



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 8/30/2013 (7)					
8/30/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/30/2013 8:00 AM	120	BCHS	Classroom	HVAC	Repairs to HVAC at BCCHS, B-103, B-107, and B-110 in science wing
8/30/2013 10:00 AM	60	BCHS	Hallway	HVAC	Repairs to HVAC at Upper Atrium & Band room
8/30/2013 11:00 AM	60	VES	Boiler Room	Meeting - Others, Water line	Met with Bob, of Riddleberger Bros. Inc. for replacement of backflow preventor
8/30/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/30/2013 12:30 PM	210	VES	Classroom, Other (Add to Description)	HVAC	Worked on air handlers in 3 different classrooms at VES and computer settings on Metsays program
8/30/2013 4:00 PM	30	VES	Boiler Room	Meeting - Others, Water line	Met with Bob, of Riddleberger Bros. for replacement of backflow preventor
Start : 9/2/2013 (1)					
9/2/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	(OFF) Holiday
Start : 9/3/2013 (11)					
9/3/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/3/2013 8:00 AM	30	BCHS	Kitchen	Other (Provide Description)	Repairs to door lock on kitchen door that would not stay locked
9/3/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, logs, purchase orders, E-Mails, phone messages and calls
9/3/2013 9:30 AM	60	BCHS	Gymnasium, Locker Room	Meeting - Staff	Recieved call from Kris Phillips that his keys were stuck in girls locker room door, tore lock apart to retrieve keys, repaired lock, also repaired loose lock on boys locker room door.
9/3/2013 10:30 AM	60	BCHS	Boiler Room	Meeting - Others, Water line	Met with Lyle Hartman of Water Chemistry to get measurements, number count of students and staff and gallons of water used to size water softner system
9/3/2013 11:30 AM	60	VES	Boiler Room	Meeting - Others, Water line	Met with Lyle, of Water Chemistry and Bob of RBI at VES water softner system to check system and to talk with Bob about soft seat check valve to be installed on system
9/3/2013 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
9/3/2013 1:00 PM	60	BCHS	Closet	Meeting - Others	Met with David Oliver of Oliver Dist. for repairs to mopping machine
9/3/2013 2:00 PM	90	BCHS	Gymnasium	HVAC, Phone call - Staff	Recieved call from Ms. Hirsh about airhandler in gymnasium, also about some lighting covers, checked

9/3/2013 3:30 PM	60	BCHS	Boiler Room	HVAC	airhandler and found that outside airhandlers were closed, open dampers and moving air, checked light covers and found 5 covers broke.
9/3/2013 4:30 PM	30	BCHS	Locker Room	Other (Provide Description)	Receives call that it was hot in building, checked Tracer Summit system and found chiller not running, was told that there was a power failure, checked unit and found off, reset and checked for proper operation
Start : 9/4/2013 (8)					
9/4/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/4/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone System, Purchase Orders	Worked in office on PC, phone messages, E-Mails, logs and purchase orders
9/4/2013 9:30 AM	90	VES	Shop	Meeting - Staff	Called to VES to check 2305 JD mower for minor repairs
9/4/2013 11:00 AM	60	VES	Boiler Room, Classroom, Other (Add to Description)	HVAC	Checked HVAC on PC and looked some other HVAC issues in various locations
9/4/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
9/4/2013 12:30 PM	60	VES	Office	Meeting - Staff	Meeting with Principal at VES to discuss some issues in school
9/4/2013 1:30 PM	30	VES	Classroom	Meeting - Staff	Meeting with Ms. Ford in preschool to discuss restroom handicap rail for child in her class, she is to meet with case worker to find out what kind of setup would be best for her
9/4/2013 2:00 PM	120	BCHS	Classroom	HVAC	Search for problem in science wing classrooms not cooling, checked thermostats, airflow, PE's and EP's in control box and found nothing wrong
Start : 9/5/2013 (6)					
9/5/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/5/2013 8:30 AM	120	VES	Classroom	HVAC, Meeting - Others	Met and worked with Radford Mech. Tech James for repairs to HVAC in various locations
9/5/2013 10:30 AM	90	BCHS	Shop	Other (Provide Description)	Repairs to lawn tractors 1025 R JD deck and 455 JD
9/5/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/5/2013 12:30 PM	210	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James on air pressure issues in Science Wing and other HVAC problems
9/5/2013 4:00 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy, Trane Corp. Tech for repairs to chiller that keeps tripping out on water flow, found bad sensor that reads flow
Start : 9/6/2013 (1)					
9/6/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Sick Leave
Start : 9/9/2013 (9)					

