



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 3/27/2014 (4)</b>					
3/27/2014 10:00 AM	150	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinals and commodes in C-section at BCHS
3/27/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/27/2014 1:00 PM	120	Other (Describe)	Other (Add to Description)	Meeting - Others, Plumbing/Sewer, Water line	Met and worked with Mark Nelson at parks and recreation bld. to assist him on some problems with new flush valves in restrooms
3/27/2014 3:00 PM	45	VES	Road	Electrical	Went to north end caution light at VES to be sure it was working properly, came on at 3:00 pm and went off at 3:45 pm
<b>Start : 3/28/2014 (6)</b>					
3/28/2014 7:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
3/28/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/28/2014 8:30 AM	210	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repaired leaks water lines at football concession restrooms BCHS
3/28/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/28/2014 12:30 PM	150	BCHS	Other (Add to Description)	Electrical	Repairs to exhaust fan in restroom at auditorium stage restroom, removed fan motor, cleaned and repaired, fan is functioning properly
3/28/2014 3:00 PM	90	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to drains at football field restrooms
<b>Start : 3/31/2014 (1)</b>					
3/31/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Sick Leave
<b>Start : 4/1/2014 (7)</b>					
4/1/2014 7:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone messages, calls, logs and mail
4/1/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/1/2014 8:30 AM	30	BCHS	Boiler Room, Grounds	Fuel Tank Measurement	Check heating oil levels
4/1/2014 9:00 AM	90	BCHS	Grounds	Meeting - Staff	Hauled sand to fill holes with 2305 JohnDeere tractor on ball fields
4/1/2014 10:30 AM	120	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot, hauling gravel with 2305 JohnDeere tractor filling holes and mud spots, back blading
4/1/2014 12:30 PM	30	BCHS	Parking Lot	Lunch	Lunch Break

4/1/2014 1:00 PM	210	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot, hauling gravel with 2305 JohnDeere tractor, filling holes and back blading
<b>Start : 4/2/2014 (6)</b>					
4/2/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/2/2014 8:00 AM	90	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot, hauling gravel with 2305 JohnDeere tractor, filling holes and back blading, also built pad for ticket booth with dirt and gravel
4/2/2014 9:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Colonial Roofing Techs at BCHS for roof leaks at various locations
4/2/2014 10:30 AM	210	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot
4/2/2014 2:00 PM	30	BCHS	Parking Lot	Lunch	Lunch Break
4/2/2014 2:30 PM	120	BCHS	Classroom	HVAC	Started chiller at science wing, classrooms very hot, reset thermostats, adjusted air on system, also repaired door knob in Ms. Yohe's room
<b>Start : 4/3/2014 (8)</b>					
4/3/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/3/2014 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls and logs
4/3/2014 9:00 AM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe
4/3/2014 9:30 AM	90	VES	Hallway	HVAC	Went to VES to check out heat in hallways to be turned off, also checked operation of water softner
4/3/2014 11:00 AM	90	MES	Kitchen	Other (Provide Description)	Called to MES for new refrigerator unloaded on dock, went there uncrated and removed from pallet
4/3/2014 12:30 PM	30	MES	Kitchen	Lunch	Lunch Break
4/3/2014 1:00 PM	180	MES	Kitchen	Other (Provide Description)	Removed bad double door refrig and installed new double door refrigerator, checked for proper function
4/3/2014 4:00 PM	60	VES	Kitchen	Other (Provide Description)	Went to VES kitchen to check dock door to see what could be done with weather strip at bottom of door
<b>Start : 4/4/2014 (5)</b>					
4/4/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/4/2014 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
4/4/2014 9:00 AM	180	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC	Worked on HVAC in science wing trying to get more air flow, had turned AC on yesterday and had not cooled down yet
4/4/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

