



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b><input type="checkbox"/> Start : 10/31/2013 (8)</b>					
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
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
10/31/2013 1:00 PM	180	BCHS	Hallway, Other (Add to Description)	Plumbing/Sewer, Water line	Urinal repairs boys restroom across from main office, also repairs to dilecticle union on chilled waterline in hallway at main office
10/31/2013 4:00 PM	30	BCHS	Boiler Room, Locker Room	HVAC, Meeting - Others	Met with James of Radford Mech, repairs to AHU controls for girls locker room
<b><input type="checkbox"/> Start : 11/1/2013 (5)</b>					
11/1/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/1/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
11/1/2013 9:00 AM	180	BCHS	Classroom, Hallway	Other (Provide Description)	Installed new ceiling tiles where needed at BCHS
11/1/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/1/2013 12:30 PM	210	BCHS	Gymnasium	Other (Provide Description)	Repairs to gym curtain divider, cable broke and knotted, cut all old loose and installed new cable, checked for proper operation
<b><input type="checkbox"/> Start : 11/4/2013 (9)</b>					
11/4/2013 7:00 AM	60	VES	Road	Electrical, Other (Provide Description)	Checked out caution lights on roadway to see if they were functioning from time change, they were both out of time, had to wait for Mechanic to come in to get key to reset
11/4/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check

11/4/2013 8:30 AM	30	BCHS	Office	Email, Maintenance Request Review, Meeting - Staff, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone calls, messages, maintenance request, and parts research and ordering
11/4/2013 9:00 AM	60	VES	Road	Electrical	Resetting of caution light timers for day light saving time
11/4/2013 10:00 AM	120	BCHS	Boiler Room, Closet	Other (Provide Description)	Cleaned and moved supplies around in storage areas at BCHS
11/4/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/4/2013 12:30 PM	165	VES	Kitchen	Plumbing/Sewer	Installation of water hookup to steamer in kitchen
11/4/2013 3:15 PM	45	VES	Road	Electrical	Checked caution lights for proper function for evening bus run
11/4/2013 4:00 PM	30	VES	Kitchen	Other (Provide Description)	Cleaned up area where I installed water hookup for steamer

**Start : 11/5/2013 (11)**

11/5/2013 7:00 AM	30	VES	Kitchen	Meeting - Staff	Met with cooks at VES to show them where to turn water on for steamer
11/5/2013 7:30 AM	60	VES	Road	Electrical	VES, check operation of caution lihgt setting for morning bus run, checked out alright
11/5/2013 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/5/2013 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, Phone calls and messages, logs and purchase orders
11/5/2013 10:00 AM	30	SAB	Office	Meeting - Staff	Met with Business Manager at SAB to go over some invoices, and purchase orders
11/5/2013 10:30 AM	30	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh at SAB
11/5/2013 11:00 AM	30	BCHS	Boiler Room	Meeting - Others	Met with David Oliver of Oliver Dist. to unload supplies at BCHS boiler room
11/5/2013 11:30 AM	60	VES	Kitchen	Meeting - Staff	Met with Ms. Shifflett at VES kitchen concerning side by side freezer and refrigerator
11/5/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/5/2013 1:00 PM	60	BCHS	Kitchen	Plumbing/Sewer	Repairs to drain on dish washer at charger cafe
11/5/2013 2:00 PM	120	BCHS	Other (Add to Description)	Plumbing/Sewer	Repairs to urinal in 54 bld. BCHS

**Start : 11/6/2013 (8)**

11/6/2013 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
11/6/2013 7:30 AM	30	BCHS	Office	Email, Maintenance Request Review, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone calls and messages, purchase orders, maint request
11/6/2013 8:00 AM	210	BCHS	Boiler Room, Hallway	HVAC, Meeting - Others	Met and worked with Jimmy Hooker, of Trane Corp to figure out problem with large air handler on old stage, found problem with humidity sensor, new one on order
11/6/2013 11:30 AM	30	BCHS	Grounds	Fuel Tank Measurement	Measure heating oil levels
11/6/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

