



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 7/30/2014 (7)					
7/30/2014 10:00 AM	30	BCHS	Classroom	Electrical, Meeting - Others	Met with H&M Electric at BCBS 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 - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, parts ordering, supply 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.
Start : 8/4/2014 (6)					
8/4/2014 8:00 AM	90	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh, also meeting with Business Manager
8/4/2014 9:30 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/4/2014 10:00 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone messages, calls, and parts ordering

8/4/2014 10:30 AM	60	BCHS	Other (Add to Description)	Inservice - Presentation, Inservice - Attendance, Other (Provide Description)	Prepared for inservice
8/4/2014 11:30 AM	210	BCHS	Other (Add to Description)	Inservice - Attendance	Attended inservice for and with custodians
8/4/2014 3:00 PM	90	BCHS	Locker Room, Other (Add to Description)	Water line	Contacted by PSA that we possibly have a leak at Atrium area end, met with Mike McMullen to search
Start : 8/5/2014 (7)					
8/5/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/5/2014 8:30 AM	120	BCHS	Other (Add to Description)	Water line	Installed new batteries in auto flush sink valves in restroom in 54 bld. and mertz
8/5/2014 10:30 AM	30	BCHS	Classroom, Hallway, Office, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec Tech. to locate area air units will be installed
8/5/2014 11:00 AM	90	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Others	Met with Oliver Dist. to unload school custodial supplies
8/5/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/5/2014 1:00 PM	90	BCHS	Boiler Room, Shop	Meeting - Others	Met with Wilson Trucking to unload VDC order, custodial supplies for school year
8/5/2014 2:30 PM	90	BCHS	Classroom, Other (Add to Description)	Other (Provide Description)	Removed white boards from various locations to install in other locations
Start : 8/6/2014 (7)					
8/6/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check
8/6/2014 8:30 AM	60	BCHS	Parking Lot	Electrical, Meeting - Others	Delivered parts to H&M Elec. Techs at VES
8/6/2014 9:30 AM	150	BCHS	Classroom	Other (Provide Description)	Installed white boards in rooms specified by principal.
8/6/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/6/2014 12:30 PM	60	BCHS	Classroom	Other (Provide Description)	Finished installing white boards in classrooms
8/6/2014 1:30 PM	60	BCHS	Boiler Room, Grounds, Other (Add to Description)	Meeting - Others, Water line	Met with Mike McMullen of PSA to look for other possible leaks at BCHS
8/6/2014 2:30 PM	90	BCHS	Other (Add to Description)	Other (Provide Description), Plumbing/Sewer, Water line	Repairs to leaks in girls locker room
Start : 8/7/2014 (5)					
8/7/2014 8:00 AM	60	BCHS	Classroom, Grounds, Hallway	Electrical, Meeting - Others	Met with H&M Elec Tech to lay out scope of repairs
8/7/2014 9:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/7/2014 9:30 AM	180	BCHS	Locker Room	Plumbing/Sewer, Water line	Replaced all flush valves from comode to wall with all new flush valves, attempted to repair but was cheaper to replace
8/7/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

