



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 6/23/2014 (3)					
6/23/2014 7:00 AM	300	VES	Classroom, Hallway, Other (Add to Description)	Other (Provide Description)	Met and worked with custodians at VES moving furniture
6/23/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/23/2014 12:30 PM	270	VES	Classroom, Hallway, Other (Add to Description)	Other (Provide Description)	Worked with custodians moving furniture at VES
Start : 6/24/2014 (6)					
6/24/2014 7:00 AM	180	MES	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Met and worked with custodians at MES moving furniture
6/24/2014 10:00 AM	60	BCHS	Parking Lot	Other (Provide Description)	Ran back to BCHS to measure parking lot for Mrs. Hirsh
6/24/2014 11:00 AM	90	MES	Classroom, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Worked with custodians moving furniture
6/24/2014 12:30 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
6/24/2014 1:00 PM	240	VES	Classroom, Closet	Other (Provide Description)	Loaded and hauled 2 loads of computers from MES to VES
6/24/2014 5:00 PM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
Start : 6/25/2014 (7)					
6/25/2014 7:00 AM	60	BCHS	Shop	Other (Provide Description)	Repairs to 2305 JD tractor at BCHS autoshop
6/25/2014 8:00 AM	30	VES	Classroom, Other (Add to Description)	Meeting - Others	Met with carpet cleaners at VES
6/25/2014 8:30 AM	120	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equip. to pick up parts for 1025R JD tractor
6/25/2014 10:30 AM	90	BCHS	Classroom, Hallway, Kitchen, Other (Add to Description)	Meeting - Staff	Worked with custodians moving furniture at BCHS
6/25/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/25/2014 12:30 PM	240	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Worked with custodians moving furniture at BCHS
6/25/2014 4:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC, E-Mails, phone calls, messages, and logs
Start : 6/26/2014 (7)					

6/26/2014 7:00 AM	180	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Met and worked with custodians to move furniture for summer cleaning
6/26/2014 10:00 AM	120	BCHS	Grounds	Other (Provide Description)	Reinstalled mower deck back on 1025R JohnDeere, cut grass at score board sign to be sure everything was functioning properly
6/26/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/26/2014 12:30 PM	60	BCHS	Classroom, Other (Add to Description)	Meeting - Staff	Meeting with Mrs. Rowe at certain classrooms to discuss set up where classes were changed
6/26/2014 1:30 PM	60	BCHS	Classroom, Closet, Gymnasium, Hallway, Office	Meeting - Staff	Helped custodian gather trash and load on truck so she could swing by and take trash from SAB
6/26/2014 2:30 PM	120	BCHS	Classroom, Hallway, Locker Room, Other (Add to Description)	Meeting - Staff	Met with custodians to move furniture for cleaning
6/26/2014 4:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC, E-Mails, logs phone messages and calls
Start : 6/30/2014 (1)					
6/30/2014 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/1/2014 (1)					
7/1/2014 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/2/2014 (1)					
7/2/2014 7:00 AM	600	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/3/2014 (1)					
7/3/2014 7:00 AM	600	Other (Describe)	Other (Add to Description)	Other (Provide Description)	4th of July Holiday
Start : 7/7/2014 (6)					
7/7/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/7/2014 7:30 AM	30	VES	Grounds, Kitchen	Other (Provide Description)	Went to VES to measure deck at kitchen to add on for another refrigeration unit for split system AC for kitchen
7/7/2014 8:00 AM	240	VES	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Met and worked with VES custodians moving furniture, changing classrooms around at Principal's request
7/7/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/7/2014 12:30 PM	240	VES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at VES to move classrooms around
7/7/2014 4:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC, phone messages, calls, logs, and E-Mails
Start : 7/8/2014 (7)					


7/8/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/8/2014 7:30 AM	90	BCHS	Classroom, Hallway, Kitchen	Meeting - Staff	Met and worked with custodians moving furniture in and out of rooms and kitchen
7/8/2014 9:00 AM	60	BCHS	Kitchen	Meeting - Others	Met with FSP for hood cleaning at charger cafe and culinary arts
7/8/2014 10:00 AM	120	VES	Parking Lot	Meeting - Others, Meeting - Staff	Called to VES, met and worked custodians to unload trailer load of playground boarder and haul to back at playground
7/8/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/8/2014 12:30 PM	90	BCHS	Shop	Meeting - Others	Met with Oliver Dist. delivery truck to unload supplies for schools at BCHS shop
7/8/2014 2:00 PM	210	SAB	Closet, Other (Add to Description)	HVAC	Worked on HVAC at SAB, cleaned drains, checked units, washed and cleaned reusable filters and reinstalled
Start : 7/9/2014 (8)					
7/9/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/9/2014 7:30 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
7/9/2014 8:00 AM	60	BCHS	Classroom, Hallway, Office	Meeting - Staff	Meeting with Mrs. Rowe to discuss some items that need to be done by electricians when they come here to do work
7/9/2014 9:00 AM	60	VES	Classroom, Closet, Office	Electrical, Meeting - Others	Met with H&M Elec. Techs to show them scope of work to be done at VES
7/9/2014 10:00 AM	120	VES	Classroom, Other (Add to Description)	Meeting - Staff	Helped custodians at VES move some furniture and some painting
7/9/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/9/2014 12:30 PM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to SJ Neathawk in Covington to pick up plywood for gym floor to run lift on for work on airhandlers, delivered to MES
7/9/2014 4:00 PM	60	BCHS	Hallway	HVAC, Water line	Checked water leak in hallway at atrium area coming from HVAC
Start : 7/10/2014 (7)					
7/10/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/10/2014 7:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone calls to others, messages, logs, purchase orders, and research supplies on PC
7/10/2014 8:30 AM	60	BCHS	Hallway	HVAC	Shut 2 airhandlers down in upper atrium area, leaking from unit, climbed into ceiling and shut valves off to units
7/10/2014 9:30 AM	120	BCHS	Boiler Room, Closet, Shop	Meeting - Staff	Met with MES custodians at BCHS to load them with supplies for summer clean up
7/10/2014 11:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with United Rentals about lift and to Knotts Plumbing about work on airhandlers in gym at MES
7/10/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break








