



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 12/30/2013 (1)					
12/30/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation
Start : 12/31/2013 (1)					
12/31/2013 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 1/1/2014 (1)					
1/1/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 1/2/2014 (1)					
1/2/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation
Start : 1/3/2014 (1)					
1/3/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation
Start : 1/6/2014 (3)					
1/6/2014 8:00 AM	240	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office	HVAC	Worked on HVAC at BCHS and VES
1/6/2014 12:00 PM	150	Other (Describe)	Kitchen	Meeting - Others	Met and worked with Josh of Fire Safety Products for hood inspections at BCHS and VES
1/6/2014 2:30 PM	210	BCHS	Boiler Room, Classroom, Office	HVAC	Repairs to HVAC at BCHS, boilers and AHU's
Start : 1/7/2014 (2)					
1/7/2014 8:00 AM	360	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech for repairs to boilers at BCHS, both boiler rooms
1/7/2014 2:00 PM	390	BCHS	Hallway	Meeting - Staff, Other (Provide Description), Water line	Met with custodian in lower atrium to inspect water drip in floor and found that sprinkler lines froze, contacted IPI fire protection, was instructed to shut main fire line and start draining, met and worked with them
Start : 1/8/2014 (8)					
1/8/2014 8:00 AM	90	BCHS	Hallway	Meeting - Others	Met with IPI Tech for repairs to sprinkler lines

1/8/2014 9:30 AM	180	VES	Boiler Room, Other (Add to Description)	Meeting - Others, Meeting - Staff, Phone call - Others	Recieved call from custodian at VES that water was running out of boiler room door, went to inspect, called Valley boiler Tech that was on his way over to BCHS and had him to meet me at VES, worked with him on repairs
1/8/2014 12:30 PM	60	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech to show him what we needed to do to try to get more heat in atrium area and some other areas
1/8/2014 1:30 PM	60	BCHS	Boiler Room, Hallway	Meeting - Others	Met with IPI Tech to refill and charge fire lines and to reset fire panel
1/8/2014 2:30 PM	60	Other (Describe)	Other (Add to Description)	Meeting - Others	Myself and IPI Tech went to Springs Nursing Home to see if we could assist in anyway
1/8/2014 3:30 PM	120	VES	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Tech at VES boiler room where they have gotten us back on line, meeting them at BCHS to check boiler that went down in atrium area
1/8/2014 5:30 PM	90	BCHS	Boiler Room, Classroom, Gymnasium, Hallway, Office	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech and Radford Mech Tech for repairs and to get old gym units on and running
1/8/2014 7:00 PM	150	BCHS	Gymnasium	Meeting - Others	Helped with Springs Nursing Home patients, and helped custodians to move and clean
Start : 1/9/2014 (1)					
1/9/2014 9:00 AM	480	Other (Describe)	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others, Other (Provide Description)	Met and worked with Valley Boiler Tech at VES to install new circulator pump, checked HVAC on PC, also kept check on BCHS HVAC
Start : 1/10/2014 (2)					
1/10/2014 8:00 AM	300	BCHS	Office, Other (Add to Description)	Email, Fuel Tank Measurement, Logs, Other (Provide Description), Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, phone calls, purchase order, fuel tank measurements, and other paper work
1/10/2014 1:00 PM	60	BCHS	Boiler Room, Other (Add to Description)	HVAC	Checked both boiler rooms to be sure all boilers were operating, and functioning properly
Start : 1/13/2014 (6)					
1/13/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/13/2014 8:30 AM	180	VES	Boiler Room, Classroom	HVAC	Called to VES to check boilers, did not seem to be heating, found circulator pump #2 coupler bad. Turned on pump #1 in hand operation and checked for proper function, also had to check room 103 cold, found bad actuator, replaced and checked operation
1/13/2014 11:30 AM	60	BusGar	Office	Electrical	Checked light in Trans Director office found bad ballast, went to BCHS to pick up ballast
1/13/2014 12:30 PM	90	BCHS	Boiler Room	Electrical, HVAC	Went to atrium area boiler room to find ballast for bus garage office and discovered leak on boiler #1, called Scott with Valley Boiler which was in other boiler room replacing modual

