



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 6/2/2014 (8)					
6/2/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/2/2014 8:30 AM	30	BCHS	Hallway	Meeting - Staff	Meeting with Mr. Lancaster about generator switch over and door alarms.
6/2/2014 9:00 AM	60	BCHS	Office	Email, Fuel Tank Measurement, Logs, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked in office, E-Mails, Phone messages, calls, fuel tank measurements, called in order for heating oil, reports, parts ordering, logs and purchase orders
6/2/2014 10:00 AM	30	BusGar	Parking Lot	Fuel Tank Measurement	Went to bus garage to get heating oil tank measurement
6/2/2014 10:30 AM	90	BCHS	Boiler Room, Closet, Office, Other (Add to Description)	Inventory, Phone call - Others	Inventory of custodial supplies in boiler room and closets, call to Oliver Dist. for pricing, also filing of paperwork in office
6/2/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/2/2014 12:30 PM	240	BCHS	Hallway	Meeting - Others	Met and worked with Martin, of Thyssenkrupp Elevator Service to repair doors on upper atrium elevator, also preformed hydraulic pressure test on all 3 elevators at BCHS.
6/2/2014 4:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
Start : 6/3/2014 (7)					
6/3/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
6/3/2014 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
6/3/2014 9:00 AM	60	BCHS	Boiler Room, Grounds	Fuel Reports, Fuel Tank Measurement, Meeting - Others	Met with Whiting Jamison Oil to receive fuel at dock and heating oil at lg. tank for BCHS
6/3/2014 10:00 AM	60	BCHS	Closet	Meeting - Others	Met with Oliver Dist. delivery to receive and put away supplies
6/3/2014 11:00 AM	60	BCHS	Office	HVAC	Checked AC #2 in mail room at front office for leak, replaced stained ceiling tiles at unit
6/3/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/3/2014 12:30 PM	240	BCHS	Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to doors at back of auditorium, repairs to center pilaster, latches, hinges and thresholds on both
Start : 6/4/2014 (5)					
6/4/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
6/4/2014 8:30 AM	210	BCHS	Boiler Room	HVAC, Meeting - Others, Water line	Met and worked with Scott, of Valley Boiler on problem water softener

6/4/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/4/2014 12:30 PM	180	BCHS	Classroom, Grounds	HVAC	Repairs to AHU in Dabney Lab, also checked AC#2 in main office, found outside unit not running, called Trane Corp. with problem
6/4/2014 3:30 PM	30	BCHS	Boiler Room, Closet	Meeting - Staff	Met with custodian to load supplies for VES to get them through end of year
Start : 6/5/2014 (5)					
6/5/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
6/5/2014 8:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders
6/5/2014 8:30 AM	120	VES	Classroom, Hallway, Other (Add to Description)	Meeting - Others	Met with Kevin, of IPI, for quarterly sprinkler flow test
6/5/2014 10:30 AM	150	MES	Boiler Room, Classroom, Gymnasium, Office, Other (Add to Description)	Meeting - Others	Met and worked with Kevin, of IPI for quarterly sprinkler flow test
6/5/2014 1:00 PM	210	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Kitchen, Other (Add to Description)	Meeting - Others	Met and worked with Kevin, of IPI for quarterly sprinkler flow test
Start : 6/6/2014 (7)					
6/6/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
6/6/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, Phone messages, calls, purchase orders
6/6/2014 9:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager
6/6/2014 10:00 AM	120	Other (Describe)	Other (Add to Description)	HVAC, Meeting - Others	Met with Justin Pederson, of Air Mech at BCHS and VES
6/6/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/6/2014 12:30 PM	240	BCHS	Closet, Grounds, Office	HVAC, Meeting - Others	Met and worked with Jimmy, of Trane Corp. for repairs to ACU 2 front office
6/6/2014 4:30 PM	120	BCHS	Boiler Room	HVAC	Recieved call that auditorium was hot, inspected problem and found air compressor was down, hooked small pancake compressor to system and got back up and running
Start : 6/9/2014 (6)					
6/9/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/9/2014 8:30 AM	90	BCHS	Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec. Tech at BCHS auditorium to check if we have enough power to supply new Bard units for dehumidification heating and cooling
6/9/2014 10:00 AM	120	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp. at VES for oil filter replacement and repairs to compressor A on chiller

