



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 11/25/2013 (1)					
11/25/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/26/2013 (1)					
11/26/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/27/2013 (1)					
11/27/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/28/2013 (1)					
11/28/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 11/29/2013 (1)					
11/29/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 12/2/2013 (10)					
12/2/2013 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/2/2013 8:00 AM	90	BCHS	Office	HVAC	Recieved call no heat in front office, diagnosed and resolved issue
12/2/2013 9:30 AM	60	BusGar	Shop	HVAC	Recieved call heat was out at bus garage, checked unit, found that oil tank was out, contacted Whiting Jamison for fuel that is on regular fill up, Jack said he would check with driver why it had not been filled
12/2/2013 10:30 AM	60	VES	Classroom, Hallway	Meeting - Others	Met with Skyline Door and Hardware techs on installation of doors
12/2/2013 11:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh at her office about doors and CIP items
12/2/2013 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
12/2/2013 1:00 PM	90	BCHS	Office	Other (Provide Description)	Worked in office on CIP and Budget items
12/2/2013 2:30 PM	30	SAB	Office	Meeting - Staff	Met with Business Manager at SAB to discuss CIP and Budget items
12/2/2013 3:00 PM	90	BCHS	Boiler Room, Grounds	Electrical, Meeting - Others	Met with Dale Loan of BARC Electric to run test on generator to see if breaker trip out again, ran test and did not trip.
12/2/2013 4:30 PM	30	BCHS	Office	Electrical, Phone call - Others	Phone conversation with H&M Electric about test run on generator to try to define another source of cause
Start : 12/3/2013 (8)					

12/3/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/3/2013 8:30 AM	210	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on CIP and Budget items
12/3/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/3/2013 12:30 PM	30	VES	Classroom, Closet	HVAC	Recieved call to check AHU in classroom at VES found no problem or smell
12/3/2013 1:00 PM	60	VES	Classroom, Hallway	Meeting - Others	Met with Skyline Door Techs for inspection of doors to report back to Ms. Hirsh, so she could send in for payment
12/3/2013 2:00 PM	210	BCHS	Office	Meeting - Staff, Phone call - Others, Phone call - Staff	Recieved information that we were under boil water advisory, contacted PSA for confirmation, then met with Ms. Rowe about problem and went to see Ms. Hirsh with problem, attempted to get & set up water stations for students and staff to drink
12/3/2013 5:30 PM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Waited around for board meeting
12/3/2013 7:00 PM	150	VES	Other (Add to Description)	Meeting - Staff	Attended School Board Meeting and CIP discusion

Start : 12/4/2013 (10)

12/4/2013 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/4/2013 9:00 AM	30	BCHS	Parking Lot, Other (Add to Description)	Fuel Tank Measurement, Meeting - Others	Recieved sm truck of gas for fuel dock
12/4/2013 9:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, purchase orders, phone messages, phone calls and also worked on budget items and CIP
12/4/2013 10:30 AM	30	BCHS	Parking Lot	Fuel Tank Measurement, Meeting - Others	Recieved sm fuel truck of on road deisel for buses
12/4/2013 11:00 AM	60	VES	Gymnasium, Hallway	Meeting - Others	Met with Skyline Door Techs at VES to inspect installation of other doors
12/4/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/4/2013 12:30 PM	60	BCHS	Office	Phone call - Others	Phone conversation with companies about CIP and Budget items
12/4/2013 1:30 PM	90	BCHS	Boiler Room, Parking Lot	Fuel Tank Measurement, Meeting - Others	Recieved tanker of heating oil for large tank and small truck with heating oil for atrium area boilers
12/4/2013 3:00 PM	60	BCHS	Closet, Hallway	Other (Provide Description)	Repairs to floor mopping machine, unstopped clogged suction line
12/4/2013 4:00 PM	30	BCHS	Office	Other (Provide Description)	Repairs to vaccume cleaner, unclogged suction line, and unwound hair from around roller

Start : 12/5/2013 (9)

12/5/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/5/2013 8:30 AM	30	BCHS	Hallway	Meeting - Others	Met with Skyline Door Techs at BCHS cafeteria for installation of new doors
12/5/2013 9:00 AM	60	BCHS	Gymnasium, Other (Add to Description)	Meeting - Others	Met with Colonial Roofing for repairs to leaks and down spout repair at BCHS
12/5/2013 10:00 AM	90	BCHS	Hallway, Locker Room	Other (Provide Description)	Repairs to doors in atrium area

