bld. upstairs boys restroom
Start : 3/20/2013 (8)					
3/20/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/20/2013 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC in office, phone messages, phone calls, E-Mails, and purchase orders
3/20/2013 9:00 AM	60	BCHS	Road	Other (Provide Description)	Repairs to mail box, lid torn off in wind storm Tuesday
3/20/2013 10:00 AM	120	BCHS	Office	HVAC	Repairs to AC 2 in main office
3/20/2013 12:00 PM	60	BCHS	Hallway, Office	Meeting - Others	Met with Gary, salesman for State Elec. Supply on new line of tools and electrical supplies
3/20/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/20/2013 1:30 PM	120	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pickup lights for VES kitchen that had been ordered and belt for airhandler
3/20/2013 3:30 PM	30	BCHS	Office, Other (Add to Description)	Logs, Other (Provide Description)	Unloaded supplies into storage and worked on logs
Start : 3/21/2013 (6)					
3/21/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
3/21/2013 8:30 AM	30	BCHS	Office	Email, Phone call - Staff, Purchase Orders	Worked in office on PC, phone messages, phone calls, E-Mails and purchase orders NEW
3/21/2013 9:00 AM	180	BCHS	Boiler Room	HVAC	Greases and oiled circulator pumps in main boiler room at BCHS, tightened some leaks at fittings, exercised valves and installed inhibitor in system NEW
3/21/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
3/21/2013 12:30 PM	180	BCHS	Boiler Room	HVAC	Greased and oiled circulator pumps at BCHS atrium area boiler room, exercised valves on tanks NEW
3/21/2013 3:30 PM	30	BCHS	Office	Email, Logs, Purchase Orders	Worked on logs, E-Mails and purchase orders NEW
Start : 3/22/2013 (8)					
3/22/2013 10:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check NEW
3/22/2013 10:30 AM	60	BCHS	Classroom, Other (Add to Description)	HVAC	Heat off in science wing area, checked airhandler units found ok. Found air dryer had them shut down, repaired air problem and functioning properly NEW
3/22/2013 11:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone messages, phone calls, E-Mails and purchase orders NEW
3/22/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
3/22/2013 12:30 PM	60	VES	Boiler Room	Water line	Checked water softener system at VES found water not in brine tank found float stuck, contacted Valley Boiler with problem, filled tank with water as instructed and they are coming to check NEW
3/22/2013 1:30 PM	60	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh NEW
3/22/2013 2:30 PM	60	BCHS	Other (Add to Description)	Electrical	Removed weather station from roof that wind had torn down NEW

3/22/2013 3:30 PM	30	BCHS	Hallway	Other (Provide Description)	Reinstalled ceiling tiles that had blown out from wind in hallway 
Start : 3/25/2013 (1)					
3/25/2013 7:30 AM	450	Other (Describe)	Parking Lot, Road, Other (Add to Description)	Other (Provide Description)	SCHOOL CLOSED Snow Removal, BCHS, SAB, Helped shovel walks, cleaned fuel dock at BCHS and cleaned bus turn arounds Rt. 600, Rt 601, and Mountain Valley Rd. School policy 12 month people off I worked 7.5 hrs. 
Start : 3/26/2013 (8)					
3/26/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
3/26/2013 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC, phone messages, phone calls, E-Mails, and purchase orders 
3/26/2013 9:00 AM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech for PM's on boilers and to install nozzels on boiler #3 in main boiler room 
3/26/2013 11:30 AM	30	MES	Other (Add to Description)	Meeting - Others, Other (Provide Description)	Picked up mail for MES and to meet with Chris, of VSBA at MES 
3/26/2013 12:00 PM	120	MES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met with Chris of VSBA for walk through and inspection of school MES 
3/26/2013 2:00 PM	120	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Other (Add to Description)	Meeting - Others	Met with Chris of VSBA for walk through and inspection of school, BCHS 
3/26/2013 4:00 PM	90	VES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office	Meeting - Others	Met with Chris of VSBA for walk through and inspection of school VES 
3/26/2013 5:30 PM	30	SAB	Office	Meeting - Staff	Met with Ms. Hirsh to give information from Chris and to drop off mail from MES 
Start : 3/27/2013 (3)					
3/27/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
3/27/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office, phone messages, phone calls, E-Mails, Logs and purchase orders 
3/27/2013 9:00 AM	180	MES	Kitchen, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech to inspect leak on airhandler unit in cafeteria, and to check other problems with HVAC 

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