



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 2/26/2014 (7)					
2/26/2014 8:30 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone calls, phone messages, supply orders and purchase orders
2/26/2014 9:00 AM	30	BCHS	Gymnasium	Meeting - Staff	Met with Mr. Fields at gym to look at divider curtain
2/26/2014 9:30 AM	90	BCHS	Hallway, Other (Add to Description)	HVAC	Looking for fan unit making noise at lower atrium area, can not seem to pinpoint where it is coming from, sound is heard from ductwork and also outside
2/26/2014 11:00 AM	60	MES	Other (Add to Description)	Other (Provide Description)	Hauled some supplies and mail from SAB to MES
2/26/2014 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
2/26/2014 12:30 PM	90	MES	Boiler Room	Other (Provide Description)	Loaded BCHS lift from MES delivered it back to BCHS for repairs on gym divider, also delivered mail from MES to SAB
2/26/2014 2:00 PM	120	BCHS	Gymnasium	Other (Provide Description)	Repairs to gym divider curtain in new gym at BCHS
Start : 3/3/2014 (3)					
3/3/2014 8:00 AM	390	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Off due to inclement weather policy, and snowing heavily.
3/3/2014 2:30 PM	180	BCHS	Grounds, Parking Lot	Other (Provide Description)	Snow removal at BCHS parking lot and around school
3/3/2014 5:30 PM	60	SAB	Grounds, Parking Lot	Other (Provide Description)	Snow removal at SAB
Start : 3/4/2014 (1)					
3/4/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Off due to inclement weather policy
Start : 3/5/2014 (7)					
3/5/2014 7:30 AM	90	Other (Describe)	Road	Other (Provide Description)	Snow removal at bus turnarounds, Rt. 601, Rt. 600, and Mountain Valley Rd.
3/5/2014 9:00 AM	60	BCHS	Boiler Room	HVAC	Daily boiler check, also inspected new boiler running in atrium area boiler room, installation was finished up on Friday while I was off
3/5/2014 10:00 AM	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
3/5/2014 10:30 AM	30	BCHS	Gymnasium	Meeting - Staff	Called to gym to look at cables on divider curtain, need to replace 2 cables
3/5/2014 11:00 AM	60	BCHS	Classroom, Hallway	Other (Provide Description)	Repairs to door in lower mertz hallway, Ed Ozoles room

3/5/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/5/2014 12:30 PM	180	BCHS	Boiler Room, Grounds, Parking Lot, Road, Shop	Other (Provide Description)	Snow removal from various locations at BCHS with 2305 JohnDeere, boiler room entrances, around mailbox so mail person could get to box, doorways and flag poles
Start : 3/6/2014 (6)					
3/6/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/6/2014 8:30 AM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, E-mails, phone messages and calls, logs, and purchase orders
3/6/2014 9:00 AM	60	BCHS	Hallway, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Electric Techs on various electrical problems
3/6/2014 10:00 AM	120	BCHS	Gymnasium	Other (Provide Description)	Repairs to divider curtain in new gym
3/6/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/6/2014 12:30 PM	210	BCHS	Gymnasium	Other (Provide Description)	Repairs to divider curtain in new gym
Start : 3/7/2014 (5)					
3/7/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/7/2014 8:30 AM	210	BCHS	Gymnasium	Other (Provide Description)	Repairs to divider curtain in new gym
3/7/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/7/2014 12:30 PM	120	BCHS	Gymnasium	Electrical, Other (Provide Description)	Repairs to divider curtain and lighting in new gym
3/7/2014 2:30 PM	90	BCHS	Other (Add to Description)	HVAC	Cleaning out boiler room where new boiler was installed
Start : 3/10/2014 (7)					
3/10/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/10/2014 8:30 AM	60	BCHS	Classroom, Hallway, Shop	Electrical, Meeting - Others	Met with H&M Techs at various locations for scope of electrical repairs at BCHS
3/10/2014 9:30 AM	90	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Dan of Valley Boiler for repairs to boilers at VES, found #2 boiler heat exchanger is busted. #1 Boiler was out on flame failure, #1 is up and running
3/10/2014 11:00 AM	60	VES	Other (Add to Description)	Electrical, Parts Pickup	Gathered up some parts from VES to take to electricians at BCHS for repairs
3/10/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/10/2014 12:30 PM	60	BCHS	Classroom, Hallway, Shop	Electrical, Meeting - Others	Delivered parts to Elec. Techs and showed them other repairs to be done
3/10/2014 1:30 PM	150	BCHS	Boiler Room	HVAC	Cleaning, moving and hauling things from boiler room where new boiler was installed
Start : 3/11/2014 (7)					
3/11/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check

