



## Maintenance ▶ Maintenance Director Log Monthly

Start	Minutes	Building	Area	Topic	Short Description
<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
<b>Start : 5/1/2013 (10)</b>					
5/1/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/1/2013 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked on PC in office, E-Mails, phone messages, purchase orders, phone call others
5/1/2013 9:00 AM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Other (Provide Description)	Moved supplies to proper locations, boiler room, science wing elec. room and storage closets
5/1/2013 10:00 AM	120	BCHS	Other (Add to Description)	Electrical	Repairs to emergency lights and installation of new exit battery backup sign in auditorium, also replaced some bulbs
5/1/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/1/2013 12:30 PM	90	BCHS	Other (Add to Description)	Electrical	Finished lighting problems in auditorium
5/1/2013 2:00 PM	30	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Bath CO. Buld. Supply to have extra keys cut for custodial closet in Mr. Jenkins Shop
5/1/2013 2:30 PM	60	BCHS	Office	HVAC	worked in office on PC recieved E-Mail that classroom at VES was very cold, tried to pull up on Metsays and failed, checked Metsays at MES and it comes up, checked temps there, pulled up Tracer Summit System at BCHS it also comes up, calling Tech Direct.
5/1/2013 3:30 PM	30	BCHS	Office	Phone call - Staff	Phone conversation with Tech. Director about Metsays system at VES can not pull up on PC to check, went through steps to get it on line, failed
5/1/2013 4:00 PM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe at BCHS
<b>Start : 5/2/2013 (7)</b>					
5/2/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check

5/2/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Reports	Worked in office on PC, phone messages, phone calls, E-Mails, logs, recieved call from FSP for count of filters needed for culinary arts and charger cafe hoods and returned call with count
5/2/2013 9:30 AM	150	VES	Boiler Room, Classroom	HVAC, Meeting - Staff	Met with Tech. Director to get metsays program back on line and repairs HVAC in classrooms
5/2/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
5/2/2013 12:30 PM	60	VES	Boiler Room, Classroom	HVAC	Finished up on HVAC repairs
5/2/2013 1:30 PM	150	VES	Boiler Room, Other (Add to Description)	Electrical	Met and worked with H&M Electric for installation of outside lighting at boiler room and library
5/2/2013 4:00 PM	30	BCHS	Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Electric to show them scope of other repairs at BCHS
<b>Start : 5/3/2013 (5)</b>					
5/3/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/3/2013 8:30 AM	90	BCHS	Office	Email, Meeting - Staff, Phone call - Others, Purchase Orders, Reports	Worked in office PC, E-Mails, phone messages, phone calls, logs, purchase orders and delivered PO's to Business Manager at SAB
5/3/2013 10:00 AM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Picked up trailer at VES went to SAB picked up X300 JD to haul to Dawn Equip. at Covington for service, picked up 2305 JD and delivered back to VES
5/3/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/3/2013 1:30 PM	150	BCHS	Classroom, Shop	Electrical, Meeting - Staff	Met and worked with Mr. Jenkins in his shop for repairs to electrical feeds in his shop
<b>Start : 5/6/2013 (6)</b>					
5/6/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller check
5/6/2013 8:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, phone calls, logs and purchase orders
5/6/2013 8:30 AM	210	BCHS	Hallway, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Electric for installation of new exit signs, replacing glow in the dark signs that had run out of date in auditorium
5/6/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/6/2013 12:30 PM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Scott of Valley Boiler for PMs on boilers at BCHS
5/6/2013 3:00 PM	60	BusGar	Shop	HVAC	Met with Scott of Valley Boiler at Bus Garage to check oil furnace, recieved call from Trans. Director that it would not come on, found motor reset had tripped
<b>Start : 5/7/2013 (8)</b>					
5/7/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/7/2013 8:30 AM	90	BCHS	Gymnasium	Other (Provide Description)	Replaced door glass in gymnasium door at BCHS, got broke by baseball
5/7/2013 10:00 AM	150	VES	Boiler Room	HVAC, Meeting - Others	Met with Scott of Valley Boiler and technician from Water Softner Co. to inspect and have lesson on water softner procedure and operation

