



## Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 3/28/2013 (5)</b>					
3/28/2013 8:30 AM	60	BCHS	Boiler Room, Grounds	Fuel Tank Measurement, HVAC	Took heating oil tank measurements at BCHS and called in order with Whiting Jameson, will have tanker load Tuesday
3/28/2013 9:30 AM	60	VES	Closet	Other (Provide Description)	Delivered supplies to VES custodian
3/28/2013 10:30 AM	30	BCHS	Office	Email, Meeting - Staff, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone calls, phone messages, E-Mails and delivered paper work to Business Manager
3/28/2013 3:00 PM	30	BusGar	Other (Add to Description)	Other (Provide Description)	Dropped trailer at Bus Garage, met with evening shift custodian to look at ordering ladder to reach bulbs on stage and cafeteria
3/28/2013 3:30 PM	30	BCHS	Office, Other (Add to Description)	Other (Provide Description)	Picked up mail and packages at BCHS office and took to my office
<b>Start : 3/29/2013 (2)</b>					
3/29/2013 8:00 AM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Easter Holiday 8hr
3/29/2013 9:00 AM	390	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Trane Corp. and Willis Welding to go over reset valve installation. Worked 9:00am - 3:30 pm, Will take holiday at later date
<b>Start : 4/1/2013 (3)</b>					
4/1/2013 7:00 AM	360	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Trane Tech. and Willis Welding to drain heating system and install reset valves, set scaffolding up in boiler room for them to work off of
4/1/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/1/2013 1:30 PM	390	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Trane Corp. Tech and Willis Welding for installation of reset valves on stage and boiler room
<b>Start : 4/2/2013 (3)</b>					
4/2/2013 7:00 AM	300	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Trane Corp Tech and Willis Welding for installation of reset valves on heating system
4/2/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/2/2013 12:30 PM	600	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Trane Corp Tech and Willis Welding for installation of reset valves, reinstall insulation, duct work, refill system, bleed air from system and get system back on line for heating
<b>Start : 4/3/2013 (6)</b>					
4/3/2013 10:00 AM	60	BCHS	Boiler Room, Office	HVAC	Daily boiler check and check heat system on PC Tracer Summit system to be sure everything is functioning properly after installation of reset valves
4/3/2013 11:00 AM	60	BCHS	Other (Add to Description)	Water line	Repairs to water line in concession stand
4/3/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/3/2013 12:30 PM	180	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to water line, urinal flush valve, and clogged toilet in boys restroom at football field

4/3/2013 3:30 PM	30	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to toilet flush valve sticking in main office restroom
4/3/2013 4:00 PM	60	BCHS	Other (Add to Description)	Electrical	Cleaning and moving filters around in science wing electrical room for repairs to air dryer
<b>Start : 4/4/2013 (7)</b>					
4/4/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/4/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Reports	Worked on PC in office, Checked Tracer Summit to look at heat temps, phone messages, phone calls, E-Mails, and logs
4/4/2013 9:00 AM	180	BCHS	Boiler Room, Other (Add to Description)	HVAC	Met with Trane Corp. Computer Tech to hook up antie in valves to Tracer Summit system, so valves will operate with system
4/4/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/4/2013 12:30 PM	150	BCHS	Boiler Room, Office, Other (Add to Description)	HVAC	Met and worked with Trane Corp Tech to hookup and install valves to Tracer Summit System
4/4/2013 3:00 PM	60	BCHS	Boiler Room	Other (Provide Description)	Moving supplies back to storage area that was moved for installation of valves
4/4/2013 4:00 PM	60	VES	Gymnasium	Electrical	Recieved call to go to VES and check light in gym that was hit with ball, seems to be ok., will take lift over tomorrow to check
<b>Start : 4/5/2013 (9)</b>					
4/5/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/5/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked on PC in office, Checked phone messages, returned calls, worked on logs, and E-Mails
4/5/2013 9:00 AM	60	BCHS	Kitchen	Water line	Repairs to prerinse sprayer in charger cafe, BCHS
4/5/2013 10:00 AM	60	BusGar	Other (Add to Description)	Other (Provide Description)	Went to bus garage to pick up trailer to go back to BCHS and pick up lift to haul to VES to repair lights in gym
4/5/2013 11:00 AM	60	VES	Gymnasium	Electrical	Repairs to lighting in gym at VES
4/5/2013 12:00 PM	30	VES	Gymnasium	Lunch	Lunch Break
4/5/2013 12:30 PM	150	VES	Gymnasium	Electrical	Repairs to lighting and smoke detectors in gym at VES
4/5/2013 3:00 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to paper cutter in Library at BCHS
4/5/2013 3:30 PM	30	BCHS	Office	Email, Logs, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, and purchase orders
<b>Start : 4/8/2013 (7)</b>					
4/8/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/8/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, phone messages, phone calls, and purchase orders
4/8/2013 9:30 AM	150	BCHS	Parking Lot	Other (Provide Description)	Worked on pulling gravel back over parking lot that was plowed off from snow removal, used 2305 John Deere
4/8/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/8/2013 12:30 PM	90	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot with 2305 JD cleaning and pulling gravel back
4/8/2013 2:00 PM	30	BCHS	Office	Phone call - Staff	Recieved call from Ms Hirsh about some paper work that she needed, and that she needed to meet with me.
4/8/2013 2:30 PM	120	SAB	Office	Meeting - Staff	Went to SAB to meet with Ms. Hirsh
<b>Start : 4/9/2013 (6)</b>					