6/9/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/9/2014 12:30 PM	60	VES	Boiler Room	HVAC, Meeting - Others	Worked with Jeff, of Carrier Corp.
6/9/2014 1:30 PM	210	BCHS	Grounds, Office	HVAC, Meeting - Others	Met and worked with Jimmy of Trane Corp for repairs to ACU 2, found broken wire in conduit, replaced wiring to unit
Start : 6/10/2014 (3)					
6/10/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
6/10/2014 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 calls, messages, purchase orders, logs
6/10/2014 10:00 AM	450	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James of Radford Mech, on various HVAC problems at BCHS
Start : 6/11/2014 (6)					
6/11/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/11/2014 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, researching, ordering, E-Mails, phone calls, messages, and purchase orders
6/11/2014 9:30 AM	60	BCHS	Grounds, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec. Tech to search for power supply for Bard units to be installed
6/11/2014 10:30 AM	180	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts at Dawn Equipment, Dropped off paper work to Alleghany Highland Mech for Bard Unit installation, drove to MES
6/11/2014 1:30 PM	180	MES	Boiler Room, Hallway, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Worked at MES with custodian, unload truck, move new stage into building, also worked on door at rear of bld.
6/11/2014 4:30 PM	60	BCHS	Grounds	Meeting - Others	Met with Jeff, of Lowery Masonary and Const. to look at and price cutting holes through walls for Bard units
Start : 6/12/2014 (4)					
6/12/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/12/2014 8:30 AM	150	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, calls to get quotes on jobs to be done,
6/12/2014 11:00 AM	270	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech on various HVAC issues
6/12/2014 3:30 PM	30	SAB	Office	Meeting - Staff	Meeting with Business Manager at SAB about things we need to have done
Start : 6/13/2014 (5)					
6/13/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/13/2014 8:30 AM	120	VES	Boiler Room	HVAC	Received call that VES was warm, went checked chiller, entering and leaving water temps and checked Metsays program for anything

					wrong, reset chiller controls at advice Jeff Shell of Carrier Corp. 
6/13/2014 10:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs.Rowe and custodial staff about summer maintenance. 
6/13/2014 11:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone calls, messages, purchase orders, calls to get meeting with Elec to look at jobs 
6/13/2014 12:30 PM	240	MES	Boiler Room, Closet	HVAC, Meeting - Others	Met with Tim Brady of Johnson Control for repairs to Metsays Program, phone conversation with Mr. Lancaster about problem, also checked water temp sensor on chiller 
Start : 6/16/2014 (4)					
6/16/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
6/16/2014 8:30 AM	210	BCHS	Gymnasium	Meeting - Staff	Met and worked with custodians in old gym to move mats, furniture and other items out of way for floor finishing 
6/16/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
6/16/2014 12:30 PM	210	BCHS	Office	Email, Meeting - Staff, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, phone calls, messages, E-Mails getting quotes for jobs to be done, getting invoices, and purchase orders 
Start : 6/17/2014 (7)					
6/17/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
6/17/2014 8:30 AM	30	SAB	Office	Other (Provide Description)	Took mail from BCHS to SAB, picked up mail to take to MES 
6/17/2014 9:00 AM	150	MES	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Delivered mail to MES, met with custodian to pick up some gym floor supplies that he had on hand to take and use at VES, also met with Lowery Masonary to receive invoice. 
6/17/2014 11:30 AM	60	SAB	Office	Meeting - Staff, Other (Provide Description)	Delivered mail to SAB from MES, also meeting with Business Manager about close out items 
6/17/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
6/17/2014 1:00 PM	60	Other (Describe)	Road	Electrical	Received call from SAB about flashing lights at VES went there to turn off 
6/17/2014 2:00 PM	120	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Oliver Dist in Covington to pick up supplies for custodians to refinish old gym floor 
Start : 6/18/2014 (7)					
6/18/2014 8:00 AM	60	BCHS	Kitchen	Email, Meeting - Others	Met with H&M Elec. Tech to look where we could pull wire for HVAC Bard Unit for kitchen, also getting quote and invoice 
6/18/2014 9:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check 
6/18/2014 9:30 AM	150	BCHS	Classroom	Meeting - Staff	Worked with custodians moving furniture at BCHS 

6/18/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/18/2014 12:30 PM	30	BCHS	Office	HVAC	Received call from BCHS office that temps in Library were warm, meeting going on, went on Tracer Summit and set temps down
6/18/2014 1:00 PM	150	BCHS	Classroom	Meeting - Staff	Met and worked with custodians to help move furniture and haul off trash at BCHS
6/18/2014 3:30 PM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone calls, purchase orders, and getting invoices from dealers

Start : 6/19/2014 (8)

6/19/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler, Chiller Check
6/19/2014 8:30 AM	150	BCHS	Office	Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, getting prices, quotes, and invoices for year end close out
6/19/2014 11:00 AM	30	SAB	Office	Meeting - Staff	Delivered purchase orders, invoices to Business Manager
6/19/2014 11:30 AM	30	BCHS	Boiler Room	HVAC	Shut boilers down for summer
6/19/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/19/2014 12:30 PM	180	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, purchase orders, getting quotes and invoices for year end close out
6/19/2014 3:30 PM	30	SAB	Office	Meeting - Staff	Delivered final purchase orders and paper work to Business Manager
6/19/2014 4:00 PM	60	VES	Road	Electrical, Other (Provide Description), Phone call - Others	Received call from SAB that caution lights were still on, went there and called company to find out how to cut them off for summer, went through it step by step and are now off.

Start : 6/20/2014 (3)

6/20/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
6/20/2014 8:30 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone messages, calls, Logs, and filing of copies of purchase orders
6/20/2014 10:30 AM	30	SAB	Other (Add to Description)	Other (Provide Description)	Hauled trash from SAB

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