5/7/2013 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
5/7/2013 1:00 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to door lock and handle at auditorium
5/7/2013 2:00 PM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked on PC in office, E-Mails, phone messages and calls, researched parts on PC, ordered parts and purchase orders
5/7/2013 3:00 PM	60	BCHS	Boiler Room	HVAC	Worked on small domestic hot water circulator pump in boiler room at BCHS
5/7/2013 7:00 PM	120	VES	Other (Add to Description)	Meeting - Others, Meeting - Staff	Attended Board Meeting
<b>Start : 5/8/2013 (8)</b>					
5/8/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/8/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, and calls, logs and purchase orders
5/8/2013 9:00 AM	60	BCHS	Gymnasium	Other (Provide Description)	Repairs to gym door closer, and also inspected door closer in supply room in main office
5/8/2013 10:00 AM	60	BCHS	Office	HVAC, Meeting - Staff	Made adjustments to temps on Tracer Summit System at request of some teachers complaining their rooms being too cold
5/8/2013 11:00 AM	60	VES	Office	HVAC, Meeting - Others	Meeting with HTF Mechanical Services want to bid on jobs and contracts if we let any out
5/8/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/8/2013 12:30 PM	150	BCHS	Office	Meeting - Others	Meeting with Ed Kihm, of Riddlegerger Brothers Inc. Salesman to show thier portfolio of work and all they do that could help us in future
5/8/2013 3:00 PM	60	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe to discuss curtain in old gym and to view footage of camera to see why it had fallen, it appeared to have been pulled on some but anchor had broke causing it to fall
<b>Start : 5/9/2013 (8)</b>					
5/9/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/9/2013 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls and purchase orders
5/9/2013 9:30 AM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to bus garage to hook up trailer to go to Dawn Equip. at Covington to pickup X300 John Deere and weed eater, dropped mower at SAB
5/9/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/9/2013 1:00 PM	30	BCHS	Shop	Meeting - Staff	Meeting with Mr. Hicks at auto shop to discuss repairs needed at auditorium
5/9/2013 1:30 PM	60	BCHS	Kitchen	Meeting - Others	Met with Heavener Refrig. at BCHS kitchen for ice machine cleaning, I unloaded ice out of bin
5/9/2013 2:30 PM	120	Other (Describe)	Road	Meeting - Staff	Recieved call from Transportation Director that he needed help from me with chain saw to open road at Douthat State Park to get buses rolling

5/9/2013 4:30 PM	150	VES	Other (Add to Description)	Plumbing/Sewer, Water line	Hauled trailer back to bus garage and went into VES restroom to repair comode leak, ended up replacing flush valve, down tube, vaccume breaker and brass spud assembly
<b>Start : 5/10/2013 (8)</b>					
5/10/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/10/2013 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, and calls, purchase orders and logs
5/10/2013 9:00 AM	150	BCHS	Office	Meeting - Staff	Met with Mr. Lancaster in my office to install Metsays back on line on PC
5/10/2013 11:30 AM	60	SAB	Grounds	Meeting - Others	Meeting with Troy Humphries Tree Service to price removal of trees at SAB
5/10/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/10/2013 1:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager at SAB to discuss tree removal price and to enter purchase order for approval
5/10/2013 2:00 PM	90	MES	Boiler Room	Fuel Tank Measurement, Other (Provide Description)	Went to MES to check heating oil tank for water and moisture, used paste on measuring stick at request of heating oil company, before calling for tank pressure test
5/10/2013 3:30 PM	30	SAB	Office	Other (Provide Description)	Delivered mail and lunch deposit to SAB from MES
<b>Start : 5/13/2013 (7)</b>					
5/13/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/13/2013 8:30 AM	60	BCHS	Office	Email, Fuel Reports, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone messages, phone calls, E-Mails, logs, purchase orders, and phone call to Enviromental Options regarding tank test at MES
5/13/2013 9:30 AM	150	VES	Boiler Room, Gymnasium, Parking Lot, Shop, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Electric Techs to install some new lighting and to repair some old lighting
5/13/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
5/13/2013 12:30 PM	120	VES	Boiler Room, Gymnasium, Parking Lot, Shop	Electrical, Meeting - Others	Met and worked with H&M Electric for repairs to lighting, install new flagpole rope, lighting in parking lot with bucket truck
5/13/2013 2:30 PM	30	VES	Boiler Room	HVAC	Checked boilers, chiller and water softner at VES for proper functioning
5/13/2013 3:00 PM	90	SAB	Grounds, Parking Lot	Electrical, Meeting - Others	Met and worked with H&M Electric at SAB for repairs to outside lighting, need to get parts to get photocell outside of overhang to make lights go out
<b>Start : 5/14/2013 (5)</b>					
5/14/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/14/2013 8:30 AM	90	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Carrier Tech at VES on chiller repairs, hauled nitrogen and freon from BCHS to VES, for repairs.
5/14/2013 10:00 AM	210	MES	Boiler Room, Grounds	Fuel Tank Measurement, Meeting - Others	Met and worked with Charles Trogden at MES for pressure test on heating oil tank, expected leak, everything checked out ok. No Leak