3/11/2014 8:30 AM	60	SAB	Office	Meeting - Staff	Met with Ms. Hirsh to make her aware of boiler situation at VES, also met with Business Manager about this same problem and money situation
3/11/2014 9:30 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Received call from custodians to meet them at football field restroom and concession stand to look at busted water lines, doors had been left open by students and coaching staff
3/11/2014 10:30 AM	30	BCHS	Office	HVAC	Repairs to HVAC in Guidance area, had to order belts for airhandler
3/11/2014 11:00 AM	60	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairing and replacing frozen busted water lines in concession stand and restrooms at football field
3/11/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/11/2014 12:30 PM	210	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairing and replacing frozen busted waterlines at football field concession and restrooms
Start : 3/12/2014 (6)					
3/12/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler check
3/12/2014 8:30 AM	210	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to frozen busted water lines at concession and restrooms at football field
3/12/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/12/2014 12:30 PM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Bus Garage picked up trailer went back to BCHS loaded lift and took to VES at request of Mr. Lancaster for use by Company installing camera system
3/12/2014 1:30 PM	180	MES	Kitchen	Maintenance Request Review, Other (Provide Description)	Went to MES due to maintenance request and call from Ms. Hirsh to check problem with kitchen exhaust, pulled filters, sprayed with cleaner and pressure washed all filters and vacuumed other vent area
3/12/2014 11:30 PM	25	BCHS	Boiler Room	Electrical	Came into work for generator auto start up.
Start : 3/13/2014 (7)					
3/13/2014 12:00 AM	150	BCHS	Boiler Room	Electrical	Came into work to watch generator come on and transfer load to school, to be sure it does not trip main breaker, Generator never came on, need to contact BARC's Dale Loan about problem
3/13/2014 11:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager at SAB
3/13/2014 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
3/13/2014 12:30 PM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/13/2014 1:00 PM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe about checking building for damage from high winds
3/13/2014 1:30 PM	120	BCHS	Grounds, Other (Add to Description)	Other (Provide Description)	Checked building and grounds for any damage from high winds, also checked out ticket booth trailer that had blown over on its side from winds

3/13/2014 3:30 PM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, supply and parts ordering and purchase orders
Start : 3/14/2014 (4)					
3/14/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/14/2014 8:30 AM	60	BCHS	Office	Email, Logs, Purchase Orders	Worked in office on PC, researching, E-Mails, logs and purchase orders
3/14/2014 9:30 AM	240	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to SAB to pick up old books that needed to go to Covington, hauled them to Jackson River Enterprize, picked up ordered supplies at State Elec. Supply and Oliver Dist., hauled supplies back to BCHS and put in stock area
3/14/2014 1:30 PM	150	VES	Gymnasium	Electrical	Repairs to lighting in gym at VES
Start : 3/17/2014 (1)					
3/17/2014 10:00 AM	510	Other (Describe)	Grounds, Parking Lot, Road	Other (Provide Description)	Snow removal at VES, SAB, BCHS
Start : 3/18/2014 (3)					
3/18/2014 6:30 AM	420	Other (Describe)	Parking Lot, Other (Add to Description)	Other (Provide Description)	Snow removal at bus turnarounds Rt. 601, Rt. 600, Mountain Valley Road, BCHS parking lot, Bus Garage, entrance to boiler room and shoveled fuel dock off at BCHS
3/18/2014 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/18/2014 2:00 PM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-mails, phone messages, calls, reports and purchase orders
Start : 3/19/2014 (9)					
3/19/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/19/2014 8:00 AM	30	BusGar	Other (Add to Description)	Other (Provide Description)	Went to bus garage to remove snow plow so Jimmy could take it to Lexington for estimate
3/19/2014 8:30 AM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Unloaded tools and other parts from maintenance truck so Jimmy could take it to Lexington
3/19/2014 9:00 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Scott of Valley Boiler for PM's on boilers
3/19/2014 10:00 AM	30	BCHS	Parking Lot	Meeting - Staff	Got make and model # off Red Cross trailer for Lucy in front office at request of Red Cross
3/19/2014 10:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mr. Lancaster in BCHS office to set up new phone E-Mail Acc.
3/19/2014 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/19/2014 12:00 PM	180	BCHS	Kitchen	Plumbing/Sewer, Water line	Repairs to leaking water lines and drains in Culinary Arts Kitchen
3/19/2014 3:00 PM	60	BCHS	Office	Meeting - Staff	Met with Mr. Lancaster, for him to show me how to access e-mail on new smart phone and other apps
Start : 3/20/2014 (6)					
3/20/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check