4/9/2013 8:00 AM	90	VES	Gymnasium	Electrical, Meeting - Others	Met and worked with H&M Electric for repairs to lighting in Gym, and kitchen
4/9/2013 9:30 AM	30	BCHS	Shop, Other (Add to Description)	Electrical	Went to BCHS to pick up supplies for electricians needed at VES
4/9/2013 10:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/9/2013 10:30 AM	60	BCHS	Hallway, Kitchen	Meeting - Others	Met with Skyline Door and Hardware for repairs to doors
4/9/2013 11:30 AM	30	VES	Other (Add to Description)	Lunch	Lunch Break
4/9/2013 12:00 PM	300	VES	Gymnasium, Kitchen, Parking Lot	Electrical, Meeting - Others	Met and worked with H&M Electric at VES Kitchen, Gym, and outside pedistool lights
<b>Start : 4/10/2013 (8)</b>					
4/10/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/10/2013 8:30 AM	60	BCHS	Classroom	Plumbing/Sewer	Unclogged garbage disposal drain and unjammed disposal grinder in room A134 SPED room
4/10/2013 9:30 AM	60	BCHS	Classroom	Water line	Called to room B210 to check cold water supply to kitchen sink, found after searching for valve water had been turned off in nurses station in ceiling
4/10/2013 10:30 AM	30	BCHS	Classroom, Hallway, Kitchen, Other (Add to Description)	Meeting - Others	Met with Skyline Door and Hardware to show them what doors to repair in various locations
4/10/2013 11:00 AM	60	BCHS	Boiler Room, Closet	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. to install pressure switch to air dryer for science wing
4/10/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/10/2013 12:30 PM	210	BCHS	Boiler Room, Closet	HVAC, Meeting - Others	Met and worked with Radford Mech. to install pressure switch and to install heated water circulator pump in boiler room
4/10/2013 4:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC phone messages, phone calls, E-Mails, and logs
<b>Start : 4/11/2013 (8)</b>					
4/11/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/11/2013 8:30 AM	60	BCHS	Hallway, Kitchen, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. at BCHS and VES for electrical repairs and installation of some new emergency lights
4/11/2013 9:30 AM	60	SAB	Office	Meeting - Staff	Administrative Staff meeting at SAB
4/11/2013 10:30 AM	30	SAB	Office	Meeting - Staff	Meeting with Business Manager
4/11/2013 11:00 AM	30	BCHS	Boiler Room	Meeting - Staff	Met with day shift custodians to move some supplies to proper places
4/11/2013 11:30 AM	30	VES	Classroom, Gymnasium, Hallway, Kitchen	Meeting - Others	Met with Skyline Door and Hardware for repairs to doors at VES
4/11/2013 12:00 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Dawn Equip. at Covington to pick up 1025R John Deere with plow installed, brought back to BCHS
4/11/2013 3:00 PM	60	BCHS	Parking Lot	Other (Provide Description)	Used new tractor and plow to work on parking lot at BCHS
<b>Start : 4/12/2013 (7)</b>					
4/12/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/12/2013 8:30 AM	60	BCHS	Classroom	Water line	Repairs to eye wash in room B107
4/12/2013 9:30 AM	60	BCHS	Parking Lot	Meeting - Staff	Met with custodians to unload mower deck off maintenance truck, showed them about new tractor.
4/12/2013 10:30 AM	90	VES	Hallway	Other (Provide Description)	Repairs to door lock on north west end of building at VES
4/12/2013 12:00 PM	30	BusGar	Other (Add to Description)	Lunch	Lunch Break

