



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 1/30/2014 (4)					
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 new 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
1/31/2014 11:30 AM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
1/31/2014 12:00 PM	210	Other (Describe)	Other (Add to Description)	Leave - Administrative	Went home for time worked over the day before
Start : 2/3/2014 (5)					
2/3/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/3/2014 8:30 AM	30	BCHS	Boiler Room	Inventory	Moving stock that is setting in floor to keep from getting wet when we have alot of rain
2/3/2014 9:00 AM	30	BCHS	Office	Phone call - Others	Made phone calls to others to see if they had anybody coming to work on anything, due to weather policy 12 month employees go home
2/3/2014 9:30 AM	30	BusGar	Parking Lot	Other (Provide Description)	Installed snow plow back on maintenance truck
2/3/2014 10:00 AM	360	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went home due to incimate weather policy

☰ **Start : 2/4/2014 (8)**

2/4/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/4/2014 8:30 AM	30	BCHS	Hallway	Electrical, Meeting - Others	Met with H&M Electric Techs for installation of Heat Trace Tapes on sprinkler lines in lower atrium
2/4/2014 9:00 AM	90	BCHS	Office	Email, Inventory, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Work in office on PC, phone messages, phone calls, purchase orders, E-Mails, logs and checked inventory, stock and supplies
2/4/2014 10:30 AM	60	BCHS	Boiler Room, Closet	Electrical	Worked on lighting in lower boiler room and supply closet
2/4/2014 11:30 AM	30	VES	Office	Electrical	Repairs to clock at VES office
2/4/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/4/2014 12:30 PM	240	VES	Gymnasium, Hallway, Other (Add to Description)	Maintenance Request Review, Other (Provide Description)	Repairs to door locks at VES gym, and restroom doors
2/4/2014 4:30 PM	30	BCHS	Hallway	Electrical, Meeting - Others	Met with H&M Elec Techs to see how they were coming along with heat trace tape

☰ **Start : 2/5/2014 (6)**

2/5/2014 8:00 AM	30	BCHS	Hallway	Electrical, Meeting - Others	Met with H&M Elec Techs to let them in the bld. for installation of heat trace tape on sprinkler lines
2/5/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/5/2014 9:00 AM	30	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others	Worked in office on PC, E-Mails, logs phone calls, messages and maint. request
2/5/2014 9:30 AM	30	BCHS	Grounds	Fuel Tank Measurement	Fuel tank measurements, 59 1/2" in lg tank 6000 gal and 61 1/2" in sm tank 4100 gal in sm tank
2/5/2014 10:00 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Let Pepsi Co. in building to fill machines
2/5/2014 11:00 AM	300	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went home due to inclement weather policy

☰ **Start : 2/6/2014 (8)**

2/6/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/6/2014 8:30 AM	60	BCHS	Boiler Room	Meeting - Others, Plumbing/Sewer, Water line	Met and worked with Bob Knotts Plumbing tech for plumbing repairs in boiler room
2/6/2014 9:30 AM	150	BCHS	Classroom, Closet, Office	Electrical	Installed new ballast in lighting at 3 locations BCHS, office, storage closet, classroom
2/6/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/6/2014 12:30 PM	60	BCHS	Shop	Other (Provide Description)	Washed salt off maintenance truck
2/6/2014 1:30 PM	90	BCHS	Boiler Room	HVAC	Greased and oiled pump motors in boiler rooms
2/6/2014 3:00 PM	30	BCHS	Boiler Room	Meeting - Others	Met with Bob of Knotts Plumbing to inspect work
2/6/2014 3:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with custodians to find out what we need as far as supplies

☰ **Start : 2/7/2014 (8)**

2/7/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler check
2/7/2014 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe
2/7/2014 9:30 AM	90	VES	Gymnasium	HVAC	Checked heat units in gymnasium, replaced filters on 3 of 4 units
2/7/2014 11:00 AM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Loaded and hauled lift to BCHS from VES to reinstall cable for curtain divider in old gym
2/7/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/7/2014 12:30 PM	30	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Bath Co. Bld. Supply to get parts to install cable in old gym
2/7/2014 1:00 PM	150	BCHS	Gymnasium	Other (Provide Description)	Installed cable for curtain in old gym, BCHS
2/7/2014 3:30 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, ordered parts and supplies, phone calls, messages logs, and purchase orders

