



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 9/2/2014 (8)					
9/2/2014 7:30 AM	60	BCHS	Hallway	HVAC, Meeting - Staff	Met and worked with custodian at upper atrium airhandler, leaked water in floor, cleaned up mess, thought we had this problem fixed, also Daily Boiler and Chiller Check
9/2/2014 8:30 AM	60	BCHS	Grounds, Gymnasium	Meeting - Staff, Other (Provide Description)	Met and worked with custodian at front of gym to load truck with bags of dust from gym floor sanding, hauled to landfill
9/2/2014 9:30 AM	60	BusGar	Parking Lot	Other (Provide Description)	Went to bus garage to pick up trailer to take to MES to pick up 1 cafeteria table to repair, also met with Radford Mech. Tech. and Knotts Plumbing
9/2/2014 10:30 AM	30	MES	Shop	Meeting - Staff, Other (Provide Description)	Met with custodian loaded cafeteria table on trailer to take to BCHS shop to weld
9/2/2014 11:00 AM	60	MES	Gymnasium	Meeting - Others, Plumbing/Sewer, Water line	Met with Knotts Plumbing at MES gym to inspect repairs to airhandlers, and to discuss getting it back online.
9/2/2014 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
9/2/2014 12:30 PM	210	MES	Gymnasium, Other (Add to Description)	Electrical, HVAC, Meeting - Others	Met and worked with James of Radford Mech. to tie electronic valves back into system and check it out with computer hooked into Metsays program
9/2/2014 4:00 PM	30	BCHS	Shop	Other (Provide Description)	Unloaded cafeteria table at carpentry shop so I can repair it
Start : 9/3/2014 (6)					
9/3/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/3/2014 8:30 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others	Worked in office on PC, E-Mails, Logs, maintenance request review, phone messages, calls and purchase orders
9/3/2014 9:30 AM	60	BCHS	Classroom	HVAC	Repairs to AHU in room A117, drain clogged, installed new filter, cleaned up water in floor
9/3/2014 10:30 AM	90	MES	Boiler Room, Gymnasium	HVAC, Meeting - Others, Meeting - Staff	Met with custodian and Knotts Plumbing Tech to fill chilled water lines and hot water lines, turn pumps on, open Valves to inspect for any leaks, none found
9/3/2014 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
9/3/2014 12:30 PM	210	MES	Boiler Room, Gymnasium, Kitchen	HVAC, Meeting - Others, Meeting - Staff, Water line	Worked with custodian and Knotts Plumbing Tech. filling system and checking for leaks, also checked leak in kitchen ceiling coming from roof, discovered leak in gym storage room coming through wall also leaking into office area.

☰ **Start : 9/4/2014 (7)**

9/4/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/4/2014 8:00 AM	30	BCHS	Gymnasium	Meeting - Others	Met with Pro Source of Virginia to answer questions about floor
9/4/2014 8:30 AM	210	BCHS	Shop	Other (Provide Description)	Modified, made parts and welded spring loaded legs on cafeteria table from MES
9/4/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/4/2014 12:30 PM	60	BCHS	Shop	Other (Provide Description)	Finished up repairs to table and repainted welded areas
9/4/2014 1:30 PM	150	MES	Other (Add to Description)	Other (Provide Description)	Loaded and hauled table back to MES, picked another table up for repairs, also met with Knotts Plumbing, insulating lines
9/4/2014 4:00 PM	60	BCHS	Shop, Other (Add to Description)	Other (Provide Description)	loaded and hauled 2nd table from MES to BCHS and unloaded in shop.

☰ **Start : 9/5/2014 (8)**

9/5/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/5/2014 8:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders
9/5/2014 9:00 AM	120	BCHS	Shop	Other (Provide Description)	Repairs to table #2 from cafeteria at MES, welded and repaired seat mount and brace
9/5/2014 11:00 AM	60	MES	Road, Shop	Other (Provide Description)	Loaded and hauled table on trailer back to MES, unloaded in storage.
9/5/2014 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
9/5/2014 12:30 PM	60	MES	Gymnasium	Meeting - Staff	Met with custodian at MES to check gym unit, doesn't seem to be cooling, checked unit with lift, went to principal's computer to check temp setting lowered setting and is cooling
9/5/2014 1:30 PM	120	MES	Closet, Hallway, Office	Meeting - Staff	Worked with custodian checking for leak coming through wall in closet and office, traced back to drains on 4 different units, think that it may be from chilled water line
9/5/2014 3:30 PM	90	Other (Describe)	Kitchen	Other (Provide Description)	Loaded and hauled 2 door refrigerator from MES and hauled it to Bus Garage for auction