4/12/2013 12:30 PM	180	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy Hooker, Trane Corp. to look and adjust Tracer Summit System
4/12/2013 3:30 PM	120	BCHS	Kitchen	Meeting - Others	Met and worked with Hevener Refrigeration to check and repair walkin freezer at BCHS
<b>Start : 4/15/2013 (9)</b>					
4/15/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/15/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked on PC in office, E-Mails, phone messages, phone calls, logs and purchase orders
4/15/2013 9:00 AM	30	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and met briefly with Ms. Hirsh
4/15/2013 9:30 AM	150	BCHS	Boiler Room, Other (Add to Description)	HVAC	Removed and installed filters in large airhandler on stage, also starting chillers at science wing and atrium area, check for proper function
4/15/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/15/2013 12:30 PM	60	BCHS	Boiler Room, Closet	HVAC	Straightened up filter storage and checked chillers for pressures and discharge to make sure they are operating properly
4/15/2013 1:30 PM	60	BCHS	Other (Add to Description)	Inventory, Meeting - Staff	Met and worked with day shift custodians to move stock and clean on stage at large airhandler, BCHS
4/15/2013 2:30 PM	150	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot with 1025R JD Tractor, pulling gravel back from snow removal
4/15/2013 5:00 PM	30	BCHS	Office	Meeting - Staff	Met with Mr Lancaster in my office for repairs to PC
<b>Start : 4/16/2013 (6)</b>					
4/16/2013 7:30 AM	60	Other (Describe)	Other (Add to Description)	Meeting - Others, Other (Provide Description)	On my way to MES to meet with Josh, from Fire Saftey Products for fire extinguisher inspection, recieved call from Josh that he had to cancel due to emergency
4/16/2013 8:30 AM	30	VES	Classroom	Meeting - Others	Recieved call from Company that they were at VES to repair science tables, when I got there they had finished and already gone
4/16/2013 9:00 AM	90	BCHS	Other (Add to Description)	Meeting - Others	Met with Tom, of Colonial Roofing to show them some roof and gutter problems to be repaired
4/16/2013 10:30 AM	90	BCHS	Parking Lot	Meeting - Staff	Met and worked with Transportation Director on parking lot to pull gravel back from winter snow removal, used both 2305 JD and 1025R JD for repairs
4/16/2013 12:00 PM	30	BCHS	Parking Lot	Lunch	Lunch Break
4/16/2013 12:30 PM	240	BCHS	Parking Lot	Meeting - Staff	Met and worked with Trans. Director at BCHS parking for repairs to parking lot
<b>Start : 4/17/2013 (5)</b>					
4/17/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/17/2013 8:30 AM	30	SAB	Office	Meeting - Staff	Delivered paper work and purchase orders to Business Manager, also picked up mail to go to MES
4/17/2013 9:00 AM	150	MES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with Josh of Fire Safety Products for extinguisher inspection
4/17/2013 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/17/2013 12:00 PM	270	BCHS	Boiler Room, Classroom, Closet, Gymnasium,	Meeting - Others	Met and worked with Josh for fire extinguisher inspection, building and buses

Hallway, Kitchen, Locker  
Room, Office, Shop

☰ **Start : 4/18/2013 (5)**

4/18/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/18/2013 8:30 AM	150	VES	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp for startup of chiller, found problem with compressor A, low pressure
4/18/2013 11:00 AM	90	MES	Other (Add to Description)	Meeting - Others	Met with Carl, salesman from Colt Plumbing to look at restroom repairs at MES
4/18/2013 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
4/18/2013 1:00 PM	240	VES	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp to find problem on chiller, found o-ring on fitting leaked all freon out on compressor A side. Started compressor B side to run air checked for proper function.

☰ **Start : 4/19/2013 (6)**

4/19/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/19/2013 8:30 AM	210	BCHS	Parking Lot, Shop	Other (Provide Description)	Worked on 2305 John Deere and 1025R John Deere, washed and cleaned both, checked fluid levels, tire pressure, removed plow and bucket and installed mowing decks
4/19/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/19/2013 12:30 PM	60	BCHS	Parking Lot, Shop	Other (Provide Description)	Cleaned and straightened up building to store both tractors
4/19/2013 1:30 PM	90	BCHS	Office	Email, HVAC, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on Tracer Summit System changing some temp settings, complaints about being cold, also checked phone messages, returned calls, purchase orders, and logs
4/19/2013 3:00 PM	30	BCHS	Boiler Room	Meeting - Staff	Met with custodians and found out that one custodian was out, met with Ms. Rowe to get permission for sub custodian to come in














☰ **Start : 4/22/2013 (7)**

4/22/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
4/22/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked on PC in office, E-Mails, logs, phone messages, phone calls and purchase orders
4/22/2013 9:30 AM	30	BusGar	Shop	Other (Provide Description)	Went to bus garage to get trailer to haul 2305 JD to Covington
4/22/2013 10:00 AM	270	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Covington, Dawn Equip., State Elec. Supply, Arcet Gas and welding supply, Oliver Dist. and met with Christy of Southern Refrig, to get Freon for VES chiller
4/22/2013 2:30 PM	30	BusGar	Other (Add to Description)	Lunch	Lunch Break
4/22/2013 3:00 PM	60	VES	Boiler Room, Other (Add to Description)	Other (Provide Description)	Unloaded Freon and nitrogen at VES chiller for repairs, also other supplies to custodians
4/22/2013 4:00 PM	30	BCHS	Boiler Room	Other (Provide Description)	Unloaded supplies that I picked up at Covington