7/10/2014 12:30 PM	270	BCHS	Office	Other (Provide Description), Parts Ordering	Worked in office on PC, VDC web site to order school cleaning supplies for all 3 schools
Start : 7/14/2014 (5)					
7/14/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/14/2014 7:30 AM	90	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls to others, reports, purchase orders, and supply ordering
7/14/2014 9:00 AM	180	BCHS	Office	Other (Provide Description), Phone call - Others	Worked on PC in office, on phone with VDC Rep. getting computer set up for orders
7/14/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/14/2014 12:30 PM	270	BCHS	Office	Other (Provide Description), Phone call - Others	Worked on VDC Order for BCHS with help of VDC Rep.
Start : 7/15/2014 (7)					
7/15/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/15/2014 7:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, purchase orders
7/15/2014 8:00 AM	30	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Meeting with custodians to check floors and to see if they needed more supplies
7/15/2014 8:30 AM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up supplies at Dawn Equip, Oliver Dist. and State Elec Supply
7/15/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/15/2014 1:00 PM	60	BCHS	Hallway	Meeting - Staff	Repairs to floor mopper
7/15/2014 2:00 PM	180	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech to install new air dryer on science wing HVAC
Start : 7/16/2014 (8)					
7/16/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/16/2014 7:30 AM	180	BCHS	Office	Other (Provide Description), Phone call - Others	Worked in office on PC, Placed order with VDC rep on phone and computer for MES
7/16/2014 10:30 AM	30	VES	Classroom, Hallway	Meeting - Staff, Other (Provide Description)	Met and worked with custodians at VES unload books from SAB and also move furniture back into rooms
7/16/2014 11:00 AM	60	SAB	Hallway	Meeting - Staff, Other (Provide Description)	Went to SAB to help custodians load book for BCHS and MES
7/16/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/16/2014 12:30 PM	60	MES	Office	Meeting - Staff, Other (Provide Description)	Hauled books to MES and unloaded in office, also received lift in gym
7/16/2014 1:30 PM	120	VES	Classroom, Hallway	Meeting - Staff	Went back to VES to help custodian move furniture back into rooms
7/16/2014 3:30 PM	120	BCHS	Office	Other (Provide Description), Phone call - Others	Worked in office on PC, placed VDC order on PC and with help from VDC Rep. for VES
Start : 7/17/2014 (6)					

7/17/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/17/2014 7:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls logs and purchase orders
7/17/2014 8:30 AM	210	BCHS	Closet	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for HVAC repairs on upper atrium air handler drains
7/17/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/17/2014 12:30 PM	90	BCHS	Closet	HVAC, Meeting - Others	Worked with James of Radford Mech. on air handler drains
7/17/2014 2:00 PM	210	MES	Gymnasium	HVAC, Meeting - Others, Water line	Went to MES to meet with Knotts Plumbing for pipe replacemet on airhandlers in gym, also received new lift from United Rentals
Start : 7/21/2014 (6)					
7/21/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/21/2014 7:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone calls, messages, purchase orders
7/21/2014 8:30 AM	90	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe, and custodians, also met with custodians after meeting with principal
7/21/2014 10:00 AM	120	VES	Boiler Room, Classroom, Office	HVAC, Meeting - Staff	Went to VES to check HVAC in some classrooms and checked chiller, temps were high in some areas, also checked with Ms. Coffman to see if I could take her custodians to MES to help move furniture back in rooms
7/21/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/21/2014 12:30 PM	270	BCHS	Kitchen	Other (Provide Description)	Worked on carpet scrubber at BCHS
Start : 7/22/2014 (5)					
7/22/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/22/2014 7:30 AM	60	BCHS	Classroom, Hallway	Meeting - Staff	Met with custodians at BCHS on floor stripping and waxing
7/22/2014 8:30 AM	210	VES	Grounds, Kitchen	Other (Provide Description)	Went to BCBS picked up materials to build deck at VES kitchen for HVAC unit split system, worked on deck
7/22/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/22/2014 12:30 PM	270	VES	Grounds, Kitchen	Other (Provide Description)	Worked on deck for HVAC split system
Start : 7/23/2014 (7)					
7/23/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/23/2014 7:30 AM	210	VES	Grounds, Kitchen	Other (Provide Description)	Finished up deck at VES kitchen
7/23/2014 11:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh at her request
7/23/2014 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break 
7/23/2014 12:30 PM	30	MES	Office	Meeting - Staff	Meeting with Mrs. Hicklin 
7/23/2014 1:00 PM	210	MES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians moving furniture back in rooms 