9/9/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/9/2013 8:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone calls, messages, logs, purchase orders, and E-Mails
9/9/2013 8:30 AM	90	BCHS	Boiler Room, Grounds	Meeting - Others	Met with R.L. Johnston Const. workers cleaning up around generator, filling holes, seeding and spreading straw to fix area up, also showed them where to dump excess dirt and push over into hole at parking lot
9/9/2013 10:00 AM	120	BCHS	Shop	Electrical, Meeting - Others	Met with H&M Elec. Techs to discuss some other work to be done at BCHS, also hauled lift to bus garage for them to install new lighting
9/9/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/9/2013 12:30 PM	120	BCHS	Boiler Room, Grounds, Gymnasium, Kitchen	Electrical, Meeting - Others	Met with H&M Elec Techs, another crew for repairs to lighting in various places at BCHS and around building
9/9/2013 2:30 PM	60	BCHS	Parking Lot	Meeting - Staff, Other (Provide Description)	Met with custodians in parking lot shed for repairs to 1025-R mower
9/9/2013 3:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe in office
9/9/2013 4:00 PM	60	BCHS	Other (Add to Description)	Electrical, Meeting - Others	Meeting with Herold of H&M to inspect lighting repairs

Start : 9/10/2013 (7)

9/10/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/10/2013 8:30 AM	30	BCHS	Boiler Room, Closet, Parking Lot, Road, Shop	Electrical, Meeting - Others	Met with H&M Elec techs to show them other scopes of work
9/10/2013 9:00 AM	210	BCHS	Other (Add to Description)	Inventory	Inventory of supplies and filters
9/10/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/10/2013 1:00 PM	60	BCHS	Office	Other (Provide Description), Phone call - Others	Worked in office ordering some supplies
9/10/2013 2:00 PM	60	BCHS	Shop	Electrical	Worked on motor in carpentry shop found it was OK
9/10/2013 3:00 PM	60	BCHS	Shop	Meeting - Staff	Met with Mr. Altizer in shop to discuss electrical needs for equipment to be moved to new shop

Start : 9/11/2013 (9)

9/11/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/11/2013 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone calls and messages, log, E-Mails, and purchase orders
9/11/2013 9:30 AM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to lockers in 8th grade section
9/11/2013 10:00 AM	60	BCHS	Grounds, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Techs at announcers booth to install new wiring and fixtures for lighting on hill back up to school
9/11/2013 11:00 AM	90	BCHS	Office	HVAC	Worked in office on PC looking through Tracer Summit and Metsays programs to ensure proper cooling was happening, also reset some temps

9/11/2013 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
9/11/2013 1:00 PM	30	VES	Office	Meeting - Staff	Meeting with principal at VES to discuss some repairs needed in kitchen
9/11/2013 1:30 PM	150	VES	Kitchen	Electrical, Plumbing/Sewer, Water line	Called H&M techs to VES for emergency repairs to elec. in kitchen. Repaired some waterline problems
9/11/2013 4:00 PM	60	BCHS	Grounds	Electrical, Meeting - Others	Met back with H&M Techs back at BCHS for installation of lighting at announcers booth

Start : 9/12/2013 (8)

9/12/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/12/2013 8:30 AM	60	BCHS	Boiler Room, Closet, Grounds, Gymnasium	Electrical, Meeting - Others	Met with H&M Electric at BCHS for lighting and wiring jobs
9/12/2013 9:30 AM	30	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Bath Co. Building Supply to pick up materials for SAB custodian.
9/12/2013 10:00 AM	120	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh and Justin Rider to discuss auction, and discuss findings by Matt Stephen, also phone conference with Matt to resolve issues at Bus Garage
9/12/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/12/2013 12:30 PM	30	BCHS	Gymnasium, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec Tech to show them more work to be done and make sure they have everything to do it
9/12/2013 1:00 PM	180	Other (Describe)	Road	Other (Provide Description)	Hauled 2305 JD Tractor from VES to Dawn Equip. at Covington for repairs, also picked up supplies at Oliver Dist.
9/12/2013 4:00 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Unloaded supplies that I picked up at Oliver Dist

Start : 9/13/2013 (8)

