



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 7/31/2013 (12)</b>					
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 researching 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 discuss 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
<b>Start : 8/1/2013 (4)</b>					
8/1/2013 7:00 AM	240	BCHS	Office	Parts Ordering, Phone call - Others	Worked in office on supply orders, phone conversations with suppliers
8/1/2013 11:00 AM	60	VES	Kitchen	Electrical, Meeting - Others	Meeting with H&M Elec Tech at VES to look at wiring to be done for dishwasher
8/1/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/1/2013 12:30 PM	270	BCHS	Other (Add to Description)	HVAC	Filter change to air handlers and inspect belts for worn or frayed
<b>Start : 8/5/2013 (5)</b>					
8/5/2013 6:30 AM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Lowes at Lewisburg to pickup supplies to repair wall in room B-110 at BCHS and went by State Elec. Supply to pickup light bulbs for all schools also went by Dawn Equipment to check on ordered parts and tractor
8/5/2013 10:00 AM	60	BCHS	Gymnasium	HVAC, Meeting - Others	Met with Bob, of Riddleberger Bros. at airhandler sight in gym to see when it would be done.

8/5/2013 11:00 AM	60	BCHS	Boiler Room	Electrical, Meeting - Others	Met with H&M Elec. Techs at generator site to unlock doors at boiler room and access to panels and parts
8/5/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/5/2013 12:30 PM	240	MES	Boiler Room, Gymnasium	Electrical, HVAC, Meeting - Others	Met with H&M Electric Techs at MES to answer some questions, and also met with James of Radford Mech for repairs to chiller and to start on airhandler in cafeteria, also met with Dwight of preschool about playground equip.
<b>Start : 8/6/2013 (6)</b>					
8/6/2013 8:00 AM	60	BCHS	Kitchen	Meeting - Others	Met with FSP to look at range hood duct work and in culinary arts kitchen for hood cleaning
8/6/2013 9:00 AM	120	BCHS	Classroom, Hallway	Meeting - Staff	Worked with custodians moving furniture
8/6/2013 11:00 AM	60	BCHS	Gymnasium	HVAC	Met with Riddleberger Bros. Tech at gym to turn water on to unit for inspection of airhandler
8/6/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/6/2013 12:30 PM	90	BCHS	Gymnasium	HVAC, Meeting - Others	Met with Riddleberger Bros Tech for inspection of airhandler
8/6/2013 2:00 PM	120	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians to help move furniture
<b>Start : 8/7/2013 (6)</b>					
8/7/2013 8:00 AM	210	BCHS	Boiler Room, Other (Add to Description)	Electrical, HVAC, Meeting - Others	Met with Mr. Lancaster, H&M Elec. Techs., for power shut down, shut down all chillers, Science wing, 54 Bld. and Atrium area so they would unload properly, gave Paul time to shut down computer system, Helped H&M Electric pull wiring from ATS to generator
8/7/2013 11:30 AM	60	BCHS	Gymnasium	Other (Provide Description)	Moved lift to exit door of gym so it could be picked up, removed pilaster at gym doors and helped driver to load lift
8/7/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/7/2013 1:00 PM	90	BCHS	Kitchen	Meeting - Others	Met with Travis of Hobart for PM's on kitchen equip at charger cafe and culinary arts
8/7/2013 2:30 PM	90	BCHS	Shop	Other (Provide Description)	Worked on trim and wall boards in shop
8/7/2013 4:00 PM	60	VES	Kitchen	Meeting - Others	Recieved call from Hevener Refrig. having problems with fittings, went there to assit him. Found that housing for fitting was cross threaded
<b>Start : 8/8/2013 (5)</b>					
8/8/2013 8:00 AM	120	BCHS	Shop	Other (Provide Description)	Worked on wall boards and trim for room B-110 , sanding,staining, and cutting
8/8/2013 10:00 AM	90	BCHS	Other (Add to Description)	Meeting - Others	Called to meeting with BARC, H&M Elec., CAT Equip. Andy Seabolt for generator startup
8/8/2013 11:30 AM	30	SAB	Office	Meeting - Staff	Meeting with Ms. Shifflet at SAB
8/8/2013 12:00 PM	270	VES	Other (Add to Description)	Inservice - Presentation, Inservice - Attendance	Attended Inservice and presentation at VES for custodial and Maintenance
8/8/2013 4:30 PM	30	SAB	Office	Meeting - Staff	Meeting with Ms. Shifflet at SAB about dish washer
<b>Start : 8/9/2013 (3)</b>					