12/5/2013 11:30 AM	30	SAB	Office	Meeting - Staff	Met with business manager at SAB
12/5/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/5/2013 12:30 PM	30	BCHS	Office	Meeting - Others	Met with Gary, of State Elec. Supply Sales Rep
12/5/2013 1:00 PM	120	BCHS	Hallway, Other (Add to Description)	Meeting - Others	Met with Skyline Door Techs to inspect doors installed at BCHS cafeteria, also moved old doors to boiler room to remove equipment of old doors to be saved
12/5/2013 3:00 PM	60	BusGar	Other (Add to Description)	Other (Provide Description)	Removal of broke seat in auditorium for repairs

Start : 12/6/2013 (5)

12/6/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/6/2013 8:30 AM	210	BCHS	Shop, Other (Add to Description)	Other (Provide Description)	Welded repaired and painted damaged seat from auditorium, also repaired some other seats in other rows
12/6/2013 12:00 PM	60	BCHS	Hallway, Office	Meeting - Staff	Met with SRO and School Nurse to check AED, run test and checked batteries and pads
12/6/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/6/2013 1:30 PM	90	BCHS	Boiler Room, Classroom, Closet	HVAC	Checked and repaired HVAC in Atrium area also checked problem in science wing

Start : 12/9/2013 (6)

12/9/2013 7:30 AM	30	BusGar	Parking Lot	Other (Provide Description)	Came into work with ice and snow, went to bus garage to install plow
12/9/2013 8:00 AM	60	VES	Parking Lot	Other (Provide Description)	Snow removal at VES parking lots
12/9/2013 9:00 AM	210	BCHS	Grounds, Parking Lot	Other (Provide Description)	Snow removal at BCHS road, parking lot and side walks
12/9/2013 12:30 PM	90	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh about Auditorium problem and some other CIP items, also go back to office to gather information she needs
12/9/2013 2:00 PM	60	BCHS	Office	Other (Provide Description), Reports	Worked in office gathering paper work and phone calls getting information for Ms. Hirsh
12/9/2013 3:00 PM	60	SAB	Office	Meeting - Staff	Met with Ms. Hirsh with information and paperwork she needed.

Start : 12/10/2013 (5)

12/10/2013 8:00 AM	240	BCHS	Grounds, Parking Lot	Other (Provide Description)	Snow and ice removal at BCHS parking lot, sidewalks, and road.
12/10/2013 12:00 PM	60	BCHS	Boiler Room, Office	HVAC	Boiler check and repairs to AHU in guidance area
12/10/2013 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/10/2013 1:30 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Checked water drip in atrium restroom, found it is a roof leak
12/10/2013 2:00 PM	120	Other (Describe)	Road	Other (Provide Description)	Checked and cleaned bus turn arounds at Rt. 600, Rt. 601, and Mountain Valley Road at Mt. Grove

Start : 12/11/2013 (6)

12/11/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/11/2013 8:30 AM	150	BCHS	Office	Phone call - Others	Worked on getting pricing for items for maintenance budget and CIP
12/11/2013 11:00 AM	60	SAB	Office	Meeting - Staff	Met with Business Manager at SAB to work on budget
12/11/2013 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
12/11/2013 12:30 PM	150	SAB	Office	Meeting - Staff	worked with Business Manager at SAB on maintenance budget
12/11/2013 3:00 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Recieved call from custodian to check leak in lower atrium restroom, on inspection found that leak was coming from flat roof area of atrium, contacted roof cont. to check flashing at wall

Start : 12/12/2013 (7)

12/12/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/12/2013 8:30 AM	30	BCHS	Office	Email, Logs, Phone System, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
12/12/2013 9:00 AM	60	VES	Other (Add to Description)	Meeting - Staff	Met with custodian at VES to look at problem with 2305 JD tractor
12/12/2013 10:00 AM	90	BCHS	Gymnasium, Hallway, Office, Shop	Meeting - Others	Met with Gary, of sales person for State Electric Supply to look at lighting in gym and new line of motors that they handle
12/12/2013 11:30 AM	30	VES	Classroom, Gymnasium, Hallway	Electrical, Meeting - Others	Met and worked with Shane, of IES working on intercom system
12/12/2013 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
12/12/2013 12:30 PM	270	VES	Classroom, Gymnasium, Hallway	Electrical, Meeting - Others	Met and worked with Shane, of IES working on intercom system

Start : 12/13/2013 (5)