					on boiler #3 to check #1 in other boiler area, found cracked section
1/13/2014 2:00 PM	60	BusGar	Office	Electrical	Installed new ballast on light in Trans Director office
1/13/2014 3:00 PM	120	VES	Classroom	HVAC	Repairs to HVAC in rooms 302, 306, 307, and checked computer lab AHU#3
Start : 1/14/2014 (6)					
1/14/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/14/2014 8:30 AM	210	BCHS	Boiler Room	HVAC, Meeting - Others, Phone call - Others, Phone call - Staff	Met and worked with Valley Boiler Techs to get better look at cracked boiler and found another cracked section, contacted Mr. Lancaster to look at problem, get ideal of repair or replace
1/14/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/14/2014 12:30 PM	60	BCHS	Office	Phone call - Others, Phone call - Staff	Phone calls to get pricing for repairs or replacement
1/14/2014 1:30 PM	180	VES	Classroom	HVAC	Checked AHU#3 and found motor mount broke, made parts for bracket and repaired, installed new belt and checked for proper operation
1/14/2014 4:30 PM	60	BCHS	Boiler Room	Meeting - Others	Met with Valley Boiler Techs in atrium area boiler room, they got unit tore down to replace section or install new boiler
Start : 1/15/2014 (7)					
1/15/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/15/2014 8:30 AM	60	BCHS	Classroom	Meeting - Staff	Meeting with Mr. Lancaster to discuss boiler projection, was instructed to get prices on new boiler or repair to it, and find out what else I have out on books to be paid
1/15/2014 9:30 AM	210	BCHS	Office	Phone call - Others, Phone call - Staff	Phone conversations with suppliers to get invoices, and talk with business manager about money situation
1/15/2014 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/15/2014 1:30 PM	120	BCHS	Grounds, Office	Email, Fuel Tank Measurement, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office, phone calls, E-Mails, logs, phone conversations with Mr. Lancaster, and Boiler Company, Fuel measurements and ordered fuel.
1/15/2014 3:30 PM	60	BusGar	Parking Lot	Other (Provide Description)	Installed snow plow on maintenance truck
1/15/2014 4:30 PM	60	BCHS	Closet	HVAC	Reset time controller in science wing area, power outage stopped controller
Start : 1/16/2014 (7)					
1/16/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/16/2014 8:30 AM	120	BCHS	Office	Phone call - Others, Phone call - Staff	Phone conversation with Mr. Lancaster about boiler situation, Phone conversation with Valley Boiler about boiler situation, pricing and time of delivery if we go that way

1/16/2014 10:30 AM	60	BCHS	Closet, Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, Logs, E-Mails, phone messages, calls, and returned calls, ordered parts
1/16/2014 11:30 AM	90	BCHS	Grounds	Fuel Reports, Fuel Tank Measurement	Received tanker load of heating oil
1/16/2014 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/16/2014 1:30 PM	30	BCHS	Classroom	HVAC	Adjusted temps in science wing area, and Dabney Lab
1/16/2014 2:00 PM	90	BusGar	Shop	Other (Provide Description)	Loaded and delivered cleaning supplies and Ice Melt to bus garage

Start : 1/17/2014 (4)

1/17/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/17/2014 8:30 AM	210	VES	Boiler Room, Classroom, Gymnasium, Hallway, Locker Room	HVAC	HVAC Issues at VES various locations
1/17/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/17/2014 12:30 PM	270	BCHS	Boiler Room, Classroom, Gymnasium, Hallway, Locker Room	HVAC	HVAC issues at BCHS various locations

Start : 1/20/2014 (5)

1/20/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/20/2014 8:30 AM	270	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Techs for removal and installation of valves at boilers, and to start process of tearing down old boiler
1/20/2014 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/20/2014 1:30 PM	90	VES	Gymnasium, Hallway, Kitchen	HVAC, Meeting - Others	Met and worked with Radford Mech. Tech James for repairs to exhaust fan at kitchen, check gym heaters, dock heater
1/20/2014 3:00 PM	150	BCHS	Boiler Room, Office	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at BCHS ACHU2 in main office found damper stuck wide open, checked sequence on PC, Tracer Summit, found issues there, need to call Trane Tech to check these issues

Start : 1/21/2014 (2)


1/21/2014 7:30 AM	210	BCHS	Boiler Room	HVAC, Other (Provide Description)	Snow Removal at BCHS and SAB, also checked boilers at BCHS to be sure of proper operation
1/21/2014 3:30 PM	240	BCHS	Boiler Room, Hallway, Parking Lot, Road	HVAC, Other (Provide Description)	Snow Removal at BCHS road, also removed ceiling tiles at lower atrium so sprinkler lines would not freeze, checked boiler rooms and boilers for temps, found louver vent stuck open bringing in cold air, covered with cardboard and taped


Start : 1/22/2014 (1)