8/9/2013 8:00 AM	240	BCHS	Classroom, Shop	Other (Provide Description)	Worked on wall boards and trim in shop, sanding, staining, and cutting, also removed stuff from walls in B-110 for repairs to wall
8/9/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/9/2013 12:30 PM	270	BCHS	Classroom	Other (Provide Description)	Repairs to wall in room B-110
<b>Start : 8/10/2013 (2)</b>					
8/10/2013 8:00 AM	300	BCHS	Classroom	Other (Provide Description)	Repairs to wall in B-110, installed waynes coating and mudded on walls
8/10/2013 1:00 PM	30	BCHS	Office	Logs	Worked on logs
<b>Start : 8/12/2013 (6)</b>					
8/12/2013 7:30 AM	120	BCHS	Classroom	Other (Provide Description)	Repairs to wall in room B-103, mud and sanding
8/12/2013 9:30 AM	30	BCHS	Classroom, Hallway, Kitchen	Electrical, Meeting - Others	Met with H&M Tech, to show him scope of work to emergency lighting
8/12/2013 10:00 AM	150	BCHS	Classroom	Other (Provide Description)	Sanding and painting of wall in Room B-103
8/12/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/12/2013 1:00 PM	210	BCHS	Classroom	Other (Provide Description)	Repairs, paint, and install trim on walls in room B-103
8/12/2013 4:30 PM	45	BCHS	Kitchen	Meeting - Others	Met with Henener Refrig. for ice machine cleaning at charger cafe
<b>Start : 8/13/2013 (5)</b>					
8/13/2013 7:30 AM	270	BCHS	Classroom	Other (Provide Description)	Worked on wall repair in room B-103
8/13/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/13/2013 12:30 PM	90	BCHS	Classroom	Other (Provide Description)	Finished installing trim and baseboard in room B-103, cleaned up .
8/13/2013 2:00 PM	60	BCHS	Classroom	Other (Provide Description)	Measured up for trim around white board in room B217, also went to ves to measure for deck to install refrigeration unit on.
8/13/2013 3:00 PM	60	VES	Kitchen	Meeting - Others	Met with hood installers at VES kitchen
<b>Start : 8/14/2013 (5)</b>					
8/14/2013 8:00 AM	60	Other (Describe)	Other (Add to Description)	Parts Pickup	Picked up materials to build deck at VES kitchen for refrigeration unit
8/14/2013 9:00 AM	180	VES	Other (Add to Description)	Other (Provide Description)	Built deck for refrig. unit
8/14/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/14/2013 12:30 PM	90	VES	Kitchen	Other (Provide Description)	Built deck for refrig. unit
8/14/2013 2:00 PM	180	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equip. at Covington to pickup weed trimmer parts and back pack blower, also State Electric Supplies for ordered bulbs
<b>Start : 8/15/2013 (5)</b>					
8/15/2013 8:00 AM	90	BCHS	Kitchen, Other (Add to Description)	Electrical, Meeting - Others, Other (Provide Description)	Met with H&M Elec and Fire Safty products for repairs at VES kitchen