7/23/2014 4:30 PM	30	BCHS	Office	Email, Phone call - Others	Worked in office on PC, E-Mails, phone messages and calls to others 
Start : 7/24/2014 (2)					
7/24/2014 7:00 AM	450	MES	Classroom, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with custodians at MES moving furniture back into rooms
7/24/2014 2:30 PM	150	BCHS	Hallway, Shop	Meeting - Others	Worked on floor mopper and carpet cleaner at BCHS
Start : 7/28/2014 (6)					
7/28/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check 
7/28/2014 7:30 AM	270	BCHS	Classroom, Hallway	HVAC	Worked on air handler drains in rooms A127 & A128, drains clogged and run out in floor, cleaned up water and unstopped drains, also replaced filters in upper mertz section 
7/28/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
7/28/2014 12:30 PM	60	BCHS	Classroom, Hallway	HVAC	Finished up installing filters in upper mertz air handlers 
7/28/2014 1:30 PM	120	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to steps at outside lower atrium 2 chunks broke out of concrete 
7/28/2014 3:30 PM	90	VES	Boiler Room, Closet	Meeting - Staff	Met with custodian from VES at BCHS to load custodial supplies hauled to VES and unloaded and put away 
Start : 7/29/2014 (6)					
7/29/2014 7:00 AM	60	MES	Boiler Room, Gymnasium, Other (Add to Description)	HVAC, Meeting - Others	Went to MES to shut down HVAC for plumbing repairs 
7/29/2014 8:00 AM	240	VES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians from MES at VES to move furniture back into rooms 
7/29/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 
7/29/2014 12:30 PM	150	VES	Classroom, Hallway	Meeting - Others	Worked with custodians at VES moving furniture back into rooms 
7/29/2014 3:00 PM	60	BCHS	Boiler Room	Meeting - Staff	Met with custodians from MES at BCHS to load supplies for MES 
7/29/2014 4:00 PM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, parts ordering and purchase orders 
Start : 7/30/2014 (9)					
7/30/2014 7:00 AM	150	MES	Boiler Room, Gymnasium	HVAC, Meeting - Others	Went to MES to meet with Knotts Plumbing, to shut chilled water and controls down, drain system down for plumbing repairs to units in gym 
7/30/2014 9:30 AM	30	SAB	Other (Add to Description)	Meeting - Staff	Picked up mail at SAB for BCHS, also met with Sharon about custodial inservice 
7/30/2014 10:00 AM	30	BCHS	Classroom	Electrical, Meeting - Others	Met with H&M Electric at BCHS to get projector and supplies, show them where it gets mounted 
7/30/2014 10:30 AM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call -	Worked in office on PC, E-Mails, phone messages, calls, parts ordering, supply

				Staff, Purchase Orders, Reports	ordering, logs and purchase orders 
7/30/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
7/30/2014 12:30 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC 
7/30/2014 1:30 PM	60	BCHS	Locker Room, Other (Add to Description)	Meeting - Others	Received order for athletics from UPS, unloaded and put in football locker room 
7/30/2014 2:30 PM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager, delivered PO's to him and went over them 
7/30/2014 3:30 PM	120	BCHS	Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs installing new range in kitchen, getting range in place and lifted over conduit to set in place and hookup 

 **Start : 7/31/2014 (7)**

7/31/2014 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check 
7/31/2014 7:30 AM	30	BCHS	Office	Email, Logs, Phone System	Worked in office on PC, E-Mails, phone messages and logs 
7/31/2014 8:00 AM	30	BCHS	Classroom	Electrical, Meeting - Others	Met with H&M Elec Techs to get them projector and supplies to take to MES to be installed 
7/31/2014 8:30 AM	120	VES	Kitchen	HVAC	Met and worked with James of Radford Mech. to place and install HVAC unit for kitchen area 
7/31/2014 10:30 AM	90	BCHS	Boiler Room	Other (Provide Description)	Installed tool box back on Maint. Truck, straightened up tools and cleaned truck 
7/31/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
7/31/2014 12:30 PM	180	Other (Describe)	Other (Add to Description)	Meeting - Others, Parts Pickup	Went to Covington to pick up supplies needed by custodians, also to place paper product order with Oliver Dist. 

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