4/4/2014 12:30 PM	210	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC	Started AC in atrium area end, checked for proper function, shut boilers off on that end, also insulated chilled water line in culinary arts kitchen that was dripping
<b>Start : 4/7/2014 (6)</b>					
4/7/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/7/2014 8:30 AM	90	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe about summer work schedule
4/7/2014 10:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with 2 day shift custodians about summer work schedule
4/7/2014 11:00 AM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory	Inventory of supplies for summer schedule school cleaning
4/7/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/7/2014 12:30 PM	240	Other (Describe)	Other (Add to Description)	Parts Ordering	Went to Covington, picked up ordered supplies at State Elec. Supply, Oliver Dist. and Dawn Equipment, brought to BCHS, unloaded, put away in storage areas
<b>Start : 4/8/2014 (5)</b>					
4/8/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/8/2014 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe and 2 day shift custodians
4/8/2014 9:30 AM	150	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot BCHS
4/8/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/8/2014 12:30 PM	240	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot BCHS
<b>Start : 4/9/2014 (4)</b>					
4/9/2014 7:30 AM	270	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot BCHS
4/9/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/9/2014 12:30 PM	240	BCHS	Parking Lot	Other (Provide Description)	Repairs to parking lot BCHS
4/9/2014 4:30 PM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
<b>Start : 4/10/2014 (8)</b>					
4/10/2014 7:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, purchase orders, mail and logs
4/10/2014 8:00 AM	60	BCHS	Boiler Room, Grounds	Fuel Tank Measurement, HVAC	Daily Boiler Check and heating oil tank measurements
4/10/2014 9:00 AM	60	VES	Kitchen	Other (Provide Description)	Looked at docked door to decide what could be done for door gasket, found nothing wrong with gasket, floor is the problem, called Mr. Altizer to have him cut a threshold for under door, this should fix problem
4/10/2014 10:00 AM	30	SAB	Office	Meeting - Staff	Meeting with Ms. Hirsh at SAB

4/10/2014 10:30 AM	60	MES	Boiler Room, Closet, Kitchen	Meeting - Others	Met with Mark Heim, of Travelers Ins. for Pressure Vessel Inspection
4/10/2014 11:30 AM	90	BCHS	Boiler Room, Closet, Kitchen	Meeting - Others	Met with Mark Heim, of Travelers Ins. for Pressure Vessel Inspection at BCHS
4/10/2014 1:00 PM	60	VES	Boiler Room, Closet, Kitchen	Meeting - Others	Met with Mark Heim, of Travelers Ins. for Pressure Vessel Inspection
4/10/2014 2:00 PM	60	VES	Kitchen, Other (Add to Description)	Other (Provide Description)	Installed threshold on dock door at VES kitchen

**Start : 4/11/2014 (1)**

4/11/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Off Traded a day of extra time worked on snow removal
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**Start : 4/14/2014 (10)**

4/14/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/14/2014 8:30 AM	60	BCHS	Hallway, Office, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Electric Techs for electrical repairs, various locations BCHS
4/14/2014 9:30 AM	60	BCHS	Grounds	Fuel Tank Measurement, Meeting - Others, Other (Provide Description)	Received tanker load of heating oil for 12,000 gal tank and small load for 6,000 gal tank at BCHS
4/14/2014 10:30 AM	90	BCHS	Grounds	Meeting - Staff, Other (Provide Description)	Received call from AD that 455 JohnDeere mower had quit while dragging softball field, went to check it, pulled it up to shop with 1025R JD to check it out, found some wiring shorted and fuses blown, went to Bath Co. Bld. Supply, picked up fuses
4/14/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/14/2014 12:30 PM	60	Other (Describe)	Parking Lot	Electrical	Marked light poles at BCHS and VES for BARC Electric for bulb replacement on their poles to let them know which lights were out
4/14/2014 1:30 PM	60	BCHS	Boiler Room	Plumbing/Sewer, Water line	Repairs to leaking hose bib faucet in main boiler room
4/14/2014 2:30 PM	60	BCHS	Shop	Other (Provide Description)	Repairs to 455 JohnDeere mower
4/14/2014 3:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe
4/14/2014 4:00 PM	30	BCHS	Office	Meeting - Staff	Meeting with 2 evening shift custodians