8/15/2013 9:30 AM	150	BCHS	Boiler Room, Classroom, Kitchen, Shop	Meeting - Others	Met with Carl, of Colt Plumbing to order repair parts for various projects
8/15/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/15/2013 12:30 PM	270	BCHS	Boiler Room, Classroom, Office	HVAC, Meeting - Others	Met with Jimmy Hooker of Trane Corp. for repairs to Tracer Summit, boiler, classroom unit, and timer in science wing
8/15/2013 5:00 PM	30	BCHS	Kitchen	Meeting - Others	Met with Fire Safety Products at BCHS kitchen for inspection of work
<b>Start : 8/16/2013 (4)</b>					
8/16/2013 8:00 AM	240	BCHS	Shop	Other (Provide Description)	Sanded and painted trim in shop, also got measurements for repairs to kitchen ceiling where hood was installed, cut and painted boards for this project
8/16/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/16/2013 12:30 PM	150	BCHS	Shop	Other (Provide Description)	Installed 2nd coat of paint on trim and panels for kitchen and classroom, also helped Mr. Altizer in shop moving and cleaning
8/16/2013 3:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC, E-Mails, phone calls, phone messages, logs and reports
<b>Start : 8/19/2013 (6)</b>					
8/19/2013 7:30 AM	270	BCHS	Kitchen	Other (Provide Description)	Repairs to ceiling in kitchen around new hood hangers
8/19/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/19/2013 12:30 PM	60	Other (Describe)	Kitchen	Electrical, Meeting - Others	Met with H&M Elec Tech at VES, and BCHS kitchen to show them where we need feedline for lights in new hoods
8/19/2013 1:30 PM	90	BCHS	Parking Lot	Meeting - Others, Phone call - Others	Contacted Mike, with PSA to see if he could bring bacheo to parking lot for repairs to washed out places, got cars moved, blocked off area, when Mike arrived he had tire going flat, so we roped off area to work on it Tuesday Morning.
8/19/2013 3:00 PM	120	BCHS	Hallway	Other (Provide Description)	Helped 8th grade students with locker combinations and to get them open.
8/19/2013 5:00 PM	120	BCHS	Classroom	Other (Provide Description)	Installed trim around new white board in room B -217, cleaned up
<b>Start : 8/20/2013 (8)</b>					
8/20/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/20/2013 8:00 AM	30	BCHS	Hallway	Other (Provide Description)	Helped students with lockers
8/20/2013 8:30 AM	120	BCHS	Parking Lot	Meeting - Others	Met with Mike of PSA for repairs to parking lot, moved blockaids, cones, tape, and saw horses, shoveled around signs, picked up trash from parking lot
8/20/2013 10:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Scott, of Valley Boiler for repairs to boilers at BCHS
8/20/2013 11:30 AM	120	BCHS	Hallway	Other (Provide Description)	Repairs to lockers
8/20/2013 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/20/2013 2:00 PM	60	BCHS	Office	HVAC	Received call from 2 teachers that their rooms were warm checked out on Tracer Summit, reset diagnostic and watched for changes


8/20/2013 3:00 PM	60	BCHS	Hallway	Other (Provide Description)	Repairs to lockers
<b>Start : 8/21/2013 (5)</b>					
8/21/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/21/2013 8:30 AM	120	BCHS	Hallway	Other (Provide Description)	Repairs to lockers
8/21/2013 10:30 AM	210	Other (Describe)	Boiler Room, Kitchen	Meeting - Others	Met with Montey, of Riddleberger Bros. to look at backflow preventers to be inspected at all 3 schools, while at MES met with H&M Elec. Tech about lights in gym, Also stopped at SAB for meeting with Ms. Hirsh and Montey to discuss auditorium HVAC problems
8/21/2013 2:00 PM	60	BCHS	Hallway	Other (Provide Description)	Repairs to lockers
8/21/2013 3:00 PM	90	BCHS	Boiler Room, Classroom	HVAC	Checked bandroom AHU found not running, found bad fan motor, trying to locate motor
<b>Start : 8/22/2013 (6)</b>					
8/22/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/22/2013 8:00 AM	60	BCHS	Classroom	HVAC	Checked HVAC in rooms A-127 and A-128
8/22/2013 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone messages, phone calls, E-Mails, logs and purchase orders
8/22/2013 10:00 AM	120	BCHS	Hallway	Electrical	Repairs to clocks in hallways
8/22/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/22/2013 12:30 PM	270	BCHS	Classroom, Hallway, Other (Add to Description)	HVAC	Worked on HVAC in bandroom, removed motor to get information to order new one, worked on airhandlers in mertz section, filter change, vacuume coils, found cold water valve closed in room A-128, reset temps in some rooms
<b>Start : 8/23/2013 (5)</b>					
8/23/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/23/2013 8:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone calls, phone messages, logs and purchase orders
8/23/2013 9:00 AM	240	VES	Classroom	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for repairs to airhandlers room 301 & 302, also replaced actuator in room 201, found 2 bad fan motors in room 301, took motor from room 302 so we would have HVAC in each room
8/23/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/23/2013 1:30 PM	180	BCHS	Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James of Radford Mech to install new fan motor on band room and check for operation
<b>Start : 8/26/2013 (8)</b>					
8/26/2013 7:00 AM	30	BCHS	Kitchen	Other (Provide Description)	Repairs to milk cooler lock
8/26/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/26/2013 8:00 AM	180	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment in Covington to pickup VES 2305 John Deere tractor, also Oliver Dist. and State Elec. Supply for supplies
8/26/2013 11:00 AM	90	VES	Shop	Other (Provide Description)	Repairs to BCBS 2305 JD that custodian had at VES while his was in for repairs