☰ **Start : 9/8/2014 (7)**

9/8/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/8/2014 8:00 AM	60	BCHS	Office	HVAC	Repairs to HVAC in guidance area
9/8/2014 9:00 AM	180	Other (Describe)	Gymnasium, Parking Lot, Shop	Auction	Worked on auction list at bus garage, BCHS, got make, model, serial numbers and count of everything, turned into Katie to type in and send to Patsy
9/8/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/8/2014 12:30 PM	90	Other (Describe)	Boiler Room, Gymnasium, Shop	Auction	Worked on auction list and gathering

9/8/2014 2:00 PM	60	BCHS	Boiler Room	Plumbing/Sewer, Water line	Parts came in for water softner, I installed parts and checked for proper operation
9/8/2014 3:00 PM	120	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 9/9/2014 (4)					
9/9/2014 8:00 AM	30	BCHS	Office	Email, Maintenance Request Review, Phone call - Others, Phone System	Worked in office on PC.
9/9/2014 8:30 AM	180	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, also noticed glycol was low in expansion tank, filled glycol feeder pump and manually pumped glycol into system
9/9/2014 11:30 AM	180	Other (Describe)	Other (Add to Description)	Electrical, Other (Provide Description), Parts Pickup	Went to Covington to pick up ordered parts from State Elec. Supply, Fisher Auto Parts, and Oliver Dist.
9/9/2014 2:30 PM	90	BCHS	Classroom	HVAC	Repairs to HVAC in room A134
Start : 9/10/2014 (5)					
9/10/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Chiller Check
9/10/2014 8:30 AM	240	VES	Parking Lot	Meeting - Staff	Recieved call from custodian at VES to check his mower out, and bring mower from BCHS to VES to use, went to bus garage, picked up trailer, went back to BCHS loaded 2305 JD mower, took it to VES, loaded VES 2305 JD and hauled to Dawn Equipment for repair
9/10/2014 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
9/10/2014 1:00 PM	120	Other (Describe)	Gymnasium	Meeting - Others	Left Dawn Equip. and went around to MES to meet with Knotts Plumbing, they are now finished.
9/10/2014 3:00 PM	90	BCHS	Classroom	HVAC, Meeting - Staff, Other (Provide Description)	Recieved call from custodian at BCHS, had water in floor room A135, went there and repaired drain on classroom unit
Start : 9/11/2014 (8)					
9/11/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/11/2014 8:30 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, logs, purchase orders, phone messages and calls
9/11/2014 9:30 AM	60	VES	Parking Lot	Other (Provide Description)	Went to VES picked up BCHS 2305 JD mower and hauled back to BCHS, so custodian there could mow
9/11/2014 10:30 AM	90	BCHS	Boiler Room, Classroom, Office	HVAC	Recieved call from Principal that everyone was too cold, checked system out on computer, checked chillers to see if there was a problem and found no problems.
9/11/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/11/2014 12:30 PM	120	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to plumbing at football field restrooms
9/11/2014 2:30 PM	120	BCHS	Hallway, Office	Meeting - Staff	Met with Mrs. Rowe in office wanting me to move some cameras around so

that she had more vision in some areas, moved them around while having her on phone to be sure location was ok.

9/11/2014 4:30 PM 30 BCHS Classroom Meeting - Staff Repairs to door lock at room B110

☰ **Start : 9/12/2014 (8)**

9/12/2014 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Chiller Check

9/12/2014 8:30 AM 30 BCHS Office Email, Logs, Phone call - Others Worked in office on PC

9/12/2014 9:00 AM 210 BCHS Other (Add to Description) Plumbing/Sewer, Water line Rebuilt flush valve on urinal upper atrium boys restroom, shut water down at lower atrium and replaced urinal and comode flush valves complete wall to comode

9/12/2014 12:30 PM 30 BCHS Other (Add to Description) Lunch Lunch Break

9/12/2014 1:00 PM 90 BCHS Classroom HVAC Repairs to HVAC unit in room A012

9/12/2014 2:30 PM 90 BCHS Closet, Shop Meeting - Staff Moved supplies from Mr. Altizer's shop to storage areas and put away