**Start : 4/15/2014 (5)**

4/15/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/15/2014 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs purchase orders and parts ordering
4/15/2014 9:30 AM	90	MES	Grounds	Meeting - Others, Other (Provide Description)	Met with Billy of Whiting Jameson Oil Co. at MES heating oil tank to look at lid for tank, lid cover needs to be raised
4/15/2014 11:00 AM	240	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Covington to pick up ordered supplies at State Elec. Supply, Oliver Dist. and went to Dawn Equipment to find tire for 2305 John Deere tractor, did not

					have in stock, ordered and would be in tomorrow
4/15/2014 3:00 PM	90	BCHS	Classroom, Closet, Hallway	Other (Provide Description)	Repaired ceiling tiles in various locations and fire extinguisher monthly inspection at BCHS
<b>Start : 4/16/2014 (8)</b>					
4/16/2014 7:30 AM	60	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office	Other (Provide Description)	Finished monthly fire extinguisher inspection at BCHS
4/16/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/16/2014 9:00 AM	60	BCHS	Closet	HVAC	Repairs to HVAC in science wing at BCHS, air dryer on compressor froze up, put in bypass mode and checked for function
4/16/2014 10:00 AM	60	BCHS	Classroom, Shop	Meeting - Staff	Met with shop teachers and coaches to be sure all areas were clear for Fire Marshal inspection
4/16/2014 11:00 AM	60	BCHS	Shop	Other (Provide Description)	Finished repairs to 455 JohnDeere reinstalling body covers
4/16/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/16/2014 12:30 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Loaded and hauled 2305 JohnDeere to Dawn Equipment to have 2 new tires installed, also oil change and service
4/16/2014 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, Logs, phone messages, calls and purchase orders
<b>Start : 4/17/2014 (2)</b>					
4/17/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/17/2014 8:30 AM	450	VES	Boiler Room, Classroom, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Josh, of Fire Safety Products on fire extinguisher inspection at VES, Bus Garage, SAB office and some at BCHS
<b>Start : 4/18/2014 (1)</b>					
4/18/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday, Good Friday
<b>Start : 4/21/2014 (7)</b>					
4/21/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/21/2014 8:30 AM	30	BCHS	Boiler Room, Grounds	Other (Provide Description)	Opened gates and doors to boiler room area for Valley Boiler to get in to start water softner installation, cut water off.
4/21/2014 9:00 AM	30	BCHS	Boiler Room	Meeting - Others	Met with Valley Boiler Techs to discuss water softner installation, also showed them other lines that could be shut off
4/21/2014 9:30 AM	90	VES	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Other (Add to Description)	Meeting - Others	Met and worked with Fire Marshal for school inspection

4/21/2014 11:00 AM	150	BCHS	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with Fire Marshal at BCHS for school inspection
4/21/2014 1:30 PM	120	MES	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met with Fire Marshal at MES for school inspection
4/21/2014 3:30 PM	30	BCHS	Boiler Room	Meeting - Others	Met with Scott, of Valley Boiler, had to leave water off for the night, shut boilers down

**Start : 4/22/2014 (5)**

4/22/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/22/2014 8:30 AM	30	BCHS	Boiler Room	Meeting - Others, Water line	Met with Scott, of Valley Boiler to open gates and doors for water line for water softner
4/22/2014 9:00 AM	240	BCHS	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others, Other (Provide Description)	Met and worked with Josh, of Fire Safety Products for fire extinguisher inspection
4/22/2014 1:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
4/22/2014 1:30 PM	180	MES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Josh, of Fire Safety Products for fire extinguisher inspection, also met with Scott, of Valley Boiler for repairs to boiler at MES