☰ **Start : 4/23/2013 (7)**

4/23/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/23/2013 8:30 AM	150	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone messages, phone calls, logs, purchase orders, and calling suppliers for invoices at request of Business Manager

4/23/2013 11:00 AM	60	SAB	Office	Meeting - Staff	Met with Business Manager at SAB to deliver purchase orders and to look at expenditures
4/23/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/23/2013 12:30 PM	120	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory, Phone call - Others	Worked on inventory of floor cleaning supplies to get count of materials needed for custodians, called to get quotes
4/23/2013 2:30 PM	30	BCHS	Office	Phone call - Others, Phone call - Staff	Phone call to others for price of item for Mr. Balgavy
4/23/2013 3:00 PM	60	BCHS	Office	Other (Provide Description), Purchase Orders	Received mail and fax of invoices and worked on purchase orders
<b>Start : 4/24/2013 (6)</b>					
4/24/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/24/2013 8:30 AM	210	BCHS	Hallway, Shop	Electrical	Worked on numbering exit lights for inspection sheet and checked for function
4/24/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/24/2013 12:30 PM	150	BCHS	Parking Lot, Shop	Other (Provide Description)	Repairs to threshold on tractor shed in upper parking lot, got hooked with mower deck, bent and twisted, removed and reworked metal, reinstalled
4/24/2013 3:00 PM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe
4/24/2013 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, phone calls, and purchase orders
<b>Start : 4/25/2013 (7)</b>					
4/25/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/25/2013 8:00 AM	150	MES	Closet, Hallway, Kitchen, Office, Other (Add to Description)	Meeting - Others	Met with Josh of Fire Safety Products to replace fire extinguishers that had went in for maintenance
4/25/2013 10:30 AM	120	BCHS	Boiler Room, Gymnasium, Hallway, Kitchen, Other (Add to Description)	Meeting - Others	Met with Josh of FSP to replace extinguishers back to BCHS areas
4/25/2013 12:30 PM	60	VES	Shop, Other (Add to Description)	Meeting - Others	Met with Josh of FSP to inspect fire extinguishers at Bus Garage and Buses
4/25/2013 1:30 PM	150	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled VES 2305 JD to Dawn Equip. at Covington hauled BCHS 2305 back from Dawn to BCHS
4/25/2013 4:00 PM	60	VES	Gymnasium, Other (Add to Description)	Other (Provide Description)	Hauled lift from VES gym to BCHS auditorium for repairs to lighting
4/25/2013 5:00 PM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe
<b>Start : 4/26/2013 (5)</b>					
4/26/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/26/2013 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, purchase orders, phone calls messages and returned calls
4/26/2013 9:00 AM	180	BCHS	Other (Add to Description)	Electrical	Repairs to lighting in auditorium
4/26/2013 12:00 PM	30	BCHS	Parking Lot	Lunch	Lunch Break
4/26/2013 12:30 PM	120	BCHS	Other (Add to Description)	Electrical	Repairs to lighting in auditorium
<b>Start : 4/29/2013 (9)</b>					
4/29/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check <b>NEW</b>
4/29/2013 8:30 AM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked on PC in office, E-Mails, phone messages, researching parts on PC, parts ordering, phone calls, logs, and purchase orders <b>NEW</b>
4/29/2013 10:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with principal to work out schedule for summer custodial work,

					carpet cleaning, floor stripping, waxing and gym floor refinishing 
4/29/2013 11:00 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager, and discussed expenditures and invoices 
4/29/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
4/29/2013 12:30 PM	30	BusGar	Parking Lot	Other (Provide Description)	Hauled school utility trailer back to bus garage lot 
4/29/2013 1:00 PM	60	VES	Gymnasium	Electrical	Checked lighting on outside of gym at VES 
4/29/2013 2:00 PM	60	BCHS	Office	Meeting - Staff	Met with day and evening shift custodians to discuss summer schedule 
4/29/2013 3:00 PM	60	BCHS	Parking Lot	Other (Provide Description)	Adjustments to mower deck heights in parking lot shed 
<b>Start : 4/30/2013 (6)</b>					
4/30/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
4/30/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, purchase orders, phone messages and phone calls 
4/30/2013 9:30 AM	30	BCHS	Classroom	Electrical	Adjustments to projector in room A012 
4/30/2013 10:00 AM	150	BCHS	Kitchen	Meeting - Others	Met and worked with Josh Fire Safety Products for range hood inspection, and fire suppression system on hoods, culinary arts kitchen and charger cafe kitchen 
4/30/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
4/30/2013 1:00 PM	180	MES	Kitchen	Electrical, Meeting - Others	Met and worked with Josh of FSP at MES for hood inspection and fire suppression system in kitchen 

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