9/13/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/13/2013 8:30 AM	60	BCHS	Gymnasium, Locker Room	Other (Provide Description)	Repairs to door locks at new gym and boys & girls locker rooms
9/13/2013 9:30 AM	60	BCHS	Boiler Room	Electrical	Replaced some light bulbs in both boiler rooms, found 1 ballast out
9/13/2013 10:30 AM	90	BCHS	Shop	Meeting - Staff	Met and worked with Mr. Altizer at shop on measuring and making list for ticket booth at main gate football field
9/13/2013 12:00 PM	60	BCHS	Other (Add to Description)	Lunch	Lunch meeting with staff
9/13/2013 1:00 PM	120	BCHS	Boiler Room, Closet	Other (Provide Description)	Alternating and moving supplies from areas, also cleaned areas
9/13/2013 3:00 PM	60	VES	Other (Add to Description)	Electrical	Called to VES to check boys restroom exhaust fan, found motor burnt up, have to order new one, also checked girls restroom making noise and found cover was vibrating and repaired problem
9/13/2013 4:00 PM	30	BCHS	Office	Parts Ordering, Phone call - Others	Contacted Grainger about exhaust fan motor, found it was under warranty and they are sending me a new one

Start : 9/16/2013 (8)

9/16/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/16/2013 8:30 AM	60	BCHS	Kitchen	Plumbing/Sewer	Removed and installed new faucet on sink in kitchen
9/16/2013 9:30 AM	150	VES	Kitchen	Plumbing/Sewer	Removed and installed 2 new faucets on 3 bay sink at VES, found supply valve leaking, have to repair it when I can shut water down when school is closed
9/16/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
9/16/2013 12:30 PM	60	VES	Other (Add to Description)	Plumbing/Sewer	Repairs to flush valve in restroom at VES
9/16/2013 1:30 PM	60	BCHS	Office	HVAC	Worked on Tracer Summit system checking High School for temp settings
9/16/2013 2:30 PM	30	BCHS	Hallway	Meeting - Others, Other (Provide Description)	Met with UPS to receive packages, got ballards for bus garage
9/16/2013 3:00 PM	60	BusGar	Shop	Other (Provide Description)	Went to bus garage to put together and install retractible ballards at pit area ordered by Ms. Hirsh due to visit from Insurance Comp.

Start : 9/17/2013 (9)



9/17/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/17/2013 8:00 AM	60	BCHS	Closet, Gymnasium, Hallway, Locker Room	Electrical, Meeting - Others	Met with H&M Elec. Techs for repairs to lighting in various locations
9/17/2013 9:00 AM	30	BCHS	Shop	Auction	Made auction list for Kattie from old carpenter shop
9/17/2013 9:30 AM	30	BusGar	Shop	Other (Provide Description)	Went to Bus Garage to haul lift from there to BCHS for Electricians to use in Gym and Auditorium
9/17/2013 10:00 AM	30	BCHS	Parking Lot	Meeting - Others	Meeting with Alleghany Asphalt to look, and measure parking area at Mertz section to get price for repaving
9/17/2013 10:30 AM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 1025 R John Deere tractor to Dawn Equipment in Covington for repairs
9/17/2013 1:30 PM	60	BCHS	Gymnasium, Kitchen, Shop	Electrical, Meeting - Others	Met with H&M Elec. Techs to get them supplies to work with
9/17/2013 2:30 PM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC, purchase orders, E-Mails, phone calls, and parts ordering
9/17/2013 3:30 PM	60	BCHS	Shop	Electrical, Meeting - Others	Met wit H&M Techs in carpentry shop to show them elec. wiring to be installed for equipment

Start : 9/18/2013 (9)

9/18/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and chiller Check
9/18/2013 8:30 AM	30	BCHS	Shop	Electrical, Meeting - Others	Met with H&M Elec. Techs to see if they had everything to work in shop
9/18/2013 9:00 AM	120	BCHS	Office	Email, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, purchase orders, phone calls others and staff, parts ordering, and logs
9/18/2013 11:00 AM	60	BCHS	Boiler Room	HVAC	Installed new motor master on boiler pump #2 at BCHS checked boiler for proper operation