1/22/2014 7:30 AM	600	Other (Describe)	Grounds, Parking Lot, Road	Meeting - Staff	Snow removal at BCHS, SAB, VES, parking lots, and bus turn arounds, RT 600, RT 601, and Mountain Valley Rd.  
Start : 1/23/2014 (4)					
1/23/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
1/23/2014 8:30 AM	210	VES	Gymnasium, Hallway, Locker Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford to install parts and motors that he picked up for HVAC problems at VES 
1/23/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 
1/23/2014 12:30 PM	240	VES	Gymnasium, Hallway, Locker Room, Other (Add to Description)	HVAC, Meeting - Others	Worked with James of Radford Mech at VES with various repairs 
Start : 1/24/2014 (1)					
1/24/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Off: Due to power outage at home and frozen busted water lines 
Start : 1/27/2014 (6)					
1/27/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
1/27/2014 8:00 AM	30	BCHS	Shop	Meeting - Staff	Met with custodians to see what we needed to pick up at Covington 
1/27/2014 8:30 AM	180	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts at State Elec. Supply, Oliver Dist. and Fisher Auto Parts 
1/27/2014 11:30 AM	120	Other (Describe)	Shop	Parts Pickup	Went to Bath Co. Bld. Supply and picked up pallet of Ice Melt for schools, unloaded in Joey's Shop, also delivered some to SAB 
1/27/2014 1:30 PM	120	Other (Describe)	Shop	Parts Pickup	Went to Bath Co. Bld. Supply and picked up pallet of rock salt for spreader on Trans Directors truck, unloaded at bus garage and SAB storage shed 
1/27/2014 3:30 PM	60	BCHS	Hallway	Electrical, Meeting - Others	Met with H&M tech to look at what was needed to install heat trace tape on sprinkler lines and to measure for ordering 
Start : 1/28/2014 (7)					
1/28/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
1/28/2014 8:30 AM	30	BCHS	Closet, Hallway, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec Techs at lower atrium for research power source for heat trace tape on sprinkler lines 
1/28/2014 9:00 AM	240	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Techs to finish tearing down and removing boiler sections, get old ones out of way for new boiler to be installed 
1/28/2014 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
1/28/2014 1:30 PM	120	VES	Kitchen	HVAC, Meeting - Others, Water line	Met and helped James of Radford Mech at VES to unload and start replacement of hot water storage tank, found we did not have right

fittings so he is going to pick up other fittings 


1/28/2014 3:30 PM 30 BCHS Boiler Room HVAC, Meeting - Others Met with Valley Boiler Techs before they left to look at progress of installation of new boiler 

1/28/2014 4:00 PM 30 BCHS Closet, Hallway Electrical, Meeting - Others Met with H&MK Techs at lower atrium to check where they found power to pull for heat trace tape 


 **Start : 1/29/2014 (4)**

1/29/2014 7:30 AM 360 Other (Describe) Parking Lot, Road Meeting - Others Snow removal at BCHS, VES road and parking lots, walks and parking areas 

1/29/2014 1:30 PM 60 BCHS Closet, Hallway Electrical, Meeting - Others Met with H&M Elec. Techs in lower atrium for progress on power points for heat trace tapes 

1/29/2014 2:30 PM 90 BCHS Office Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports Worked in office on PC, E-Mails, phone messages, calls, parts ordering, and purchase orders 

1/29/2014 4:00 PM 30 BCHS Boiler Room HVAC, Meeting - Others Met with Valley Boiler Techs at boiler room to inspect progress of installation of new boiler 

 **Start : 1/30/2014 (7)**


1/30/2014 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Check 


1/30/2014 8:30 AM 30 BCHS Office Meeting - Staff Meeting with Ms. Rowe 


1/30/2014 9:00 AM 90 BCHS Office Email, Logs, Phone call - Others Worked in office on PC, E-Mails, logs and filing purchase orders and reports 

1/30/2014 10:30 AM 30 SAB Office Other (Provide Description) Met with Business Manager at SAB, delivered purchase orders and discussed where we were on budget for this year with all problems we have had 

1/30/2014 11:00 AM 60 BusGar Shop Other (Provide Description) Removed snow plow from maintenance truck and cleaned truck 

1/30/2014 12:00 PM 30 BusGar Other (Add to Description) Lunch Lunch Break 


1/30/2014 12:30 PM 510 VES Closet, Kitchen HVAC, Plumbing/Sewer, Water line Met and worked with James, of Radford Mech. to remove and install new hot water storage tank at VES kitchen, also installed ne fan motor on heater in VES gym 




 **Start : 1/31/2014 (7)**

1/31/2014 7:30 AM 30 BCHS Boiler Room HVAC Daily Boiler Check 

1/31/2014 8:00 AM 30 BCHS Office Email, Logs, Phone call - Others Worked in office on PC, E-Mails, phone messages and logs 

1/31/2014 8:30 AM 60 BCHS Boiler Room HVAC, Meeting - Others Met with Valley Boiler Techs to unlock and let them in atrium area boiler room and to check progress of boiler installation 

1/31/2014 9:30 AM 60 VES Closet, Gymnasium, Kitchen HVAC, Plumbing/Sewer, Water line Went by VES to check hot water storage tank for leaks or any other problems, found none, also checked gymnasium heat to be sure new fan motor was functioning properly 

1/31/2014 10:30 AM	60	BCHS	Locker Room	Plumbing/Sewer, Water line	Repairs to water lines at football locker room at BCHS  NEW
1/31/2014 11:30 AM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break  NEW
1/31/2014 12:00 PM	210	Other (Describe)	Other (Add to Description)	Leave - Administrative	Went home for time worked over the day before  NEW

[Add new event](#)