5/14/2013 1:30 PM	60	SAB	Grounds, Hallway	Electrical, Meeting - Others	Met with H&M Electric at SAB for installation of new light in stairwell and repairs to outside light photocell
5/14/2013 2:30 PM	180	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Carrier Tech at VES for oil change and repairs to chiller, filled system with nitrogen and found 2 more leaks.
<b>Start : 5/15/2013 (8)</b>					
5/15/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/15/2013 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages and calls, parts ordering and purchase orders
5/15/2013 9:30 AM	90	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Carrier Tech on chiller.
5/15/2013 11:00 AM	90	VES	Classroom, Grounds	Meeting - Others	Met with Dodson Pest Control at VES to look at Termite problem and to get price for extermination
5/15/2013 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
5/15/2013 1:00 PM	120	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Carrier Tech on repairs to Tech Lab air condition unit and band room unit, also ordering more parts for large chiller, checked rest of system on Metsays program
5/15/2013 3:00 PM	90	MES	Closet, Other (Add to Description)	Meeting - Staff	Recieved call to go to MES for fire alarm, fire dept called to site, found faulty sprinkler flow switch, attempted to adjust to reset and will not adjust out, placed call to Carl of VSC and they will be here tomorrow.
5/15/2013 4:30 PM	60	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Carrier Tech at VES for repairs to HVAC
<b>Start : 5/16/2013 (8)</b>					
5/16/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/16/2013 8:30 AM	60	BCHS	Office	Email, Logs, Meeting - Staff, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, phone messages and calls, E-Mails, met with day shift custodians, phone conversation with Business Manager, purchase orders and logs
5/16/2013 9:30 AM	180	MES	Closet, Office	Meeting - Others	Met with Carl of VSC at MES for inspection of fire alarm he also tried to repair flow switch, ordering new one will be back next week to install, also met with Josh of Fire Safety Products to install new fire extinguisher box at MES fuel dock
5/16/2013 12:30 PM	30	SAB	Office	Meeting - Staff	Met with Business Manager to discuss expenditures
5/16/2013 1:00 PM	90	BCHS	Kitchen, Other (Add to Description)	Meeting - Others	Met with Josh of FSP to install new NFPA approved range hood filters at charger cafe and culinary arts
5/16/2013 2:30 PM	60	VES	Kitchen	Meeting - Others	Met with Josh of FSP at VES kitchen to install new NFPA approved range hood filters
5/16/2013 3:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Principal at BCHS to set up custodial staff for Friday, 2 dayshift one off.
5/16/2013 4:00 PM	30	BCHS	Other (Add to Description)	Meeting - Others	Attempting to find key for concession stand on football field, no one seems to have key, found key and opened.

