



## Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 4/30/2014 (1)</b>					
4/30/2014 10:30 AM	330	BCHS	Boiler Room, Closet	HVAC, Meeting - Others	Met and worked with James of Radford Mech. on air problems in science wing area, also to install pressure relief valve on boiler #2 in main boiler room
<b>Start : 5/1/2014 (7)</b>					
5/1/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/1/2014 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others, Water line	Met with Valley Boiler Techs for water softner project
5/1/2014 9:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh
5/1/2014 10:30 AM	90	BCHS	Office	Meeting - Staff, Phone call - Staff	Worked on Fire Marshal list of violations, met with Mrs. Rowe, phone conversation with Mrs. Hicklin. and met with custodians on thier part of list
5/1/2014 12:00 PM	60	BCHS	Parking Lot	Meeting - Staff	Recieved call from custodian that 1025R JohnDeere mower had quit mowing, checked out, traced it back to a reverse sensor, will have to take to repair shop for repairs
5/1/2014 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/1/2014 1:30 PM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager at SAB, also discussed remaining balances, talked about things that need to be done yet and any outstanding bills.
<b>Start : 5/2/2014 (5)</b>					
5/2/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/2/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, Purchase orders and research
5/2/2014 9:00 AM	210	VES	Boiler Room, Closet, Other (Add to Description)	HVAC	Met and worked with Jeff Shell of Carrier Corp. on chiller startup at VES, ran into water flow problems
5/2/2014 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
5/2/2014 1:00 PM	240	VES	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Worked with Jeff Shell of Carrier Corp. on water flow problem at VES chiller
<b>Start : 5/5/2014 (5)</b>					
5/5/2014 7:30 AM	60	Other (Describe)	Parking Lot	Other (Provide Description)	Went to bus garage picked up trailer, went to BCHS loaded 1025R JD Tractor to take to Dawn Equip. in Covington.
5/5/2014 8:30 AM	120	MES	Gymnasium	HVAC, Water line	Went to MES to meet with Bob Knotts of Knotts Plumbing to inspect and price repairs to lines on air handlers in gym.

5/5/2014 10:30 AM	240	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 1025R JD to Dawn Equip. for repairs, also picked up mowing deck for 2305 JD hauled back to BCHS
5/5/2014 2:30 PM	60	BCHS	Parking Lot	Meeting - Staff, Other (Provide Description)	Worked with custodian to install deck on 2305 JD and set for mowing height
5/5/2014 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone System, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, and purchase orders
<b>Start : 5/6/2014 (5)</b>					
5/6/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/6/2014 8:30 AM	210	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, parts ordering, Fire Marshal Reports, Boiler Safety Reports, logs, and purchase orders
5/6/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/6/2014 12:30 PM	90	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Same as before lunch, filed paper work, and mailed reports to Boiler Safety Inspec.
5/6/2014 2:00 PM	120	BCHS	Boiler Room	Other (Provide Description), Water line	Went to Bath Co. Bld. Supply, picked up water softner salt, took to BCHS and put in softner tank
<b>Start : 5/7/2014 (4)</b>					
5/7/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/7/2014 8:30 AM	180	VES	Boiler Room, Classroom, Office	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at VES for repairs to classrooms air handlers, and check system
5/7/2014 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/7/2014 12:00 PM	240	BCHS	Boiler Room, Hallway, Locker Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech, to check and repair some problems with AC in lower and upper Atrium area
<b>Start : 5/8/2014 (5)</b>					
5/8/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/8/2014 8:30 AM	180	BCHS	Shop	Other (Provide Description)	Repairs to mowing deck for 455 JD mower, bolts broke off blade spindle
5/8/2014 11:30 AM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
5/8/2014 12:00 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hooked to trailer, went to MES picked up Z-Trak Mower, took it to Dawn Equip. for tires, steering cable, service, picked up 1025R JD Mower and returned to BCHS tractor shed
5/8/2014 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC.
<b>Start : 5/9/2014 (6)</b>					
5/9/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
5/9/2014 8:30 AM	30	BCHS	Office	Email, Purchase Orders	Worked in office on PC, E-Mails, purchase orders
5/9/2014 9:00 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager at SAB, went over remaining balances in maintenance budget
5/9/2014 10:00 AM	120	BCHS	Parking Lot	Other (Provide Description)	Repairs to mowing deck 2305 JD, making noise, removed deck from

