




Maintenance ▶ Maintenance Director Log Monthly Report


<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 9/27/2013 (6)					
9/27/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/27/2013 8:30 AM	90	BCHS	Boiler Room, Classroom	HVAC, Meeting - Others	Met and Worked with Jimmy, of Trane Corp. to go completely through Tracer Summit System and find problems, reset controls, tems and for any other problems
9/27/2013 10:00 AM	120	BCHS	Other (Add to Description)	Auction, Meeting - Staff	Met with custodians to gather and move auction items to bus garage
9/27/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/27/2013 12:30 PM	120	BCHS	Boiler Room, Classroom	HVAC, Meeting - Others	Met with Jimmy, of Trane Corp. to check out some inconsistent readings and failures
9/27/2013 2:30 PM	120	BCHS	Other (Add to Description)	Auction	Loaded and moved last minute auction items
Start : 9/28/2013 (1)					
9/28/2013 8:00 AM	300	BusGar	Other (Add to Description)	Auction	Worked school auction at bus garage
Start : 9/29/2013 (1)					
9/29/2013 2:30 PM	180	BCHS	Closet	HVAC, Water line	Called in to check water leak at upstairs of 54 bld. file room at elevator, found dilecticle union leaking, got lg wrenchs and tightened union, stopped leak
Start : 9/30/2013 (11)					
9/30/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/30/2013 8:00 AM	30	BCHS	Closet	Meeting - Staff	Met with custodians at upstairs file room where I repaired leak to clean up and replace tiles
9/30/2013 8:30 AM	90	BCHS	Shop	Meeting - Staff	Met with custodians at shops to unhook and move auction sold equipment to garage doors for removal by owners
9/30/2013 10:00 AM	30	BCHS	Office	Electrical, Meeting - Others	Met with H&M Techs at BCBS to give them parts to be installed at various locations
9/30/2013 10:30 AM	90	BusGar	Shop	Meeting - Staff	Met with Trans Director and Mech. to move items that had not been picked up yet, also picked up trailer to haul lift from BCBS to VES Gym
9/30/2013 12:00 PM	30	BusGar	Shop	Lunch	Lunch Break
9/30/2013 12:30 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Loaded and hauled lift to VES Gym
9/30/2013 1:30 PM	30	BCHS	Office	Phone call - Others, Purchase Orders	Worked in office on PC, phone calls and purchase orders

9/30/2013 2:00 PM	30	BCHS	Office	Meeting - Staff	Met with Ms. Rowe to discuss water leak that I repaired on Sunday that she had called me about to check out
9/30/2013 2:30 PM	60	BCHS	Shop	Meeting - Staff	Meeting with Mr. Altizer to go over more electrical hook up locations for shop equipment and pull down cords
9/30/2013 3:30 PM	60	BCHS	Boiler Room	Meeting - Staff	Met with custodian in boiler room to remove empty box's and empty trash out of storage area
Start : 10/1/2013 (6)					
10/1/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/1/2013 8:30 AM	60	BCHS	Shop	Meeting - Others	Met with owners of sold auction items so they could pick up their items at BCHS shops
10/1/2013 9:30 AM	30	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh and Justin
10/1/2013 10:00 AM	120	MES	Boiler Room	HVAC	Checked out chiller not running at MES
10/1/2013 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
10/1/2013 12:30 PM	210	MES	Boiler Room, Office	HVAC, Phone call - Others	Checked Chiller flow switches, reset switches, control switches, phone call to Radford Mech about problem and he instructed me what to check, recommended me to call Tim Brady with Johnson Control seems to be Metsays problem, Tim will come on Friday
Start : 10/2/2013 (6)					
10/2/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/2/2013 8:30 AM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled lift from VES to MES for electricians to install guards on new lighting
10/2/2013 10:30 AM	30	MES	Gymnasium	Electrical, Meeting - Others	Met with H&M Elec. Techs at MES
10/2/2013 11:00 AM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone calls, phone messages, E-Mails, purchase orders and reports
10/2/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/2/2013 12:30 PM	240	BCHS	Office	Electrical, Phone call - Others	Recieved call from Dawn Equip. that 1025R tractor was ready to be picked up, got trailer and loaded 455 JD to take down for repairs and picked up 1025R, also stopped at St. Elec. Supply and H&M Elec to get parts to hook power for ticket booth
Start : 10/3/2013 (5)					
10/3/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/3/2013 8:30 AM	210	BCHS	Other (Add to Description)	Other (Provide Description)	Hauled BCHS 2305 JD tractor to Dawn Equip. for repairs and brought VES 2305 JD tractor back to VES
10/3/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
10/3/2013 12:30 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 455 JD Tractor to Dawn Equip for repairs, stopped at State Elec. Supply to pickup ordered parts NEW


