



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 6/19/2013 (4)					
6/19/2013 7:00 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC, E-Mails, phone messages, phone calls staff and others,
6/19/2013 8:00 AM	240	BCHS	Classroom	Meeting - Staff	Met and worked with custodians moving furniture for floor cleaning
6/19/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/19/2013 12:30 PM	270	BCHS	Classroom, Other (Add to Description)	Meeting - Staff	Met and worked with custodians moving furniture
Start : 6/20/2013 (6)					
6/20/2013 7:00 AM	120	MES	Other (Add to Description)	Other (Provide Description)	Hauled computers from MES to BCHS and VES for Tech Director
6/20/2013 9:00 AM	120	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh over placement of Generator.
6/20/2013 11:00 AM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Unloaded computers into library.
6/20/2013 11:30 AM	90	SAB	Office	Meeting - Staff	Meeting with Ms. Rowe and Ms. Hirsh over generator placement
6/20/2013 1:00 PM	120	VES	Classroom	Meeting - Staff	Met and worked with custodians moving furniture for carpet cleaning
6/20/2013 3:00 PM	120	SAB	Office	Meeting - Staff, Purchase Orders	Met with Business Manager for final purchase orders and closing budget
Start : 6/24/2013 (1)					
6/24/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 6/25/2013 (1)					
6/25/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 6/26/2013 (4)					
6/26/2013 7:00 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC, E-Mails, phone calls other and staff, phone messages, reports
6/26/2013 8:00 AM	240	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodians moving furniture
6/26/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/26/2013 12:30 PM	270	BCHS	Classroom, Office	Meeting - Staff	Met and worked with custodians moving furniture for carpet cleaning
Start : 6/27/2013 (3)					

6/27/2013 7:00 AM	300	BCHS	Classroom	Meeting - Staff	Met and worked with custodians moving furniture
6/27/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/27/2013 12:30 PM	270	MES	Classroom	Meeting - Staff	Met and worked with custodians at MES to move furniture for carpet cleaning
Start : 7/1/2013 (1)					
7/1/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/2/2013 (1)					
7/2/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/3/2013 (1)					
7/3/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/4/2013 (1)					
7/4/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 7/8/2013 (1)					
7/8/2013 7:00 AM	600	BCHS	Boiler Room, Classroom, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with Electrical Contractors for power shut down, preparing computers to stay online, shutting down chillers and small units, running power line to panel and cords to servers
Start : 7/9/2013 (1)					
7/9/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/10/2013 (7)					
7/10/2013 7:00 AM	60	BCHS	Boiler Room	Electrical, Meeting - Others	Meeting with electricians at generator sight
7/10/2013 8:00 AM	90	BCHS	Other (Add to Description)	Meeting - Others	Meeting with carpet cleaners to look at areas to be cleaned
7/10/2013 9:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC, E-Mails, phone calls, phone messages, reports and logs
7/10/2013 10:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with people installing finish for stairway at atrium area and to roofing people
7/10/2013 11:00 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Helped custodians move some heavy furniture objects
7/10/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/10/2013 12:30 PM	270	BCHS	Other (Add to Description)	Other (Provide Description)	Removed metal from edge of steps at atrium area, ground off steel fastners and dug dirt away for patching
Start : 7/11/2013 (3)					
7/11/2013 6:00 AM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Lowes at Lewisburg to pick up vinyl concrete patch for BCHS and water softner salt for VES












7/11/2013 10:00 AM	120	VES	Boiler Room	Water line	Unloaded and installed salt to water softner system at VES
7/11/2013 12:00 PM	330	BCHS	Other (Add to Description)	Other (Provide Description)	Repaired concrete at atrium area steps for rhino line on steps
Start : 7/15/2013 (1)					
7/15/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal, Other (Provide Description)	Immediate family leave
Start : 7/16/2013 (3)					
7/16/2013 7:00 AM	150	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
7/16/2013 9:30 AM	300	BCHS	Boiler Room, Other (Add to Description)	HVAC	Was called in to get HVAC system back in operation after power outage
7/16/2013 2:30 PM	150	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate Family sick leave
Start : 7/17/2013 (1)					
7/17/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 7/18/2013 (1)					
7/18/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 7/22/2013 (1)					
7/22/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 7/23/2013 (1)					
7/23/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 7/24/2013 (1)					
7/24/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 7/25/2013 (1)					
7/25/2013 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Personal	Immediate family leave
Start : 7/29/2013 (5)					
7/29/2013 7:00 AM	90	BCHS	Boiler Room, Gymnasium	Electrical, HVAC	Met with Riddleberger Bros. Tech at gym for reinstall of valves and piping for airhandler, also met with H&M Elec. Tech at boiler room for material list for control panel of generator
7/29/2013 8:30 AM	210	VES	Classroom, Hallway, Kitchen, Office	Meeting - Staff	Met and worked with custodians at VES to reset furniture back in classrooms after art show
7/29/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/29/2013 12:30 PM	240	VES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at VES to move furniture back into rooms after art show

