



Maintenance ▶ Maintenance Director Log Monthly Repo

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 6/3/2013 (6)					
6/3/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/3/2013 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, phone calls, reports and purchase orders
6/3/2013 9:00 AM	180	BCHS	Parking Lot	Meeting - Staff	Met and worked with Transportation Director at fuel dock at BCHS, cutting and removing brush
6/3/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/3/2013 12:30 PM	90	BCHS	Parking Lot	Meeting - Staff	Worked with Trans. Director at fuel dock brush cutting and weed eating
6/3/2013 2:00 PM	150	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment in Covington to pick up ordered parts
Start : 6/4/2013 (5)					
6/4/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/4/2013 8:30 AM	210	VES	Boiler Room	HVAC	Met and worked with Jeff Shell of Carrier Corp. for repairs to chiller
6/4/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/4/2013 12:30 PM	210	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell for repairs to chiller at VES
6/4/2013 4:00 PM	120	Other (Describe)	Other (Add to Description)	HVAC	Went to Arcet in Covington to pick up bottle of nitrogen for repairs to chiller at VES
Start : 6/5/2013 (6)					
6/5/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/5/2013 8:30 AM	30	VES	Boiler Room	HVAC	Delivered nitrogen to VES
6/5/2013 9:00 AM	180	BCHS	Gymnasium	HVAC, Meeting - Others	Met with Riddleberger Brothers Tech to look at problems with airhandler in new gym, and set up for repairs
6/5/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/5/2013 12:30 PM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked on PC in office, phone call to vendors for invoices for year end close out, worked on purchase orders and delivered to SAB
6/5/2013 1:30 PM	240	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp for repairs to chiller
Start : 6/6/2013 (7)					

6/6/2013 7:30 AM	60	BCHS	Office	Email, Logs, Phone System, Purchase Orders	Worked in office on PC, E-Mails, phone calls, logs and purchase orders
6/6/2013 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/6/2013 9:00 AM	90	BCHS	Classroom	HVAC	Worked on classroom units in Mertz section on PC, Tracer Summit System checking problems brought to my attention
6/6/2013 10:30 AM	60	BCHS	Hallway	Other (Provide Description)	Repairs to 2 doors in mertz section with loose hinges and handles
6/6/2013 11:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe
6/6/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/6/2013 12:30 PM	210	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier for repairs to chiller at VES

Start : 6/7/2013 (6)

6/7/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/7/2013 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone messages, phone calls, purchase orders, and E-Mails
6/7/2013 9:30 AM	90	BCHS	Classroom	HVAC	Repairs to 2 airhandlers in science wing
6/7/2013 11:00 AM	60	BCHS	Gymnasium	HVAC	Moved and set up lift to work on airhandler in gym
6/7/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/7/2013 12:30 PM	240	BCHS	Gymnasium	HVAC	Worked on air handler unit in gym hooking drain hoses to unit to drain for repairs by Riddleberger Bros.

Start : 6/10/2013 (6)

6/10/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/10/2013 8:30 AM	210	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Trane Corp. Tech to reprogram Tracer Summit reset valves and diagnose other problems
6/10/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/10/2013 12:30 PM	90	BCHS	Office	Meeting - Others, Meeting - Staff	Meeting with Ms. Rowe and Andy Seabolt in office about meeting with others for installation of generator
6/10/2013 2:00 PM	60	SAB	Office	Meeting - Others, Meeting - Staff	Went to fuel bid meeting at SAB, was over when I got there, met with Business Manager with purchase orders and to discuss remaining balances
6/10/2013 3:00 PM	60	BCHS	Office	Electrical, Meeting - Others	Meeting with Gary, sales rep for State Elec. Supply, new line of electrical lighting and supplies

Start : 6/11/2013 (8)