8/7/2014 1:00 PM	180	BCHS	Locker Room	Plumbing/Sewer, Water line	Finished up replacing & installing and inspected for leaks when water was turned back on
Start : 8/8/2014 (7)					
8/8/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/8/2014 8:30 AM	90	BCHS	Boiler Room	Plumbing/Sewer, Water line	Met with IPI Fire Protection to replace OSAY valve on main sprinkler line for Atrium Area
8/8/2014 10:00 AM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to bathroom stalls, stops and latches
8/8/2014 11:00 AM	60	VES	Kitchen	Meeting - Others	Met with Hobart Tech to install replacement parts on dishwasher
8/8/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/8/2014 12:30 PM	150	VES	Boiler Room, Closet, Gymnasium	Meeting - Staff	Hauled extra custodial supplies from VES to store at BCHS
8/8/2014 3:00 PM	90	BCHS	Kitchen	Meeting - Others, Meeting - Staff	Met with Hobart Tech, and Mrs. Shiflett at BCHS kitchen to discuss PM, plan
Start : 8/11/2014 (8)					
8/11/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/11/2014 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls logs, parts research, and purchase orders
8/11/2014 9:30 AM	60	BCHS	Hallway	Meeting - Others	Met with PHP locker techs to remove old lockers
8/11/2014 10:30 AM	60	BCHS	Hallway, Shop	Electrical, Meeting - Others	Met and worked with EEIS for elevator inspection
8/11/2014 11:30 AM	30	BCHS	Hallway	Meeting - Others	Met with furniture delivery truck
8/11/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/11/2014 12:30 PM	30	VES	Kitchen	HVAC, Meeting - Others	Went to VES to check progress of AC unit being installed at VES kitchen
8/11/2014 1:00 PM	180	VES	Classroom	Meeting - Staff, Other (Provide Description)	Relocated bulletin boards in room 115, moved smart board from room 114 to 115, mounted on wall
Start : 8/14/2014 (4)					
8/14/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/14/2014 8:30 AM	120	VES	Classroom, Hallway, Parking Lot	Meeting - Staff	Met and worked with custodian at VES to move furniture in and out of some rooms where needed
8/14/2014 10:30 AM	240	MES	Classroom	Meeting - Staff	Went to MES to box up and load excess book, hauled them to Jackson River Recycling center at Covington
8/14/2014 2:30 PM	90	BCHS	Grounds, Kitchen	Meeting - Others	Met with Lowery Masonary to layout plan for removal of window in kitchen and also Auditorium
Start : 8/15/2014 (9)					
8/15/2014 7:00 AM	90	BCHS	Grounds, Kitchen, Other (Add to Description)	Meeting - Others	Met with Jeff Lowery of Lowery Masonary to remove window at kitchen for Bard Air Unit and also cut hole in auditorium to see what we have to deal with cutting holes through wall for 3 Bard Units

8/15/2014 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Tech for PM's on boilers and to look at installation of 3 Bard Units for auditorium
8/15/2014 9:30 AM	90	VES	Other (Add to Description)	Meeting - Staff	Met and worked with custodians at VES to unload Tractor Trailer load of furniture into school
8/15/2014 11:00 AM	60	BCHS	Kitchen	HVAC, Meeting - Others	Met with Total Tech heating & cooling to look at installation of bard unit in kitchen
8/15/2014 12:00 PM	60	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met with Valley Boiler Tech to inspect some leaks on chilled water lines
8/15/2014 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/15/2014 1:30 PM	60	VES	Kitchen	HVAC, Meeting - Others	Met with Radford Mech. Tech at VES kitchen to check progress of HVAC split system being installed in kitchen
8/15/2014 2:30 PM	60	BCHS	Kitchen	Other (Provide Description)	Covered open in wall at kitchen where we took out window for Bard Unit, used plywood and screwed it to wall
8/15/2014 3:30 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone calls, messages, logs and purchase orders
Start : 8/18/2014 (6)					
8/18/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
8/18/2014 8:30 AM	210	VES	Classroom, Grounds, Hallway	Meeting - Staff	Met and worked with custodian at VES to unload tractor and trailer of furniture, also moved old furniture out
8/18/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/18/2014 12:30 PM	90	VES	Classroom, Hallway, Parking Lot	Meeting - Staff	Worked with custodian at VES moving old furniture out for new to be moved in, also hauled old furniture to bus garage
8/18/2014 2:00 PM	120	BCHS	Boiler Room	HVAC	Recieved call that HVAC did not seem to be working, checked system on Tracer Summit and found that water temp was high, went to chiller found that flow switch was tripped out, reset and got started, contacted Carrier to speak with Tech about it
8/18/2014 4:00 PM	60	VES	Road	Electrical	Reset times on caution lights on roadway at VES for school starting on Tuesday
Start : 8/19/2014 (5)					
8/19/2014 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, found chiller was tripped on flow switch problem again, reset and got back on line, contacted Jeff of Carrier with problem again, he was setting up date to come in and check it out
8/19/2014 9:00 AM	60	BCHS	Boiler Room, Other (Add to Description)	Meeting - Others	Met with Oliver Dist to unload supplies that were on back order
8/19/2014 10:00 AM	210	MES	Boiler Room, Gymnasium	Meeting - Others, Plumbing/Sewer	Went to MES to meet with Knotts Plumbing on gymnasium project to see how he was getting along, Met with Principal, also loaded some items from kitchen to take to bus garage for auction
8/19/2014 1:30 PM	60	BusGar	Grounds, Parking Lot	Auction, Other (Provide Description)	Hauled auction items to bus garage from MES
8/19/2014 2:30 PM	120	BCHS	Hallway, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mech at BCBS for HVAC repairs