☰ **Start : 2/10/2014 (6)**

2/10/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/10/2014 8:00 AM	90	BCHS	Gymnasium	Meeting - Others	Met with custodians to install divider curtain back in old gym
2/10/2014 9:30 AM	180	MES	Gymnasium	Other (Provide Description)	Loaded and hauled lift to MES, unloaded in boiler room for some repairs to plumbing
2/10/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/10/2014 1:00 PM	120	BCHS	Boiler Room, Closet, Grounds, Parking Lot	Other (Provide Description)	Picked up trash around building, hauled junk from boiler rooms and storage closets
2/10/2014 3:00 PM	60	BCHS	Office	Other (Provide Description)	Researching NFPA laws for Mr. Lancaster

☰ **Start : 2/11/2014 (7)**

2/11/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/11/2014 8:30 AM	60	BCHS	Closet, Shop	Other (Provide Description)	Loaded supplies to take to MES, Ice Melt, light ballast, and picked up battery for lift at MES
2/11/2014 9:30 AM	150	MES	Gymnasium, Shop	Other (Provide Description)	Hauled supplies to MES, stopped by SAB to pickup mail to take to MES, unloaded supplies, installed battery in lift and checked for proper operation
2/11/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/11/2014 12:30 PM	120	BCHS	Closet	Electrical, Meeting - Others	Met with David Oliver to receive supplies and to work on floor mopper, had to order parts.
2/11/2014 2:30 PM	30	BCHS	Grounds	Fuel Tank Measurement	Heating oil tank measurements, 49" in lg tank 4624 gal, 57" in sm. tank 3722gal
2/11/2014 3:00 PM	60	BCHS	Parking Lot	Other (Provide Description)	Back drug parking lot at BCHS to try to cover some muddy areas

☰ **Start : 2/12/2014 (7)**

2/12/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
2/12/2014 8:30 AM	90	VES	Classroom, Gymnasium	HVAC	Checked out HVAC issues at VES on PC

2/12/2014 10:00 AM	60	VES	Boiler Room	Plumbing/Sewer, Water line	Checked and added salt pellets to water softner at VES
2/12/2014 11:00 AM	60	VES	Classroom	HVAC	Repairs to air handlers in 2 class rooms at VES
2/12/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/12/2014 12:30 PM	120	BCHS	Office, Shop	Meeting - Staff, Other (Provide Description), Phone call - Staff	Prepared for incoming snow storm, met with custodians, Principal, talked with Trans Director, and checked on supplies to be sure we have enough ice melt at all locations
2/12/2014 2:30 PM	90	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
Start : 2/13/2014 (1)					
2/13/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Off due to inclimate weather policy
Start : 2/14/2014 (1)					
2/14/2014 7:30 AM	510	BCHS	Parking Lot, Road	Other (Provide Description)	Snow removal, BCBS, road, parkinglot, parking areas, and helped custodians with walks
Start : 2/16/2014 (1)					
2/16/2014 2:30 PM	270	Other (Describe)	Parking Lot, Road	Other (Provide Description)	Snow removal bus turn arounds, Rt. 601, Rt. 600, and Mountain Valley Rd., also plowed BCBS parking lot
Start : 2/17/2014 (7)					
2/17/2014 7:30 AM	30	BCBS	Parking Lot, Road	Other (Provide Description)	Checked parking lot and road around BCBS, and SAB
2/17/2014 8:00 AM	30	BCBS	Boiler Room	HVAC	Daily Boiler Check
2/17/2014 8:30 AM	210	Other (Describe)	Road, Other (Add to Description)	Parts Pickup	Went to Covington to pickup ordered parts at State Elec. Supply, Fisher Auto Parts, and SJ Neathawk
2/17/2014 12:00 PM	30	BCBS	Other (Add to Description)	Lunch	Lunch Break
2/17/2014 12:30 PM	60	BusGar	Shop	Meeting - Staff	Met with Transportation Director at bus garage about maintenance truck
2/17/2014 1:30 PM	90	BCBS	Shop	Other (Provide Description)	Worked on John Deere Tractors in shop, chains, fluids, air in tires, checked oil levels
2/17/2014 3:00 PM	60	Other (Describe)	Road	Other (Provide Description)	Recieved call from Trans Director to go clean bus turnaround on Rt. 687 at request of bus driver
Start : 2/18/2014 (8)					
2/18/2014 7:30 AM	90	Other (Describe)	Road, Other (Add to Description)	Other (Provide Description)	Snow removal at bus turn arounds, Rt.601, Rt.600, and Mountain Valley Rd.
2/18/2014 9:00 AM	120	BCBS	Parking Lot	Other (Provide Description)	Snow removal at BCBS road and parking lot.