					tractor, checked pullies, think it has a baring going out
5/9/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/9/2014 12:30 PM	120	VES	Boiler Room	HVAC, Water line	Went to VES to check water softner, installed salt in holding tank, also checked chiller for water flow, called to kitchen to check dish washer water coming out front seal need to call Travis of Hobart with this problem
<b>Start : 5/12/2014 (4)</b>					
5/12/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
5/12/2014 8:30 AM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Loaded and hauled 2305 JD Tractor to Dawn Equip to check noise in deck, found that blade nuts were stripped they repaired it and I hauled it back to BCHS
5/12/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/12/2014 12:30 PM	240	BCHS	Closet, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to doors on Fire Marshal's list of violations
<b>Start : 5/13/2014 (7)</b>					
5/13/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
5/13/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, and purchase orders
5/13/2014 9:00 AM	30	BCHS	Kitchen	Meeting - Staff	Checked with Cassie in kitchen about walkin freezer not cooling, called in Hevner Refrig. to check problem
5/13/2014 9:30 AM	150	BCHS	Boiler Room, Classroom, Office	HVAC	Worked on HVAC in 54 bld and science wing at BCHS, tracer summit site to diagnose problem
5/13/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/13/2014 12:30 PM	240	BCHS	Boiler Room, Classroom, Hallway, Office	HVAC	Worked on HVAC in 54 bld and science wing trying to figure out problem
5/13/2014 4:30 PM	30	BCHS	Office	Phone call - Others	Phone call to Jimmy, with Trane Corp. to determine problem with AC in 54 bld.
<b>Start : 5/14/2014 (8)</b>					
5/14/2014 8:00 AM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Stuck in traffic due to motor vehicle accident on Rt. 39 just out of Marlinton
5/14/2014 9:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
5/14/2014 10:00 AM	90	BCHS	Classroom	HVAC	Repairs to HVAC in science wing, replaced thermostats in 2 rooms and checked air flow on others
5/14/2014 11:30 AM	60	BCHS	Office	Meeting - Staff	Met with Mr. Lancaster in my office for lessons on PC, and information on Metsays problem at MES
5/14/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/14/2014 1:00 PM	30	BCHS	Grounds	Other (Provide Description)	Went to Bath Co. Bld. Supply picked up tire plug repair kit, plugged tire on 2305 mower
5/14/2014 1:30 PM	60	VES	Kitchen, Other (Add to Description)	Other (Provide Description)	Went to VES to check double door freezer to see if it was cooling now, also hauled lift to BCHS from VES

5/14/2014 2:30 PM	120	BCHS	Classroom, Gymnasium, Hallway	Other (Provide Description)	Repairs to doors on Fire Marshal's list of violations
<b>Start : 5/15/2014 (5)</b>					
5/15/2014 8:00 AM	60	BCHS	Boiler Room, Office	HVAC	Daily Boiler, Chiller Check, also checked temps on tracer summit
5/15/2014 9:00 AM	180	BCHS	Other (Add to Description)	Electrical	Repairs to electrical lighting in auditorium for band concert
5/15/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/15/2014 12:30 PM	90	BCHS	Other (Add to Description)	Electrical	Repairs to lighting in auditorium
5/15/2014 2:00 PM	150	BCHS	Closet, Gymnasium	Other (Provide Description)	Repairs to doors on Fire Marshals list of violations
<b>Start : 5/16/2014 (5)</b>					
5/16/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/16/2014 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, purchase orders, and reports
5/16/2014 9:30 AM	150	BCHS	Boiler Room, Classroom, Hallway, Office	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. for repairs to science wing area air problems, HVAC
5/16/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/16/2014 12:30 PM	300	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech in atrium area, auditorium, bandroom for repairs to HVAC
<b>Start : 5/19/2014 (5)</b>					
5/19/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
5/19/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC
5/19/2014 9:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh at SAB
5/19/2014 10:00 AM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Picked up trailer at bus garage, went to Dawn Equip. at Covington picked up 687 JD mower and returned to MES
5/19/2014 1:00 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Back to Dawn to pick up 455 JD and returned to BCHS, also stopped at Oliver Dist to pick up supplies
<b>Start : 5/20/2014 (6)</b>					
5/20/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/20/2014 8:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager, 1/2 hour, Meeting with Mrs. Hirsh 1/2 hour, on Radon memo
5/20/2014 9:30 AM	120	BCHS	Closet	Plumbing/Sewer, Water line	Installed new water faucet and lines in lower mertz janitor closet mop sink
5/20/2014 11:30 AM	60	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. to receive supplies, in boiler room, also discussed summer maintenance supplies with David Oliver
5/20/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/20/2014 1:00 PM	180	BCHS	Closet, Other (Add to Description)	Plumbing/Sewer, Water line	Finished faucet repairs and installation, also worked on sink in lower mertz boys