9/18/2013 12:00 PM	30	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager at SAB
9/18/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/18/2013 1:00 PM	60	VES	Kitchen	Meeting - Others	Called to VES kitchen by Wagner Foods to inspect dishwasher and to look at fuses, not the right size
9/18/2013 2:00 PM	120	BCHS	Shop	Meeting - Staff	Helped Larry, Electricity teacher move lathe out of his shop to Joey's shop, also moved some other tools and set up
9/18/2013 4:00 PM	60	BusGar	Shop	Other (Provide Description)	Hauled lift back to bus garage for electricians to use installing new lights at garage
Start : 9/19/2013 (1)					
9/19/2013 8:00 AM	510	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal leave day
Start : 9/20/2013 (8)					
9/20/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/20/2013 8:30 AM	120	BCHS	Classroom	HVAC	Recieved call about some classrooms to cold, checked on Tracer Summit and went to classrooms to check with digital therm. Units are calling for heat but valves dont seem to be opening, calling Trane Tech about problem
9/20/2013 10:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Trane Corp about problem with Tracer Summit System, they will have Tech to check out on Monday
9/20/2013 11:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, researching, phone messages, phone calls, E-Mails, logs and purchase orders
9/20/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/20/2013 12:30 PM	60	BCHS	Office	Meeting - Staff	Meeting with custodians about auction and some other issues
9/20/2013 1:30 PM	60	BCHS	Office	Meeting - Others	Meeting with State Elec. Supply Rep to look at new fixtures and supplies
9/20/2013 2:30 PM	120	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pickup ordered parts
Start : 9/23/2013 (8)					
9/23/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/23/2013 8:30 AM	30	BCHS	Boiler Room, Classroom, Office	HVAC	Checked Tracer summit System, building cold this morning
9/23/2013 9:00 AM	120	BCHS	Gymnasium, Office	HVAC, Meeting - Others	Meeting with Riddleberger Bros. accounts Reps to discuss overage on billing
9/23/2013 11:00 AM	30	BCHS	Grounds, Other (Add to Description)	Electrical, Meeting - Others	Met with Rep hooking up new field scoreboard to turn power on for him to check system
9/23/2013 11:30 AM	30	BusGar	Shop	Electrical, Meeting - Others	Hauled 10ft step ladder mto bus garage for electricians to use on lighting
9/23/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

9/23/2013 12:30 PM	30	Other (Describe)	Road	Meeting - Others	Meeting with Bill Bratton to discuss auction items
9/23/2013 1:00 PM	210	BCHS	Boiler Room, Classroom, Office	HVAC, Meeting - Others	Met and worked with jimmy of Trane Corp. for repairs to Tracer Summit System and to install new temp sensor on chilled water line and to check reset valves not functioning properly
Start : 9/24/2013 (7)					
9/24/2013 7:30 AM	90	BCHS	Boiler Room, Classroom	HVAC	Daily Boiler and Chiller Check, also spoke with teachers that said thier rooms were still cool, went on Tracer Summit and checked system and reset some temps
9/24/2013 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, logs, phone calls, messages and purchase orders, delivered them to Business Manager at SAB
9/24/2013 10:00 AM	120	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Met with custodian from MES to load him with supplies and order some parts for him
9/24/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/24/2013 12:30 PM	60	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Bath Co. Building Supply to pickup parts to hook up hose sprayer for new dishwasher at VES and part to repair water valve
9/24/2013 1:30 PM	30	BusGar	Grounds, Parking Lot	Other (Provide Description)	Called to bus garage to spray for bee's at fuel dock, found 2 nest
9/24/2013 2:00 PM	150	VES	Kitchen	Phone call - Others, Plumbing/Sewer, Water line	Worked on water line in kitchen at VES, also phone conversation with US Food service about soap dispensing system on new dishwasher
Start : 9/25/2013 (6)					
9/25/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/25/2013 8:30 AM	30	BCHS	Office	HVAC, Phone call - Others	Phone conversation with James of Radford Mech. about invoices and other work to be done
9/25/2013 9:00 AM	180	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Carrrier Corp on problems on chiller
9/25/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
9/25/2013 12:30 PM	120	VES	Boiler Room	HVAC	Met and worked with Jeff, of Carrier Corp to check chiller at VES found cooler heater bad, ordering parts for repairs 
9/25/2013 2:30 PM	90	BusGar	Parking Lot, Shop	Auction	Worked on auction items 
Start : 9/26/2013 (6)					
9/26/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check 
9/26/2013 8:00 AM	30	BCHS	Classroom, Gymnasium, Hallway	Electrical, Meeting - Others	Met with H&M Elec Tech to show them scope of work for today 
9/26/2013 8:30 AM	30	BCHS	Boiler Room, Locker Room	HVAC, Meeting - Others	Met with James of Radford Mech. for repairs to HVAC 
9/26/2013 9:00 AM	180	MES	Other (Add to Description)	Auction	Moving auction items to bus garage 

9/26/2013 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break  NEW
9/26/2013 12:30 PM	210	Other (Describe)	Other (Add to Description)	Auction	Moving auction items to bus garage  NEW

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