☰ **Start : 5/17/2013 (7)**

5/17/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/17/2013 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met with nightshift custodian that was working in place of day shift custodians to show him what needed to be done and times that should be done
5/17/2013 9:30 AM	180	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Trane Corp. Tech to install 2 heat sensors on reset valves
5/17/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/17/2013 1:00 PM	30	BCHS	Parking Lot	Other (Provide Description)	Fueled up 2 Special Ed. Cars at request of drivers in Ms. Millers class
5/17/2013 1:30 PM	90	BCHS	Classroom	HVAC	Worked on HVAC in science wing at BCHS, found belt broke on AHU1 room B103, when belt broke it pulled capillary tube of freeze stat into motor wheel and stopped unit, jumped around freezestat, installed new belt unit running, ordered new freezestat
5/17/2013 3:00 PM	60	BCHS	Grounds	Fuel Reports, Fuel Tank Measurement, Phone call - Others, Phone call - Staff	Measured tanks at BCHS, bus fuel, gas, and heating oil at request of Business Manager and ordered heating oil for BCHS and MES, called Transportation Director with levels of fuel and gas at MES, and BCHS

☰ **Start : 5/20/2013 (9)**

5/20/2013 7:30 AM	30	BCHS	Shop	Meeting - Staff	Met with Mr. Jenkins at shop to discuss electrical capability for Mr. Altizer moving to his shop
5/20/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/20/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, phone calls, logs, and purchase orders
5/20/2013 9:30 AM	90	BCHS	Classroom	HVAC	Repairs to airhandler in Dabney Lab at BCHS
5/20/2013 11:00 AM	60	BusGar	Shop	Meeting - Others	Met with Steve Switzer at bus garage to have pole saw sharpened
5/20/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/20/2013 12:30 PM	60	BCHS	Boiler Room	Meeting - Others	Met with Southern Refrigeration to receive supplies, unload from truck and put in storage
5/20/2013 1:30 PM	60	BCHS	Classroom, Office	HVAC	Checked HVAC system on tracer Summit and checked some units where temps were warm
5/20/2013 2:30 PM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went home feeling bad

☰ **Start : 5/21/2013 (7)**

5/21/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/21/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, phone calls, logs and purchase orders
5/21/2013 9:00 AM	90	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. Truck to unload floor cleaning and gym floor supplies
5/21/2013 10:30 AM	90	BCHS	Boiler Room, Grounds	HVAC	Prepared large main chiller for coil cleaning at BCHS