9/12/2014 4:00 PM 30 BCHS Hallway Electrical Repairs to light cover at lower atrium entrance

9/12/2014 4:30 PM 30 BCHS Office Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders Worked in office on PC, E-Mails, phone calls, messages, purchase orders, and logs

☰ **Start : 9/15/2014 (9)**

9/15/2014 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Chiller Check

9/15/2014 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

9/15/2014 9:00 AM 60 BCHS Office Meeting - Staff Meeting with Mrs. Rowe

9/15/2014 10:00 AM 90 BCHS Hallway, Locker Room Other (Provide Description) Repairs to door lock on Mertz entrance, also repairs to lock on football locker room door.

9/15/2014 11:30 AM 30 BCHS Gymnasium Meeting - Staff Meeting with dayshift custodians about cleaning gym for ball game this evening, its the dust from floor refinishing, walls, bleachers, and curtain

9/15/2014 12:00 PM 30 BCHS Other (Add to Description) Lunch Lunch Break

9/15/2014 12:30 PM 30 BCHS Office Other (Provide Description) Installed hook to hang epipen medical bag on in office for nurse

9/15/2014 1:00 PM 180 VES Office Electrical, Meeting - Staff Repairs to electrical in nurses station at VES, searched out problem -found loose wire connection had burnt wire nut in half, found this in junction box in ceiling

9/15/2014 4:00 PM 30 BCHS Office Email, Logs, Phone call - Others Worked in office on PC

☰ **Start : 9/16/2014 (7)**

9/16/2014 8:00 AM 30 BCHS Boiler Room HVAC Daily Boiler Chiller Check

9/16/2014 8:30 AM 30 BCHS Office Email, Logs, Maintenance Request Review, Phone call - Others, Purchase Orders, Reports Worked in office on PC

9/16/2014 9:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe, Custodial schedules
9/16/2014 10:00 AM	60	BCHS	Classroom	Electrical, Phone System	Repairs to phone system and rehung connection back on wall, checked phone for proper function
9/16/2014 11:00 AM	90	BCHS	Closet, Other (Add to Description)	Meeting - Others	Met with Oliver Dist. to receive supplies, and also troubleshoot problem with floor mopping machine
9/16/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/16/2014 1:00 PM	180	BCHS	Locker Room	Plumbing/Sewer, Water line	Repairs to sink and drains in football locker room, reinstalled sink back on wall, replaced drain on this sink and also sink beside that was also broke

☰ **Start : 9/17/2014 (3)**

9/17/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/17/2014 8:30 AM	120	Other (Describe)	Other (Add to Description)	Auction	Moved auction items to bus garage lot
9/17/2014 10:30 AM	360	MES	Boiler Room, Gymnasium, Other (Add to Description)	HVAC, Water line	Met and worked with James of Radford Mech. at MES to check out gym HVAC system for proper valve direction, also searching for leak in wall at gym storage and office area

☰ **Start : 9/18/2014 (6)**

9/18/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/18/2014 8:30 AM	60	BusGar	Other (Add to Description)	Other (Provide Description)	Went to bus garage to pick up trailer to haul 2305 JD mower from BCHS to VES for custodian to mow.
9/18/2014 9:30 AM	90	VES	Other (Add to Description)	Meeting - Others	Met with Colonial Roofing at VES about gutter problems and leaks on roof, picked up and loaned them blower to dry guttering
9/18/2014 11:00 AM	60	BCHS	Parking Lot	Meeting - Others	Meeting with Glen Criser of Warm Springs Sanitation
9/18/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/18/2014 12:30 PM	240	Other (Describe)	Parking Lot	Auction, Meeting - Staff	Worked with CSW moving furniture and other items to bus garage for auction

☰ **Start : 9/19/2014 (6)**

9/19/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/19/2014 8:30 AM	60	BusGar	Other (Add to Description)	Other (Provide Description)	Picked up trailer at bus garage and hauled 2305 JD mower back to BCHS for custodians to cut grass
9/19/2014 9:30 AM	60	BCHS	Other (Add to Description)	Other (Provide Description)	While at BCHS hauled lift to VES for repairs in gym.
9/19/2014 10:30 AM	210	VES	Classroom, Gymnasium	Electrical	Repairs to lighting in gym, repairs to speaker system in gym and also repairs to elec in Mrs. Fishers room
9/19/2014 2:00 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC.
9/19/2014 2:30 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Cleaned maintenance truck