☰ **Start : 8/20/2014 (6)**

8/20/2014 8:00 AM	60	BusGar	Boiler Room	HVAC	Daily Boiler Chiller Check, found chiller was tripped again, contacted Jeff to see if he could come before Friday
8/20/2014 9:00 AM	150	BCHS	Classroom	HVAC	Reieved call that HVAC was not working in Ms. Hough's room, found that belt was broke, replaced it, changed filters in this unit and 3 other units there
8/20/2014 11:30 AM	30	VES	Office	Meeting - Staff	Met with Principal at VES to discuss playgrounds.
8/20/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/20/2014 12:30 PM	90	VES	Office	Meeting - Staff	Met with secretary to find out how much woodchips we were recieving for playgrounds at VES also met with Trans Supervisor and Parks & Rec Director to have a place to dump loads of wood chips.
8/20/2014 2:00 PM	120	BCHS	Hallway	HVAC, Meeting - Staff	Reieved call to come back to BCHS to check water in floor at Upper Mertz hallway, found that temporary drain we fixed for HVAC had failed, cleaned mess up and shut units back down

☰ **Start : 8/21/2014 (5)**

8/21/2014 8:00 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe about HVAC problems
8/21/2014 8:30 AM	60	BCHS	Office	Other (Provide Description)	Repairs to door lock in main office between front and rear areas, also door lock on Mrs. Rowes office door
8/21/2014 9:30 AM	60	BCHS	Classroom	Other (Provide Description)	Repairs to 3 tables in Room B107, took 1 table to Carpentry shop for repairs, patched on hole in wall
8/21/2014 10:30 AM	30	BCHS	Kitchen	Other (Provide Description)	Repairs to kitchen utensils
8/21/2014 11:00 AM	330	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp. to find out problem with HVAC


☰ **Start : 8/25/2014 (6)**






8/25/2014 7:30 AM	30	BCHS	Gymnasium	Meeting - Others	Met with ProSource of Virginia for gym floor finishing and get them access into building
8/25/2014 8:00 AM	240	BCHS	Boiler Room	HVAC, Plumbing/Sewer, Water line	HVAC down due to busted pipe, repair and refill system and check for proper function
8/25/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/25/2014 12:30 PM	270	BCHS	Boiler Room	HVAC, Meeting - Others, Plumbing/Sewer, Water line	HVAC repairs, also met with Jeff, of Carrier Corp. for repairs to Glycol System, it would not pump makeup water back into system
8/25/2014 5:00 PM	60	BCHS	Boiler Room	Other (Provide Description)	Cleaned up mess in boiler room where glycol leaked into floor, and hauled trash out of that area
8/25/2014 6:00 PM	30	SAB	Hallway	Electrical, Meeting - Others	Called to SAB to inspect lighting that had fell from ceiling

☰ **Start : 8/26/2014 (7)**

8/26/2014 7:30 AM	210	SAB	Hallway	Electrical, Meeting - Others	Met and worked with Harold of H&M Elec. for repairs to lighting at SAB that had fallen into floor
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8/26/2014 11:00 AM	60	BCHS	Shop	Meeting - Staff	Called to auto shop to check air compressor, adjusted pressure setting, also went to carpentry shop to check compressor there not running, out on low oil switch installed oil and up and running
8/26/2014 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
8/26/2014 12:30 PM	60	VES	Hallway	Meeting - Others	Met with Skyline Door and Hardware Techs at VES installing door at south end of bld.
8/26/2014 1:30 PM	30	BCHS	Grounds	Meeting - Others	Meeting with Parks and Rec Director
8/26/2014 2:00 PM	90	BCHS	Shop	Other (Provide Description)	Repairs to 2305 JD Tractor
8/26/2014 3:30 PM	60	BCHS	Classroom	Other (Provide Description)	Took drawer from Rm B 103 to carpentry shop for repairs, also patched wall in Rm.B 107 3rd coat

 **Start : 8/28/2014 (5)**

8/28/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check  NEW
8/28/2014 8:00 AM	30	BCHS	Other (Add to Description)	Meeting - Others	Met with Pro Source of Va. about gym floor and stage  NEW
8/28/2014 8:30 AM	210	BCHS	Grounds, Gymnasium, Other (Add to Description)	Auction, Other (Provide Description)	Moved old furniture from BCHS to Bus Garage  NEW
8/28/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break  NEW
8/28/2014 12:30 PM	240	BCHS	Grounds, Other (Add to Description)	Meeting - Others, Other (Provide Description), Plumbing/Sewer, Water line	Met and worked with Mark Nelson of Parks and Rec. on water lines that feed field watering system  NEW

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