10/3/2013 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages and calls, and purchase orders 
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 **Start : 10/4/2013 (8)**

10/4/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/4/2013 8:30 AM	60	BCHS	Grounds	Electrical, Meeting - Staff	Met with Larry, Elec Teacher at Football field score board for wire hookup for ticket booth
10/4/2013 9:30 AM	120	MES	Boiler Room, Closet	HVAC, Meeting - Others	Met with Tim Brady of Johnson control at MES for repairs to chiller, replaced sensor and went through Metsays program to repair and install some other set points and other problems, also gave Principal lessons on program and settings
10/4/2013 11:30 AM	60	Other (Describe)	Gymnasium	Other (Provide Description)	Loaded and hauled lift back to VES from MES for repairs to exhaust fan in gym.
10/4/2013 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
10/4/2013 1:00 PM	30	VES	Boiler Room, Office	HVAC, Meeting - Others	Met with Tim Brady of Johnson Control at VES to give principal lessons on Metsays program and to check system for proper function
10/4/2013 1:30 PM	60	VES	Classroom	Other (Provide Description), Phone call - Staff	Recieved call from Sandy at VES that children and teacher were locked in room, worked on door and had to pry open
10/4/2013 2:30 PM	120	VES	Gymnasium	HVAC, Other (Provide Description)	Installed new belt on exhaust fan at VES gym and repaired fan cage screen that was bent in against motor

 **Start : 10/7/2013 (6)**

10/7/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/7/2013 8:30 AM	210	BCHS	Office	Email, Inventory, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, phone calls and messages, purchase orders, checked inventory, parts and supply ordering
10/7/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/7/2013 12:30 PM	150	BCHS	Other (Add to Description)	Plumbing/Sewer	Repairs to urinals, sinks and comodes at football field restrooms
10/7/2013 3:00 PM	30	BCHS	Other (Add to Description)	Meeting - Staff	Meeting with Ms. Rowe and custodians in cafeteria
10/7/2013 3:30 PM	120	BCHS	Closet	Maintenance Request Review	Recieved call from custodian that key would not open custodial closet, had to remove door by hindges to get it open, disassembled door lock and repaired.

 **Start : 10/8/2013 (2)**

10/8/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/8/2013 8:30 AM	450	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Drove Maintenance truck to Lenord Truck Accessories for repairs to sprayin bedliner, found they needed to keep truck over night, called Trans. Director to have someone pick me up.

☒ **Start : 10/9/2013 (4)**

10/9/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/9/2013 8:30 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, logs, purchase orders, phone call to see if Maintenance truck was ready to be picked up at Staunton, phone messages, calls and reports
10/9/2013 10:30 AM	300	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Lenord Truck Accessories in Staunton to pick up Maintenance Truck, while in Staunton went to Lowes to pick up needed supplies
10/9/2013 3:30 PM	150	VES	Kitchen	Plumbing/Sewer	Worked on clogged sewer drain line in dishroom, and water fountain

☒ **Start : 10/10/2013 (4)**

10/10/2013 8:00 AM	90	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check, also went through Tracer summit System to make adjustments
10/10/2013 9:30 AM	150	VES	Classroom	Other (Provide Description)	Installed door lock on Ms. Hansfords room and repaired door jamb and strike plate
10/10/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
10/10/2013 12:30 PM	210	VES	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to comodes in nurses station and in main office at VES

☒ **Start : 10/11/2013 (1)**

10/11/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal leave day
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☒ **Start : 10/14/2013 (6)**

10/14/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/14/2013 8:30 AM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Dawn Equipment at Covington to haul 2305 tractor back to BCHS after being repaired also stopped by Oliver Dist to pickup supplies
10/14/2013 11:30 AM	30	BCHS	Office	Other (Provide Description)	Checked out noise heard by secretary's in front office
10/14/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/14/2013 12:30 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Dawn Equipment at Covington to pickup 455 JD tractor that was there for repairs, also stopped at State Elec. Supply to pickup light bulbs, and ballast that had been ordered for BCHS, VES, and MES
10/14/2013 4:00 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Unloaded tractor and supplies at BCHS