7/29/2013 4:30 PM	30	VES	Kitchen	Electrical, Meeting - Others	Met with H&M Elec. Tech to look at dishwasher hook up, need new feed and box for new dishwasher
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Start : 7/30/2013 (10)

7/30/2013 7:00 AM	60	BCHS	Office	Email, Logs, Purchase Orders, Reports	Worked in office on PC, E-Mails, Logs, Purchase Orders, phone calls others and staff
7/30/2013 8:00 AM	60	BCHS	Office	Phone call - Staff	Phone conversation with Mr. Lancaster about computer problems and about power shut down on 8/07/13
7/30/2013 9:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager at SAB
7/30/2013 10:00 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mr. Lancaster
7/30/2013 10:30 AM	30	BCHS	Gymnasium	HVAC, Plumbing/Sewer	Met with Riddleberger Bros. Tech at gymnasium on airhandler repairs
7/30/2013 11:00 AM	60	BCHS	Boiler Room, Hallway, Kitchen	Electrical, Meeting - Others	Met with H&M Elec. Tech at boiler room for control hookup, kitchen for steamer hook up and hallway wallpack exit lighting
7/30/2013 12:00 PM	60	BCHS	Boiler Room, Road	Electrical, Meeting - Others	Met with BARC Elec. and crane company to block road for generator setting
7/30/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/30/2013 1:30 PM	30	BCHS	Kitchen	Phone call - Staff	Meeting with Ms. Shifflet at kitchen for placement of steamer
7/30/2013 2:00 PM	180	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC, Logs, E-Mails, phone calls and parts research and ordering

Start : 7/31/2013 (12)


7/31/2013 7:00 AM	30	BCHS	Boiler Room	HVAC	Chiller check 
7/31/2013 7:30 AM	60	BCHS	Office	Email, Meeting - Staff, Phone call - Staff	Phone calls to staff, E-Mails, and met with custodians to discuss things left to do. 
7/31/2013 8:30 AM	30	BCHS	Boiler Room, Classroom, Kitchen	Electrical, Meeting - Others	Met with H&M Elec. Techs in boiler room, classroom, and kitchen 
7/31/2013 9:00 AM	90	BCHS	Office	Other (Provide Description), Parts Ordering, Phone call - Others	Worked in office on PC reasearching parts and materials, phone calls to distributors 
7/31/2013 10:30 AM	60	BCHS	Gymnasium	HVAC, Water line	Met with Riddleberger Bros. Tech at gymnasium to discuss repairs 
7/31/2013 11:30 AM	30	BCHS	Classroom, Hallway, Kitchen	Electrical, Meeting - Others	Met with H&M Elec. Techs to show them other work in classrooms and in kitchen for steamer hookup 
7/31/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
7/31/2013 12:30 PM	60	BCHS	Kitchen	Meeting - Staff	Meeting with Ms. Shifflet to go over specs of dishwasher at VES, phone conversation with Hobart. 
7/31/2013 1:30 PM	60	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe to dicuss things left to do before school starts 
7/31/2013 2:30 PM	30	BCHS	Office	Parts Ordering, Phone call - Others	Phone conversation with Oliver Dist. about floor mopper and supplies 
7/31/2013 3:00 PM	60	BCHS	Classroom	Other (Provide Description)	Repairs to cabinet in room B-110 

7/31/2013 4:00 PM

60 BCHS

Boiler Room,
Closet, Other
(Add to
Description)

Inventory, Phone call
- Staff

Checked inventory in supply areas to
see what needs ordered, phone call to
custodians at other schools  NEW

[Add new event](#)