2/18/2014 11:00 AM	90	BCHS	Grounds	Other (Provide Description)	Snow removal into boiler room at front of school, also removed snow from oil tank areas to get fuel measurements and ordered fuel
2/18/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/18/2014 1:00 PM	60	BCHS	Parking Lot	Other (Provide Description)	Shoveled snow off fuel dock and entrance to out building
2/18/2014 2:00 PM	30	SAB	Parking Lot	Other (Provide Description)	Went to SAB to remove snow where cars are parked.
2/18/2014 2:30 PM	60	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. Tech to unload supplies and to reload supplies that were sent to us wrong
2/18/2014 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders

Start : 2/19/2014 (6)

2/19/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/19/2014 8:30 AM	30	BCHS	Boiler Room, Gymnasium, Hallway	Electrical, Meeting - Others	Met with H&M Elec Techs for electrical repairs
2/19/2014 9:00 AM	180	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with Trane Tech at BCHS for repairs to Tracer Summit System and other problems found.
2/19/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/19/2014 12:30 PM	90	BCHS	Classroom, Hallway	HVAC	Repairs to AHU #5 and AHU #6 in Lower Atrium and ISS room, Replaced belts and filters
2/19/2014 2:00 PM	120	BCHS	Office	HVAC, Meeting - Others	Met with Trane Tech in office to install updated material and new graphics on PC Tracer Summit Web Site

Start : 2/20/2014 (6)

2/20/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/20/2014 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, Logs, phone messages and calls, reports, and purchase orders
2/20/2014 10:00 AM	120	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Met and worked with a custodian in science wing storage room, cleaning, moving and reorganize
2/20/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/20/2014 12:30 PM	120	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Met and worked with a custodian in boiler room to clean, move and reorganize supplies
2/20/2014 2:30 PM	90	MES	Road	Other (Provide Description)	Loaded and hauled MES pallet cart and some ceiling tiles to MES from storage area at BCHS

Start : 2/21/2014 (7)

2/21/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/21/2014 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders


2/21/2014 10:00 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and also met with Sharon Fry about maintenance truck
2/21/2014 11:00 AM	60	BCHS	Boiler Room, Grounds	Fuel Tank Measurement, Meeting - Others	Recieved tanker load of heating oil, took fuel tank measurement before and after
2/21/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/21/2014 12:30 PM	90	BCHS	Classroom, Hallway	HVAC	Checked room temps in english rooms, set temps back and also checked noise in HVAC at lower atrium
2/21/2014 2:00 PM	120	BCHS	Boiler Room	HVAC	Oiled and greased pump motors in boiler rooms

Start : 2/24/2014 (7)


2/24/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/24/2014 8:00 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Techs at lower atrium boiler room, brought rest of parts for new boiler
2/24/2014 9:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, phone calls, logs and purchase orders
2/24/2014 10:00 AM	60	BCHS	Boiler Room	Other (Provide Description)	Loaded and hauled empty boxes and cartons from boiler room off of new boiler
2/24/2014 11:00 AM	180	BusGar	Parking Lot, Shop	Meeting - Staff, Other (Provide Description)	Went to bus garage to remove snow plow, checked tire for leak and Ronnie worked on my truck
2/24/2014 2:00 PM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Techs to inspect new boiler installation, should be up and running Tuesday, or Wednesday
2/24/2014 3:00 PM	60	BCHS	Closet	Electrical	Removed and installed new computer modual on floor mopping machine


Start : 2/25/2014 (8)


2/25/2014 8:00 AM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Took maintenance truck to Doug's Body Shop in Marlinton to get estimate
2/25/2014 9:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/25/2014 9:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe, summer work schedule and some other items to be done
2/25/2014 10:30 AM	60	BCHS	Shop	Meeting - Staff	Met with Larry Grub electricity teacher to look over supply order from Grainger
2/25/2014 11:30 AM	60	BCHS	Office	Email, Inventory, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone calls, messages, logs, purchase orders, inventory and supply ordering
2/25/2014 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
2/25/2014 1:00 PM	60	SAB	Other (Add to Description)	Meeting - Staff	Delivered purchase orders to Business Manager and repaired a piece of siding that had come off building
2/25/2014 2:00 PM	120	BusGar	Other (Add to Description)	Meeting - Staff	Recieved call from Trans Director to bring maintenance truck to garage to install new tires


 **Start : 2/26/2014** (1)

2/26/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
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 **Start : 2/27/2014** (1)

2/27/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave  NEW
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 **Start : 2/28/2014** (1)

2/28/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave  NEW
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