restroom, and checked urinal in 54 bld boys restroom

☰ **Start : 5/21/2014 (6)**

5/21/2014 8:00 AM	120	BCHS	Boiler Room, Classroom, Office	HVAC, Phone call - Others	Daily Boiler Chiller Check, also received call that upper 54 Bld. was very cold, checked tracer summit system, found heated water valve was not functioning, called Jimmy, with Trane Corp. we bypassed and got it heating. He will come Friday to check system
5/21/2014 10:00 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
5/21/2014 10:30 AM	60	SAB	Office	Meeting - Staff	Delivered mail and purchase orders to SAB, meeting with Mrs. Hirsh
5/21/2014 11:30 AM	60	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others	Worked in office on PC, E-Mails, logs, phone conversations with multiple suppliers, and purchase orders
5/21/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/21/2014 1:00 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Picked up trailer at bus garage and hauled X300 JD mower to Dawn Equip. for service

☰ **Start : 5/22/2014 (4)**

5/22/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler chiller check
5/22/2014 8:30 AM	210	BCHS	Gymnasium, Hallway	Other (Provide Description)	Repairs to 3 doors at gymnasium entrance at BCHS, door closers and locks
5/22/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/22/2014 12:30 PM	240	BCHS	Boiler Room, Classroom, Hallway, Office	HVAC, Meeting - Others	Met and worked with Jimmy, of Trane Corp. for repairs to Tracer Summit System, diagnose problems and repair

☰ **Start : 5/23/2014 (8)**

5/23/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
5/23/2014 8:30 AM	60	BCHS	Office	Email, Maintenance Request Review, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, parts research and ordering, purchase orders
5/23/2014 9:30 AM	90	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager, Meeting with Mrs. Hirsh, helped custodian move some boxes of books
5/23/2014 11:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe about summer schedule
5/23/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/23/2014 12:30 PM	60	BCHS	Other (Add to Description)	Maintenance Request Review	Inspected sink in lower Mertz, custodian said it is not coming on sometimes when you want to wash hands
5/23/2014 1:30 PM	90	BCHS	Classroom, Closet, Office	HVAC	Worked on HVAC in upper atrium area, readjusting temps, also check timer controls for correct settings, also checked Tracer Summit for temps
5/23/2014 3:00 PM	60	Other (Describe)	Other (Add to Description)	Leave - Sick	Feeling bad went home sick

☰ **Start : 5/26/2014 (1)**

5/26/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Off; Memorial Holiday
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Start : 5/27/2014 (1)


5/27/2014 8:00 AM 480 Other (Describe) Other (Add to Description) Leave - Sick Off; Sick Leave

Start : 5/28/2014 (4)

5/28/2014 8:00 AM 180 Other (Describe) Other (Add to Description) Leave - Sick Sick Leave


5/28/2014 11:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Chiller Check 


5/28/2014 11:30 AM 60 BCHS Hallway Electrical, Other (Provide Description) Received notice from custodian there was a problem with elevator in atrium area, checked and found outer door is off track, tried to realign but failed to do so, contacted Martin, with ThyssenKrupp Elev. Service with problem. 


5/28/2014 12:30 PM 210 BCHS Office Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders, Reports Worked in office on PC, E-Mails, Phone messages, calls, logs, purchase orders, parts research, parts ordering, year end close out items and filing papers in office 


Start : 5/29/2014 (5)

5/29/2014 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Chiller Check 

5/29/2014 8:30 AM 90 BCHS Office Email, Inventory, Logs, Phone call - Others, Purchase Orders, Reports Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders, and looked at inventory for summer order 


5/29/2014 10:00 AM 180 Other (Describe) Other (Add to Description) Other (Provide Description) Picked up trailer at bus garage, went to Dawn Equip. at Covington to pickup X300 JD for SAB, also picked up invoices at Oliver Dist., and H&M Electric 

5/29/2014 1:00 PM 120 Other (Describe) Other (Add to Description) Other (Provide Description), Parts Pickup Took trailer back to bus garage, stopped at Bath Co. Bld. Supply picked up pallet of water softner salt, delivered part to BCHS and part to VES 

5/29/2014 3:00 PM 60 BCHS Office Email, Logs, Meeting - Staff, Phone call - Others, Reports Met with evening shift custodians, worked in office on PC year end close out items 

Start : 5/30/2014 (3)

5/30/2014 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Chiller Check 

5/30/2014 8:30 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, calls to others for invoicing for the month. 

5/30/2014 9:30 AM 30 BCHS Grounds Fuel Tank Measurement Fuel tank measurement for BCHS contact MES for measurement 

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