11/6/2013 12:30 PM	30	BCHS	Kitchen	Other (Provide Description)	Went to BCHS kitchen to makeup list of materials for steamer hookup
11/6/2013 1:00 PM	60	Other (Describe)	Other (Add to Description)	Parts Pickup, Plumbing/Sewer	Went to Bath Co. Bld. Supply to pickup parts need to install plumbing for steamer at BCHS kitchen
11/6/2013 2:00 PM	150	BCHS	Kitchen	Plumbing/Sewer, Water line	Worked in kitchen moving washer-dryer combo out of way, shut water supply off to area, started plumbing
<b>Start : 11/7/2013 (4)</b>					
11/7/2013 8:00 AM	270	BCHS	Kitchen	Plumbing/Sewer, Water line	Plumb for steamer in kitchen.
11/7/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/7/2013 1:00 PM	150	Other (Describe)	Other (Add to Description)	Parts Pickup	Had to go to Covington to pick up plumbing parts for steamer hookup that Bath Co. Bld. Supply did not have for final hookup
11/7/2013 3:30 PM	90	BCHS	Kitchen	Plumbing/Sewer, Water line	Finished up plumbing, moved washer dryer combo back into place, installed new hose hook ups on washer, new hose hook up for soup pot, and cleaned up
<b>Start : 11/8/2013 (7)</b>					
11/8/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler check
11/8/2013 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe discussing CIP items to be priced for budget
11/8/2013 9:30 AM	30	BCHS	Kitchen	Meeting - Staff	Met with ladies in kitchen at BCHS to discuss valve location for steamer so they will know where to turn off if there is a problem
11/8/2013 10:00 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone calls and messages, logs purchase orders and filing of paper work in office
11/8/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/8/2013 12:30 PM	60	BCHS	Office	HVAC	Worked in office checking out all 3 sites of HVAC controls, checked class room temps and to see if everything was functioning, Tracer Summit and Metsays at other 2 schools
11/8/2013 1:30 PM	90	BCHS	Boiler Room, Closet	Inventory	Checking inventory, writing down things we need
<b>Start : 11/11/2013 (1)</b>					
11/11/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave
<b>Start : 11/12/2013 (8)</b>					
11/12/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/12/2013 8:30 AM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, phone calls others and staff, researching parts and supplies, logs and purchase orders

11/12/2013 10:00 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and discussed upcoming budget items
11/12/2013 11:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh at SAB
11/12/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/12/2013 12:30 PM	60	VES	Classroom, Kitchen	Other (Provide Description)	Went to VES to check some problems reported to me in classroom and kitchen
11/12/2013 1:30 PM	60	SAB	Office	Meeting - Staff	Meeting at SAB with Mr. Lancaster, Ms. Hirsh, and all 3 Principals to discuss new maintenance request system online computer
11/12/2013 2:30 PM	90	BCHS	Classroom, Hallway	Other (Provide Description)	Replacement and installation of ceiling tiles in various locations at BCHS

**Start : 11/13/2013 (9)**

11/13/2013 8:30 AM	60	BCHS	Boiler Room	Electrical	Electrical problems at BCHS
11/13/2013 9:30 AM	60	BCHS	Other (Add to Description)	HVAC, Meeting - Others	Met with Riddleburger Bros. Techs and engineers to look at problem in Auditorium
11/13/2013 10:30 AM	30	BCHS	Boiler Room	Electrical, Meeting - Others	Met with BARC Elec to determine where problem with power came from
11/13/2013 11:00 AM	60	BCHS	Boiler Room	Electrical, Meeting - Others	Met and worked with H&M Electric Techs to discuss where problem with power outage might have come from
11/13/2013 12:00 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Riddleburger Bros. Techs and engineers to discuss problems with auditorium HVAC
11/13/2013 1:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
11/13/2013 2:00 PM	120	BCHS	Hallway	HVAC, Meeting - Staff	Met with custodian at C-Section BCHS to repair doors at back of band room, and adjust another, also reset some temps in gym and locker rooms at request of coaches and custodian
11/13/2013 4:00 PM	90	BCHS	Boiler Room, Classroom, Hallway, Kitchen, Locker Room	Electrical	Still looking for reason that may have caused large breaker to trip, have found no reason
11/13/2013 5:30 PM	30	BCHS	Other (Add to Description)	Electrical	Reset outside lighting timers that were off due to power outage