☒ **Start : 10/15/2013 (4)**

10/15/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/15/2013 8:30 AM	210	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp to install heaters on chiller at BCHS
10/15/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

10/15/2013 12:30 PM	240	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp. to install heaters on chiller at BCHS
Start : 10/16/2013 (6)					
10/16/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/16/2013 8:30 AM	180	BCHS	Shop	Meeting - Staff	Worked with Joey Altizer at wood shop for repairs to planer, guard had come loose and got into blades, took guard to Walley's repair shop for repairs, reinstalled on planer
10/16/2013 11:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh about CIP items
10/16/2013 12:30 PM	30	Other (Describe)	Shop	Meeting - Others	Went back by Walley's Repair Shop to pay him for work out of petty cash fund from SAB
10/16/2013 1:00 PM	120	BusGar	Shop	Electrical	Installed light bracket and light on headrack of maintenance truck
10/16/2013 3:00 PM	90	BCHS	Hallway	Meeting - Staff	Custodian asked me to check floor mopping machine, checked out and found problem, repaired and back working
Start : 10/17/2013 (7)					
10/17/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
10/17/2013 8:30 AM	120	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp. for winterizing chiller at VES, hauled glycol to be pumped into system
10/17/2013 10:30 AM	60	VES	Gymnasium, Hallway, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Electric and gathered up materials for them to install at VES
10/17/2013 11:30 AM	60	BCHS	Gymnasium, Hallway	Electrical, Meeting - Others	Met with H&M Elec to gather up materials to install at BCHS
10/17/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/17/2013 1:00 PM	60	VES	Boiler Room	HVAC	Met with Jeff of Carrier to see how he was getting along on chiller
10/17/2013 2:00 PM	150	MES	Gymnasium	Electrical, Meeting - Others, Other (Provide Description)	Hauled lift to MES so electricians could repair 2 of the new lights that were installed in gymnasium
Start : 10/18/2013 (7)					
10/18/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check 
10/18/2013 8:30 AM	120	BCHS	Classroom, Hallway, Office	Other (Provide Description)	Door repairs at main office, football locker room, Mertz hallway entrance 
10/18/2013 10:30 AM	90	BCHS	Locker Room	Plumbing/Sewer, Water line	Repairs to water line in football locker room 
10/18/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
10/18/2013 12:30 PM	90	BCHS	Locker Room	Plumbing/Sewer, Water line	Repairs to faucets and flush valves in football locker room 
10/18/2013 2:00 PM	90	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC in science wing at BCHS 
10/18/2013 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, logs, phone calls and messages, and purchase orders 

Start : 10/20/2013 (1)

10/20/2013 3:00 PM 360 Other (Describe) Other (Add to Description) Other (Provide Description) Traveled to Norfolk VA. for VSPMA Convention

Start : 10/21/2013 (1)

10/21/2013 8:00 AM 780 Other (Describe) Other (Add to Description) Other (Provide Description) Attended VSPMA Convention at Norfolk VA.

Start : 10/22/2013 (1)

10/22/2013 8:00 AM 540 Other (Describe) Other (Add to Description) Other (Provide Description) Attended VSPMA Convention at Norfolk VA.

Start : 10/23/2013 (3)

10/23/2013 8:00 AM 240 Other (Describe) Other (Add to Description) Other (Provide Description) Attended VSPMA Convention at Norfolk VA.

10/23/2013 12:00 PM 330 Other (Describe) Other (Add to Description) Other (Provide Description) Returned to BCHS from VSPMA Convention

10/23/2013 5:30 PM 240 BCHS Other (Add to Description) Electrical Met and worked with John Rippey of Star City Fire Protection to find problems with fire alarm panel, found duct detector bad and cleaned some others, also set up for fire alarm inspection

Start : 10/24/2013 (6)

10/24/2013 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler and Chiller Check

10/24/2013 8:30 AM 210 BCHS Boiler Room, Hallway, Other (Add to Description) Electrical, HVAC Checked fire alarm system after the day before alarming, checked airhandler units and smoke detectors, walked through building and looked at alarm switches

10/24/2013 12:00 PM 30 BCHS Other (Add to Description) Lunch Lunch Break

10/24/2013 12:30 PM 30 BCHS Office Phone call - Others Recieved call from MES Principal wanting to know if we could get new playground ready by Tuesday for Ribbon Cutting Ceremony.