5/21/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/21/2013 12:30 PM	240	BCHS	Boiler Room, Grounds	HVAC	Cleaning coils on large main chiller at BCHS
5/21/2013 4:30 PM	300	VES	Kitchen	Other (Provide Description)	Recieved call from Ms. Shifflet that temp was up on freezer at VES, checked out and called Hevener Refrig. for repairs, worked with him till 9:30 pm, freezer up and running
<b>Start : 5/22/2013 (7)</b>					
5/22/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
5/22/2013 8:30 AM	90	BCHS	Grounds	Meeting - Staff	Met with custodians for flat tire on custodial truck, got jack, removed tire and took to bus garage for repair, returned and installed tire back on truck
5/22/2013 10:00 AM	60	VES	Kitchen	Other (Provide Description)	Went to VES kitchen to check freezer and to adjust thermostat in freezer to lower temp, and to be sure of proper function from repairs the evening before
5/22/2013 11:00 AM	60	VES	Boiler Room	HVAC	Checked Chiller and water softner system at VES for proper function
5/22/2013 12:00 PM	30	BusGar	Other (Add to Description)	Lunch	Lunch Break
5/22/2013 12:30 PM	60	SAB	Parking Lot	Meeting - Staff	Helped mechanic at SAB with school car that would not run
5/22/2013 1:30 PM	150	Other (Describe)	Road	Parts Pickup	Went to Covington to pickup ordered parts at State Elec. Supply and Dawn Equipment
<b>Start : 5/23/2013 (5)</b>					
5/23/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check <span style="color: green;">NEW</span>
5/23/2013 8:30 AM	60	BCHS	Office	HVAC	Repairs to temps in various classrooms from Tracer Summit <span style="color: green;">NEW</span>
5/23/2013 9:30 AM	150	BCHS	Office, Other (Add to Description)	Other (Provide Description)	Gathered up parts for VES restrooms out of storage areas and delivered to VES <span style="color: green;">NEW</span>
5/23/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break <span style="color: green;">NEW</span>
5/23/2013 12:30 PM	240	VES	Gymnasium, Other (Add to Description)	Meeting - Others, Plumbing/Sewer	Met and worked with James of Radford Mechanical to installation of repair parts on restroom sinks and paper holders and soap dispensors <span style="color: green;">NEW</span>
<b>Start : 5/24/2013 (7)</b>					
5/24/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check <span style="color: green;">NEW</span>
5/24/2013 8:30 AM	180	VES	Classroom, Hallway	HVAC	Repairs to airhandlers at VES classrooms and on Metsays Controls <span style="color: green;">NEW</span>
5/24/2013 11:30 AM	30	VES	Other (Add to Description)	Other (Provide Description)	Went to each restroom to get count of faucet supply lines needed for repairs <span style="color: green;">NEW</span>
5/24/2013 12:00 PM	30	BusGar	Shop	Lunch	Lunch Break <span style="color: green;">NEW</span>
5/24/2013 12:30 PM	120	BCHS	Boiler Room	HVAC, Water line	Recieved call that there was no hot water at BCHS, checked Tracer Summit found boilers were not on line, checked system and found bad motor saver, started boilers, up and operating <span style="color: green;">NEW</span>
5/24/2013 2:30 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Spot cleaned carpet in auditorium with carpet cleaner <span style="color: green;">NEW</span>

5/24/2013 3:30 PM	30	BCHS	Office	Phone call - Others	Phone conversation with Grainger Rep to find replacement motor saver and to order water supply lines for VES 
<b>Start : 5/27/2013 (1)</b>					
5/27/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Memorial Holiday 
<b>Start : 5/28/2013 (1)</b>					
5/28/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave 
<b>Start : 5/29/2013 (4)</b>					
5/29/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check 
5/29/2013 8:30 AM	210	VES	Other (Add to Description)	Meeting - Others, Water line	Met and worked with James of Radford Mechanical for installation and repairs to restrooms 
5/29/2013 12:00 PM	120	Other (Describe)	Road	Other (Provide Description), Parts Pickup	Recieved call from Grainger Rep that there was a mix up and my supply lines had not got shipped, called around to suppliers and found some at Glades Bld. Supply so went there to pick up 23 supply lines 
5/29/2013 2:00 PM	210	VES	Other (Add to Description)	Meeting - Others, Water line	Met and worked with James to install and repair sinks, paper holders and new soap dispensors 
<b>Start : 5/30/2013 (7)</b>					
5/30/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check 
5/30/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, Logs, phone messages, phone call, and purchase orders 
5/30/2013 9:30 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to SAB, Met with Ms. Hirsh, and also met with Ms. Shifflet 
5/30/2013 10:30 AM	90	VES	Other (Add to Description)	Meeting - Others, Water line	Met and worked with James of Radford Mech. for installation and repair to restrooms, VES 
5/30/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 
5/30/2013 12:30 PM	210	VES	Other (Add to Description)	Meeting - Others, Water line	Met and worked with James for repair to restrooms, VES 
5/30/2013 4:00 PM	60	BCHS	Hallway	HVAC, Meeting - Others	Met and worked with James at BCHS upper and lower Atrium to inspect air conditioning 
<b>Start : 5/31/2013 (4)</b>					
5/31/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler and chiller check 
5/31/2013 8:30 AM	210	MES	Other (Add to Description)	Meeting - Others	Met and worked with James of Radford Mech to install faucets, paper holders, and soap dispensors at MES restrooms 
5/31/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 
5/31/2013 12:30 PM	210	MES	Other (Add to Description)	Meeting - Others, Plumbing/Sewer	Met and worked with James on repairs to restrooms 

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