12/13/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/13/2013 8:30 AM	300	VES	Classroom, Other (Add to Description)	HVAC	Repairs to HVAC in three rooms at VES and one exhaust fan in restroom, also checked lighting outside of gym
12/13/2013 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/13/2013 2:00 PM	120	BCHS	Classroom, Hallway	HVAC	Checked HVAC in science wing, 1 room overheating and 1 room not heating, found air actuator stuck
12/13/2013 4:00 PM	30	BCHS	Office	Email, Phone System, Purchase Orders	Worked in office on PC

Start : 12/15/2013 (1)

12/15/2013 5:30 PM	180	BCHS	Grounds, Parking Lot, Road	Meeting - Staff, Other (Provide Description)	Snow removal at BCHS parking lot and Mertz parking lot
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Start : 12/16/2013 (8)





12/16/2013 6:00 AM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Snow removal bus turn arounds at Rt.601, Rt.600, and Mountain Valley Rd.
12/16/2013 8:00 AM	90	BCHS	Other (Add to Description)	Other (Provide Description)	Snow removal at BCHS parking lot, trying to get gravel scrapped around on ice in lot

12/16/2013 9:30 AM	120	BusGar	Shop	Meeting - Staff, Other (Provide Description)	Recieved call from Trans. Director for me to bring him snowplow repair parts that I have on hand, also to bring bags of salt for spreader to cinder VES lot and entrance to BCHS, While there mechanic pulled inspection on maintenance truck.
12/16/2013 11:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/16/2013 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/16/2013 12:30 PM	30	BCHS	Office	Phone call - Others	Recieved call from Time Technologies that they had not recieved payment for scoreboard installation at BCHS. I assured him that it had been paid but I would check on it.
12/16/2013 1:00 PM	60	Other (Describe)	Office, Other (Add to Description)	Meeting - Staff, Purchase Orders	Met with Business Manager at SAB to see if payment had been made, He contacted Court House and had them to make a copy for me to send to Time Tech. Inc
12/16/2013 2:00 PM	30	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Court House and picked up copy of check and faxed it to Tracie of Time Tech. Inc

Start : 12/17/2013 (8)

12/17/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/17/2013 8:30 AM	30	BCHS	Boiler Room, Closet	HVAC, Meeting - Others	Met with James of Radford Mech. to discuss problems with HVAC in science wing
12/17/2013 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, purchase orders and logs
12/17/2013 10:00 AM	30	BCHS	Hallway	Electrical, Meeting - Staff	Helped custodian change light bulbs at top of steps 54 bld.
12/17/2013 10:30 AM	90	BCHS	Boiler Room, Classroom, Closet	HVAC	Met and worked with James of Radford Mech. on HVAC problems at BCHS
12/17/2013 12:00 PM	120	BusGar	Shop	Lunch	Attended Bus Garage Christmas Dinner. Helped tear down and put chairs and tables away.
12/17/2013 2:00 PM	60	BusGar	Shop	Meeting - Others	Met with Fred Brown of ECCI sales person for chemicals
12/17/2013 3:00 PM	60	BCHS	Other (Add to Description)	Meeting - Others, Meeting - Staff	Meeting with Mr. Lancaster, Security Company and Door Company to look at doors that need sensors

Start : 12/18/2013 (6)

12/18/2013 7:30 AM	60	Other (Describe)	Road	Other (Provide Description)	Checked bus turn arounds at Rt.601, Rt.600 where it had snowed
12/18/2013 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
12/18/2013 9:00 AM	180	BCHS	Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. on various HVAC problems at BCHS 
12/18/2013 12:00 PM	30	SAB	Office	Meeting - Staff	Met with Ms. Hirsh at SAB to discuss roof problems at MES 
12/18/2013 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 
12/18/2013 1:00 PM	210	VES	Office, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mech to work on AHU in 2 classrooms and detect problem in office area 

Start : 12/19/2013 (5)

12/19/2013 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check  NEW
12/19/2013 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe  NEW
12/19/2013 9:30 AM	60	BCHS	Other (Add to Description)	Electrical	Got report that there were some spot lights out on stage, found 9 lights out, night custodian said there were no replacement bulbs, I searched supply areas and found a case of bulbs  NEW
12/19/2013 10:30 AM	120	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, purchase orders, logs, phone call staff, phone calls to others on CIP items and parts ordering  NEW
12/19/2013 12:30 PM	60	SAB	Other (Add to Description)	Lunch	Attended Christmas Dinner at SAB  NEW

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