10/24/2013 1:00 PM 120 MES Grounds, Office Meeting - Staff Met with MES Principal and custodian to look at playground and materials for job and what all needed to be done

10/24/2013 3:00 PM 120 MES Other (Add to Description) Other (Provide Description) Loaded and hauled from MES back to BCHS, unloaded and hauled trailer back to bus garage. Met with Parks and Rec. folks to see if I could use their tractor with bucket to move wood chips into playground at MES


Start : 10/25/2013 (6)







10/25/2013 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Check

10/25/2013 8:30 AM 180 Other (Describe) Other (Add to Description) Other (Provide Description) Went to Bath Co. Parks and Rec, picked up thier trailer and kubota tractor, hauled to MES to use moving wood chips into playground, also went back to BCHS and hauled 2305 with bucket to MES to use moving wood chips into playground

10/25/2013 11:30 AM 60 MES Grounds Other (Provide Description) Moving chips into playground

10/25/2013 12:30 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
10/25/2013 1:00 PM	240	MES	Grounds	Other (Provide Description)	Moving chips into playground
10/25/2013 5:00 PM	60	Other (Describe)	Parking Lot, Other (Add to Description)	Other (Provide Description)	Hauled kubota tractor and trailer back to Parks and Rec.
Start : 10/28/2013 (5)					
10/28/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
10/28/2013 8:30 AM	240	MES	Grounds	Other (Provide Description)	Moved chips into playground area and spread with rakes and shovel
10/28/2013 12:30 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
10/28/2013 1:00 PM	210	MES	Grounds	Other (Provide Description)	Installed outside boarder around playground and finished leveling chips by hand
10/28/2013 4:30 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Hauled 2305 tractor back to BCHS, unloaded and hauled trailer back to bus garage
Start : 10/29/2013 (6)					
10/29/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
10/29/2013 8:30 AM	210	BCHS	Office	Email, Inventory, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Reports	Worked in office on PC, E-Mails, phone calls, messages, inventory of supplies, research on PC, maintenance request, parts ordering, purchase orders, and filing of paper work, research through billing
10/29/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/29/2013 12:30 PM	60	BCHS	Closet	Meeting - Others	Met with Divid Oliver of Oliver Dist. for repairs to mopping machine at BCHS
10/29/2013 1:30 PM	120	BusGar	Shop	Other (Provide Description)	Called to bus garage for oil change and installation of items on maintenance truck
10/29/2013 3:30 PM	30	SAB	Other (Add to Description)	Other (Provide Description)	Delivered paper work to SAB office
Start : 10/30/2013 (5)					
10/30/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
10/30/2013 8:30 AM	120	BCHS	Boiler Room	HVAC, Water line	Met with Scott of Valley Boiler for location and measurements for installation of water softner to be installed
10/30/2013 10:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, phone calls staff, phone messages, calls to others, purchase orders, and recieved call to check temps in english wing at BCHS
10/30/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/30/2013 12:30 PM	210	VES	Boiler Room, Classroom, Closet	HVAC, Meeting - Others	Met and worked with Scott of Valley Boiler to repair boiler #1 out on flame failure, also called into school to check smoke in room, found fan burnt up on airhandler that feeds room 110 and room 109

 **Start : 10/31/2013** (6)

10/31/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
10/31/2013 8:30 AM	60	VES	Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec Techs at VES stage to check track lighting, found all connector heads are cracked, need to order new heads or change track lighting to new type 
10/31/2013 9:30 AM	90	VES	Classroom, Closet	HVAC, Meeting - Others	Met with James of Radford Mech to install fan motor and capacitor that he picked up for me, for rooms 109 and 110 
10/31/2013 11:00 AM	60	BCHS	Closet, Office	Other (Provide Description), Purchase Orders	Worked on last minute billing for business manager and delivered to him, also searched for belts for VES cafeteria unit, had none called Fisher Auto Parts and ordered 2 
10/31/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
<input checked="" type="checkbox"/> 10/31/2013 12:30 PM	30	BCHS	Boiler Room, Locker Room	HVAC, Meeting - Others	Met with James of Radford Mech to detect problems with AHU girls locker room at BCHS 

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