☰ **Start : 9/20/2014 (1)**

9/20/2014 8:00 AM	450	BusGar	Parking Lot, Shop	Auction	Worked surplus auction
Start : 9/22/2014 (7)					
9/22/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/22/2014 8:30 AM	90	BusGar	Parking Lot	Auction	Went to bus garage to remove left over auction items, hauled to BCLF
9/22/2014 10:00 AM	120	VES	Closet, Office	Meeting - Others	Met and worked with Tim Bradey of Johnson Controls to install upgrade on Metsays at VES and MES, also to install launcher on PC and office PC
9/22/2014 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
9/22/2014 12:30 PM	120	Other (Describe)	Closet, Office	Meeting - Others	Met and worked with Johnson Control Tech at VES and MES for upgrade on Metsays program
9/22/2014 2:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
9/22/2014 3:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
Start : 9/23/2014 (5)					
9/23/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/23/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
9/23/2014 9:00 AM	60	BCHS	Boiler Room, Parking Lot	Meeting - Others	Meeting with Andy Seabolt at generator site for ballard marking placement
9/23/2014 10:00 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Mike Swager the Kiln Doctor about art room kiln
9/23/2014 10:30 AM	330	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Staunton Lowes to pick up ceiling tiles for VES, MES, also picked up 1500psi pressure washer for BCHS maintenance & custodial
Start : 9/24/2014 (7)					
9/24/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/24/2014 8:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with suppliers
9/24/2014 9:00 AM	30	BCHS	Closet, Shop	Other (Provide Description)	Gathered up materials for repairs to doors in building
9/24/2014 9:30 AM	150	BCHS	Hallway	Other (Provide Description)	Worked on custodial closet door installing door closer with stop so it would not hit water fountain and break control lever
9/24/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/24/2014 12:30 PM	240	BCHS	Gymnasium, Hallway, Locker Room	Other (Provide Description), Plumbing/Sewer	Finished door closer, repaired lock, refastened door closer & installed pull handle football locker room door, also installed closer arm drop down bracket gym door
9/24/2014 4:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC
Start : 9/25/2014 (9)					
9/25/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check

9/25/2014 8:30 AM	60 VES	Classroom	Electrical	Worked at VES relocating wire feeds for projector in room 202, and checked room 301 for ground plug broke off in receptical, found no ground plug and teacher was not aware of this
9/25/2014 9:30 AM	30 BCHS	Office	Other (Provide Description)	Preparing for webinar, could not get this live from my office so I had to go to SAB
9/25/2014 10:00 AM	120 SAB	Office	Other (Provide Description)	Attended webinar at SAB on Radon Testing required by DOE
9/25/2014 12:00 PM	30 Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
9/25/2014 12:30 PM	60 BCHS	Office	HVAC	Checked tracer summit system, having some complaints about to cold, checked to see if hot and chilled was working correctly, checked individual classroom temps, all seems to be functioning properly
9/25/2014 1:30 PM	30 BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Reports	Worked in office on PC, E-Mails, phone calls, messages, maintenance request review closing some of them, and logs
9/25/2014 2:00 PM	30 SAB	Other (Add to Description)	Other (Provide Description)	Delivered package to Beth Neff at SAB that came in on UPS to BCHS
9/25/2014 2:30 PM	60 BCHS	Other (Add to Description)	Phone call - Staff	Received call about main gate on visitors side of football field that kids are swinging on it and it needed to be locked, went to BCBS picked up lock and chain, stopped and installed on gate

Start : 9/26/2014 (4)

9/26/2014 8:00 AM	60 BCHS	Boiler Room, Office	HVAC	Daily Boiler Chiller Check, also checked Tracer Summit on classrooms in Mertz, complaints about it being to cold
9/26/2014 9:00 AM	240 Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to bus garage, picked up trailer went to Dawn Equipment to pick up 2305 JD mower for VES that was there for repairs, also picked up supplies at Oliver Dist. and State Elec. supply
9/26/2014 1:00 PM	30 BCHS	Other (Add to Description)	Other (Provide Description)	Unloaded supplies that I picked up at Covington
9/26/2014 1:30 PM	30 BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC

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