**Start : 4/23/2014 (7)**

4/23/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/23/2014 8:30 AM	120	BCHS	Office	Meeting - Staff	Meeting with Ms. Rowe, and Ms. Coffman about Fire Marshal inspection violations
4/23/2014 10:30 AM	90	MES	Office	Meeting - Staff	Meeting with Ms. Hicklin at MES about Fire Marshal inspection violations
4/23/2014 12:00 PM	30	SAB	Office	Other (Provide Description)	Delivered mail from MES to SAB at request of principal.
4/23/2014 12:30 PM	30	BCHS	Other (Add to Description)	Meeting - Staff, Water line	Received call from custodian about problem with commode flushing constantly at BCHS, repaired problem
4/23/2014 1:00 PM	120	MES	Closet, Shop	Meeting - Staff	Went back to MES to help custodian unload truck load of books and to move paper order in to supply area
4/23/2014 3:00 PM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, purchase orders, phone messages, calls, parts ordering

**Start : 4/24/2014 (3)**

4/24/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
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4/24/2014 8:30 AM	150	BCHS	Classroom, Closet, Gymnasium, Kitchen, Shop	Other (Provide Description)	Worked on list of Fire Marshal list of violations
4/24/2014 11:00 AM	300	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to bus garage picked up trailer, came to BCHS picked up 455JD tractor, loaded deck for 2305 and took to Dawn Equip. for repairs and service, returned with 2305 tractor put in shed.
<b>Start : 4/25/2014 (6)</b>					
4/25/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/25/2014 8:30 AM	90	BCHS	Office	Email, Logs, Meeting - Staff, Other (Provide Description), Purchase Orders, Reports	Worked in office on PC, E-Mails, phone calls, messages, logs , purchase orders, met with IT Director to set up fire drill reports on PC for fire marshal inspection
4/25/2014 10:00 AM	60	BCHS	Classroom, Kitchen, Other (Add to Description)	Meeting - Staff	Meeting with staff at violation areas to show them what needs to be done on their part, and I will take care of the rest
4/25/2014 11:00 AM	90	BCHS	Boiler Room, Classroom, Closet, Hallway, Kitchen, Office, Other (Add to Description)	Other (Provide Description)	Worked on Fire Marshal list of violations
4/25/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/25/2014 1:00 PM	180	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Other (Provide Description)	Worked on Fire Marshal list of violations
<b>Start : 4/28/2014 (6)</b>					
4/28/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
4/28/2014 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others, Water line	Met with Valley Boiler Techs at main boiler room to unload and unpackage for install of water softner
4/28/2014 9:30 AM	150	BCHS	Parking Lot, Other (Add to Description)	Other (Provide Description)	Removed snow plow and mounting brackets from 1025R JohnDeere mower and installed mowing deck, greased barings and pullies  
4/28/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
4/28/2014 12:30 PM	180	BCHS	Classroom, Gymnasium, Hallway, Kitchen, Locker Room, Office	Other (Provide Description)	Worked on Fire Marshal's list of violations 
4/28/2014 3:30 PM	30	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Techs in boiler room to check progress of water softner installation  
<b>Start : 4/29/2014 (6)</b>					
4/29/2014 9:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh at SAB 
4/29/2014 10:30 AM	120	Other (Describe)	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met up with Ronnie Liptrap Sr. to pick up maintenance truck at body shop in Covington 
4/29/2014 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 

4/29/2014 1:00 PM	60 VES	Kitchen	Other (Provide Description)	Recieved call from Mrs. Shifflett to check freezer door at VES, closer helper has come off door, new hindges were installed last year and does not need assist closer. 
4/29/2014 2:00 PM	60 BCHS	Kitchen	Electrical	Recieved call from Mrs. Shifflett about stove in kitchen at BCHS, went by to check and found burnt wiring, contacting Travis with Hobart with problem. 
4/29/2014 3:00 PM	60 BCHS	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Techs in boiler room to determine which way to turn face of water softner because of sprinkler lines in the way, also to help them lift head into place 
<b>Start : 4/30/2014 (2)</b>				
4/30/2014 8:00 AM	60 BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check and also open gates and doors for Valley Boiler Techs to get in and to go over some issues of water softner 
4/30/2014 9:00 AM	90 BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails phone messages, calls, logs, purchase orders and filing 

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