6/11/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
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6/11/2013 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, phone calls, purchase orders for year end closeout
6/11/2013 9:30 AM	30	VES	Boiler Room	HVAC, Meeting - Others	Met with Carrier Tech to open gates and boiler room for final repairs to chiller
6/11/2013 10:00 AM	210	BCHS	Grounds	Meeting - Others, Meeting - Staff	Meeting with Barc Elec., H&M Elec., Johnston Const., PSA, and Mr. Lancaster for discussion of installation of Generator set up and power outage for 4th of July week
6/11/2013 1:30 PM	60	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Carrier Tech at VES for final repairs to chiller
6/11/2013 2:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
6/11/2013 3:00 PM	60	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Carrier Tech on cleaning up from repairs to chiller and final testing of chiller to be sure that it is functioning properly
6/11/2013 4:00 PM	60	BCHS	Hallway	HVAC	Checked out air handler in upper atrium area making loud noise, found that barrings may be going bad in fan motor
Start : 6/12/2013 (7)					
6/12/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/12/2013 8:30 AM	120	BCHS	Office	Email, Meeting - Others, Meeting - Staff, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, reports, logs, phone messages, phone calls, and purchase orders and filing in office
6/12/2013 10:30 AM	60	SAB	Office	Meeting - Staff	Delivered PO's and met with Business Manager at SAB for year end closeout and billing
6/12/2013 11:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with H&M Electric about power shutdown 4th of July
6/12/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/12/2013 12:30 PM	90	BCHS	Boiler Room, Hallway	HVAC	Checked out hotwater circulating pump in boiler room that feeds mertz section, found bad motor, also checked airhandler in upper atrium making loud noise
6/12/2013 2:00 PM	120	SAB	Office	Meeting - Others, Other (Provide Description)	Met and worked with custodian at SAB to deliver computers to BCHS
Start : 6/13/2013 (1)					
6/13/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave
Start : 6/14/2013 (7)					
6/14/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/14/2013 8:30 AM	60	BCHS	Gymnasium	Other (Provide Description)	Removed plaster from between outside door to recieve lift from Riddleberger Bros.
6/14/2013 9:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone calls for invoices, logs and PO's

6/14/2013 10:30 AM	90	BCHS	Shop	Meeting - Staff	Met with Mr. Jenkins to move thing from shop before he leaves
6/14/2013 12:00 PM	60	BCHS	Other (Add to Description)	Lunch	Attended year end luncheon for BCHS employees
6/14/2013 1:00 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Lift never showed up, reinstalled door pilaster back in gym
6/14/2013 2:00 PM	60	BCHS	Office	Email, Phone call - Staff, Purchase Orders	Phone conversation with Food Service concerning installation of dishwasher at VES, new electrical

Start : 6/17/2013 (8)

6/17/2013 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/17/2013 7:30 AM	120	BCHS	Gymnasium	Meeting - Staff	Met and worked with custodians to move stuff in old gym for floor refinishing
6/17/2013 9:30 AM	150	BCHS	Gymnasium	HVAC, Meeting - Others, Water line	Met and worked with Riddleberger Bros. plumbers at gym to recieve lift and to cut out old valves and lines to air handler
6/17/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/17/2013 12:30 PM	60	BCHS	Hallway	Meeting - Others, Other (Provide Description)	Met and worked with Thyssenkrupp Elev. Tech at BCHS elevators for Hyd. Pressure Test
6/17/2013 1:30 PM	60	BCHS	Gymnasium	Other (Provide Description)	Reinstalled door pilaster back on double door taken out for lift to be brought in gym
6/17/2013 2:30 PM	120	BCHS	Office	Meeting - Others, Meeting - Staff	Meeting with Mr. Lancaster to discuss budget items and also met with Monty Cassell, of Riddleberger Bros. to discuss auditorium and work in progress at gymnasium
6/17/2013 4:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, phone messages, phone calls, logs, purchase orders

Start : 6/18/2013 (11)

6/18/2013 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
6/18/2013 7:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone calls and messages, logs and purchase orders
6/18/2013 8:00 AM	30	BCHS	Gymnasium, Hallway	Meeting - Staff	Met and worked with custodians to move things around
6/18/2013 8:30 AM	90	BCHS	Classroom	Meeting - Staff	Meeting with Mr. Lancaster on budget items
6/18/2013 10:00 AM	90	VES	Classroom, Hallway, Office	Meeting - Others	Met and worked with VSC Fire and Security at VES for quarterly sprinkler inspection, also met with Dodson Pest for termite control
6/18/2013 11:30 AM	90	BCHS	Boiler Room, Classroom, Hallway, Kitchen, Office, Other (Add to Description)	Meeting - Others	Met and worked with VSC at BCHS for quarterly sprinkler inspection
6/18/2013 1:00 PM	30	BCHS	Gymnasium	HVAC, Meeting - Others	Met with Riddleberger Bros. Tech in gym to get information on airhandler

6/18/2013 1:30 PM	90	MES	Closet, Hallway, Office, Other (Add to Description)	Meeting - Others	Met and worked with VSC at MES for quarterly sprinkler inspection
6/18/2013 3:00 PM	60	MES	Other (Add to Description)	Meeting - Others, Plumbing/Sewer, Water line	Met with Radford Mech. James installing new faucets at MES
6/18/2013 4:00 PM	30	BCHS	Shop	Meeting - Staff	Meeting with Ms. Rowe
6/18/2013 4:30 PM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Purchase Orders	Worked in office on PC, logs, purchase orders, and phone calls

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