8/26/2013 12:30 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Lunch Break
8/26/2013 1:00 PM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Other (Provide Description)	Unloaded supplies that I picked up at Covington
8/26/2013 2:00 PM	60	BCHS	Shop	Electrical, Meeting - Staff	Met with Mr. Altizer in carpentry shop to discuss electrical hookups for equipment to be moved
8/26/2013 3:00 PM	60	BCHS	Gymnasium	Other (Provide Description)	Repairs to volley ball net

**Start : 8/27/2013 (7)**

8/27/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/27/2013 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, logs, purchase orders, phone calls and messages, also researched on line for dust collector.
8/27/2013 10:00 AM	60	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Water line	Met and worked with James of Radford Mech on various HVAC problems at BCHS
8/27/2013 11:00 AM	90	BCHS	Office	HVAC, Meeting - Others	Meeting with Holley Conner, of Trane Corp.  NEW
8/27/2013 12:30 PM	120	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. various HVAC repairs  NEW
8/27/2013 2:30 PM	90	SAB	Other (Add to Description)	Electrical, HVAC	Met and worked with James at SAB to check upstairs air unit, found starter capacitor out also worked on lighting in office
8/27/2013 4:00 PM	30	BCHS	Classroom	Other (Provide Description)	Repairs to comode seat in April Miller's room  NEW

**Start : 8/28/2013 (9)**

8/28/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check  NEW
8/28/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, researching parts, E-Mails, logs, purchase orders, phone calls and messages  NEW
8/28/2013 9:30 AM	120	SAB	Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. at SAB to install starter capacitor, and to check system in offices, found dampers closed in some areas  NEW
8/28/2013 11:30 AM	30	BCHS	Locker Room	HVAC	Met with James, of Radford Mech. at BCHS to determine leak on heated side of airhandler in boys locker room  NEW
8/28/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break  NEW
8/28/2013 12:30 PM	60	BCHS	Locker Room	HVAC, Meeting - Others	Met and worked with James, in boys locker room to determine leak on airhandler  NEW
8/28/2013 1:30 PM	90	VES	Classroom	HVAC, Meeting - Staff	Called to VES to check classroom that was very cold, checked Metsays program and unit found actuator stuck open  NEW
8/28/2013 3:00 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Recieved call from Jimmy, with Trane Corp. that he had new temp. sensor to install on boiler #2 and we also checked Tracer Summit for abnormalns in Mertz section  NEW
8/28/2013 4:30 PM	60	VES	Classroom	HVAC	Had James of Radford Mech. stop by to also check wiring problem on airhandler unit, while I forced valves to open and close with Metsays program on PC  NEW

**Start : 8/29/2013 (7)**

8/29/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check  NEW
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8/29/2013 8:30 AM	90 BCCH	Boiler Room	Meeting - Others, Water line	Met with Bob, of Riddleberger Bros, for mandatory backflow inspection on water lines feeding boilers and chillers in atrium area boiler room 
8/29/2013 10:00 AM	30 SAB	Office	Meeting - Staff	Delivered PO's to Business Manager at SAB for board packet 
8/29/2013 10:30 AM	90 BCCH	Boiler Room	Meeting - Others	Met with Bob, of RBI for mandatory backflow preventer inspection in 54 bld boiler room 
8/29/2013 12:00 PM	30 BCCH	Other (Add to Description)	Lunch	Lunch Break 
8/29/2013 12:30 PM	120 VES	Boiler Room	Meeting - Others, Water line	Met with Bob, of RBI for mandatory backflow preventer inspection of water line feeding boilers and chillers 
8/29/2013 2:30 PM	150 MES	Boiler Room	Meeting - Others, Water line	Met with Bob, of RBI for mandatory backflow preventer inspection and to also look at leaks on airhandler in gymnasium 

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