**Start : 11/14/2013 (5)**

11/14/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/14/2013 8:30 AM	90	BCHS	Classroom	HVAC	Checked heat at request of 2 teachers that thier rooms were cold, found belt broke on 1 airhandler and air problem on the other, both in science wing at BCHS
11/14/2013 10:00 AM	180	BCHS	Hallway, Office	Meeting - Others	Meeting with Mike, of PHP Lockers, and Ms. Rowe to price new locker installation
11/14/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/14/2013 1:30 PM	150	MES	Boiler Room, Locker Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at MES for repairs to HVAC

☰ **Start : 11/15/2013** (1)

11/15/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave Day
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☰ **Start : 11/18/2013** (4)

11/18/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/18/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC, E-Mails, logs, phone calls and messages
11/18/2013 9:00 AM	360	Other (Describe)	Hallway, Locker Room, Other (Add to Description)	Meeting - Others	Met and worked with Rich Light of Skyline Door and Hardware at all 3 schools to count and measure for restroom partitions for Budet or CIP, We also had meeting with Ms.Hirsh at SAB
11/18/2013 3:00 PM	90	MES	Boiler Room, Gymnasium, Locker Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for repairs at MES


☰ **Start : 11/19/2013** (6)

11/19/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/19/2013 8:30 AM	30	BCHS	Office	HVAC	Checked Tracer Summit System, and Metsays program on PC to be sure all heat is working in all 3 schools
11/19/2013 9:00 AM	180	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, phone messages, calls, parts research, parts ordering, purchase orders, and worked on CIP, Budget info.
11/19/2013 12:00 PM	30	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist at boiler room to recieve ordered supplies
11/19/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/19/2013 1:00 PM	180	BCHS	Boiler Room	HVAC, Water line	Greased and oiled pump motors, circulator pumps, shafts, and baring assemblies in boiler rooms

☰ **Start : 11/20/2013** (10)

11/20/2013 7:00 AM	120	BCHS	Boiler Room, Hallway, Kitchen, Other (Add to Description)	Electrical, Meeting - Others	Recieved call that power was out at BCHS 54 bld. again, met with BARC, H&M Elec. trying to figure out problem
11/20/2013 9:00 AM	120	BCHS	Boiler Room, Locker Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech for repairs to girls locker room AHU, also to install presure reducing valve  NEW
11/20/2013 11:00 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and discussed budget items  NEW
11/20/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break  NEW
11/20/2013 12:30 PM	60	BCHS	Boiler Room	Meeting - Others	Met with Dale Loan of BARC concerning problem with generator, switch back to regular power and tripping our breaker  NEW
11/20/2013 1:30 PM	30	BCHS	Office	Electrical, Phone call - Others	Phone conversation with Rodney of H&M Elec concerning power problem and possible fix to problem  NEW

11/20/2013 2:00 PM	30	BCHS	Office	Phone call - Others	Phone conversation with Andy Seabolt concerning problem with power  <b>NEW</b>
11/20/2013 2:30 PM	30	BCHS	Hallway	Electrical, Other (Provide Description)	Called to elevator in Mertz, had teacher stuck in elevator, got him out, called Martin, with Thyssenkrupp Elevator to come and diagnose problem  <b>NEW</b>
11/20/2013 3:00 PM	60	VES	Kitchen	Plumbing/Sewer	Called to VES to unstop clogged line from garbage disposal  <b>NEW</b>
11/20/2013 4:00 PM	30	BCHS	Office	Phone call - Staff	Phone conversation with Mr. Lancaster concerning problem with power  <b>NEW</b>

 **Start : 11/21/2013 (5)**

11/21/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check  <b>NEW</b>
11/21/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC, phone calls, messages, and logs  <b>NEW</b>
11/21/2013 9:00 AM	210	BCHS	Hallway	Electrical, Meeting - Others, Other (Provide Description)	Met and worked with Martin, of Thyssenkrupp Elevator for repairs to elevator in Mertz section, also to program and install new 911 phone in elevator at main office  <b>NEW</b>
11/21/2013 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break  <b>NEW</b>
11/21/2013 1:00 PM	30	BCHS	Kitchen	Plumbing/Sewer	Finished up steamer in kitchen, had to install drain hose to drop in bucket  <b>NEW</b>

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