3/20/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone calls, messages, purchase orders and parts ordering
3/20/2014 9:00 AM	270	MES	Boiler Room, Kitchen	Electrical, HVAC	Went to MES to check refrigerator in kitchen, I think compressor is out, contacted Hevener Ref. to come check, also repaired AHU control unit in boiler room, replaced starter relay
3/20/2014 1:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
3/20/2014 2:00 PM	60	BCHS	Grounds	Meeting - Staff	Met and worked with Mr. Altizer and Mr. Hicks at football field to set trailer back up again and I pulled it to Mr. Altizers shop for repairs
3/20/2014 3:00 PM	60	BCHS	Boiler Room, Closet	Meeting - Staff	Helped evening shift custodian get supplies from stock in boiler room and take to custodial closets
Start : 3/21/2014 (5)					
3/21/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/21/2014 8:30 AM	90	BCHS	Boiler Room, Office, Shop	Email, Inventory, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone calls staff, others, phone messages, logs, purchase orders, parts ordering and checked inventory of ice-melt and other supplies
3/21/2014 10:00 AM	90	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to water leaks and drains at football field concession stand
3/21/2014 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/21/2014 12:00 PM	240	Other (Describe)	Other (Add to Description)	Leave - Vacation	Went home to use accumulated time from snow removal
Start : 3/24/2014 (6)					
3/24/2014 7:30 AM	30	BCHS	Office	Email, Phone System	Worked in office on PC, E-Mails, phone messages, and phone calls
3/24/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/24/2014 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe
3/24/2014 9:00 AM	180	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, logs, purchase orders, researching parts, filed papers, E-Mails, phone messages and calls
3/24/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/24/2014 12:30 PM	210	BCHS	Other (Add to Description)	Other (Provide Description), Plumbing/Sewer, Water line	Repairs to leaking urinal at football field restroom, repairs to sink not working in boys restroom upper 54 bld and repairs to door in restroom.
Start : 3/25/2014 (8)					
3/25/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/25/2014 8:30 AM	90	BCHS	Closet, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to restroom door handles in 54 bld. loose, screws stripped, installed new screws in them, repaired double door panic bars sticking at outside entrance at cafeteria
3/25/2014 10:00 AM	60	VES	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Helped custodian remove snow from walks at VES
3/25/2014 11:00 AM	30	VES	Office	Meeting - Staff	Spoke with secretary in office at VES and she needed latex and powder free gloves for school, went to BCHS and




picked them up a case out of stock, delivered back to VES

3/25/2014 11:30 AM	60	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinal in upper atrium boys restroom, installed new flush valve
3/25/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/25/2014 1:00 PM	210	BCHS	Other (Add to Description)	Other (Provide Description), Plumbing/Sewer, Water line	Repairs to commodes at girls restroom in upper atrium, installed new flush valves
3/25/2014 4:30 PM	30	BusGar	Parking Lot	Other (Provide Description)	Installed snowplow on maintenance truck in case of incoming snow

Start : 3/26/2014 (6)

3/26/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
3/26/2014 8:30 AM	120	VES	Closet	Meeting - Others, Water line	Met and worked with Bob , of Knotts Plumbing to inspect and certify backflow preventor that I found in mechanical room inside of school at VES 
3/26/2014 10:30 AM	90	BCHS	Boiler Room	Meeting - Others, Water line	Met and worked with Bob, of Knotts Plumbing to test and certify backflow preventor that had been replaced in Atrium area boiler room 
3/26/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
3/26/2014 12:30 PM	240	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinals and comodes in restrooms in C-section at BCHS 
3/26/2014 4:30 PM	30	BusGar	Parking Lot	Other (Provide Description)	Went to Bus Garage to remove snowplow from maintenance truck 

Start : 3/27/2014 (4)

3/27/2014 7:30 AM	30	VES	Road	Electrical, Other (Provide Description)	Recieved call that flashing light on N-End at VES was not working on Tuesday evening, was on this morning, also used pole saw to cut hanging limb from tree hitting buses on panther drive 
3/27/2014 8:00 AM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Hauled limbs to BCHS and dumped off at lower end of parkinglot 
3/27/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
3/27/2014 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders 

[Add new event](#)