



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 9/29/2014 (1)					
9/29/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 9/30/2014 (1)					
9/30/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 10/1/2014 (8)					
10/1/2014 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, also checked Tracer Summit, and Metsays system on PC to see if everything was functioning properly
10/1/2014 9:00 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone messages, calls, purchase orders, logs, maintenance request, quotes and parts ordering
10/1/2014 10:00 AM	60	BCHS	Office	Other (Provide Description)	Worked in office moving things around and filing paper work
10/1/2014 11:00 AM	60	BCHS	Boiler Room	Other (Provide Description)	Moving supplies around and restocking, and cleaning storage area
10/1/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/1/2014 12:30 PM	60	BCHS	Office	HVAC, Other (Provide Description)	Called to office to inspect bad smell coming from HVAC, checked main airhandler and found nothing
10/1/2014 1:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
10/1/2014 2:00 PM	150	BCHS	Hallway	Other (Provide Description)	Installed new ceiling tiles in Mertz section where needed
Start : 10/2/2014 (5)					
10/2/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/2/2014 8:30 AM	90	BCHS	Classroom	Electrical, Other (Provide Description)	Removed projector and wiring from Will Fields office and installed in room B218, plate, projector and wiring
10/2/2014 10:00 AM	120	BCHS	Hallway, Office	Electrical, Other (Provide Description)	Repairs to 5 different clocks and replaced batteries on some others
10/2/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/2/2014 12:30 PM	240	BCHS	Hallway	Other (Provide Description)	Removed and installed ceiling tiles in Upper Atrium area, stained, broke and damaged.
Start : 10/3/2014 (4)					
10/3/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/3/2014 8:30 AM	30	BCHS	Office	Email, Meeting - Staff, Phone call - Others	Worked in office on PC

10/3/2014 9:00 AM	90	VES	Gymnasium, Other (Add to Description)	Other (Provide Description)	Went to bus garage to get trailer and pick up lift from VES to haul to BCHS for use on stage
10/3/2014 10:30 AM	330	Other (Describe)	Other (Add to Description)	Meeting - Others	Went to Roanoke to meeting at Trane for Tracer Summit new Apps

Start : 10/6/2014 (6)

10/6/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/6/2014 8:30 AM	210	BCHS	Boiler Room, Office	HVAC	Received complaints that rooms in Mertz were cold, checked tracer system, found boilers were not up to heat temps, found that 1&3 were not functioning through tracer summit, also found that reset valves were not opening, over rode system to open valves.
10/6/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/6/2014 12:30 PM	30	BCHS	Office	HVAC, Phone call - Others	Contacted Jimmy Hooker with problem with reset valves, he said he was in the area and would stop by today to check things out.
10/6/2014 1:00 PM	30	SAB	Office	Meeting - Staff	Meeting with Business manager to deliver paperwork and fill out some leave sheets
10/6/2014 1:30 PM	180	BCHS	Boiler Room, Classroom, Office	HVAC, Meeting - Others	Met and worked with Jimmy Hooker of Trane on problems with heating system

Start : 10/7/2014 (8)

10/7/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/7/2014 8:30 AM	30	BCHS	Office	Email, Maintenance Request Review, Phone call - Others	Worked in office on PC, E-Mails, phone messages, calls, and maintenance request review
10/7/2014 9:00 AM	90	BCHS	Office	Email, Parts Pickup	Checked light in main office, found it needed new ballast, had to run to VES to borrow one from custodian, replaced and is functioning properly
10/7/2014 10:30 AM	90	VES	Classroom	Electrical, HVAC, Meeting - Staff, Water line	Went to VES to check heating in room 201 found bad auator, reset temp controls in music room, checked water faucet in preschool room, and tried to get metasys program on PC, will not accept password
10/7/2014 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
10/7/2014 12:30 PM	60	VES	Classroom	Electrical, HVAC, Meeting - Staff	Finished up on list from before lunch
10/7/2014 1:30 PM	150	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Covington to pick up ordered parts at State Elec Supply, also picked up sealer and paint from Sherwin Williams
10/7/2014 4:00 PM	60	BCHS	Classroom	Meeting - Others	Meeting with the kiln doctor in art room about installation of new kiln, checked power, cord, wire size, plug in rec. and breaker size

Start : 10/8/2014 (9)

10/8/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/8/2014 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
10/8/2014 9:00 AM	120	BCHS	Office	Email, Inventory, Logs, Maintenance Request	Worked in office on PC, E-Mails, phone messages, calls, purchase

				Review, Phone call - Others, Purchase Orders, Reports	orders, contacted vendors about billing inventory and reports
10/8/2014 11:00 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Arcet Equipment Co. Accounting Dept. straightening out some billing
10/8/2014 11:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager to drop off purchase orders and discuss some other billing, also meeting with Mrs. Hirsh
10/8/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/8/2014 1:00 PM	30	BCHS	Grounds	Other (Provide Description)	Stopped by football field and checked on some items that Mrs. Hirsh and I had discussed
10/8/2014 1:30 PM	60	BCHS	Boiler Room	Meeting - Staff	Worked with custodian restocking shelves and moving stock to proper places
10/8/2014 2:30 PM	90	BCHS	Hallway	Meeting - Staff	Met and worked with custodians at Atrium Area to remove trash, pallets, and Dry Ice out of hallway from fundraiser sales for band, hauled to dump
Start : 10/9/2014 (8)					
10/9/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/9/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone messages, calls, parts researching, and purchase orders
10/9/2014 9:00 AM	150	VES	Closet, Office	HVAC, Phone call - Others	Phone conversation with Tim Brady of Johnson Controls on problems with Metasys at VES, followed his instructions to try to reset program while on phone, took different steps, everything failed. He is going to come to reprogram system
10/9/2014 11:30 AM	60	BCHS	Boiler Room, Closet, Office	Meeting - Staff	Met with custodian from MES to gather him up some supplies he needed at MES
10/9/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/9/2014 1:00 PM	60	BCHS	Hallway	Electrical	Repairs to lighting in 54bld. hallway out from cafeteria
10/9/2014 2:00 PM	90	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinal drain and leaking flush valve at football field boys restroom
10/9/2014 3:30 PM	90	BCHS	Office	Other (Provide Description)	Laminated pressure vessel tags in work room, cut and seperated apart, got them ready for placement
Start : 10/10/2014 (6)					
10/10/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/10/2014 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders
10/10/2014 9:30 AM	90	BCHS	Boiler Room, Closet	HVAC, Other (Provide Description)	Removed and installed new pressure vessel inspection tags on equipment in various locations
10/10/2014 11:00 AM	60	BCHS	Boiler Room, Closet	Other (Provide Description)	Gathered up junk and trash from both boiler rooms and storage areas
10/10/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

10/10/2014 12:30 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled planer blades and saw blades to Virginia Grinding and Sharpening at Staunton for carpentry shop
Start : 10/13/2014 (6)					
10/13/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/13/2014 8:30 AM	210	MES	Kitchen	Electrical, Meeting - Staff	Called to MES kitchen to check problem with dishwasher not working, checked flow switch and cleaners, door switch and cleaned, got dishwasher running, headed back to BCHS, received call that dishwasher quit again, went back.
10/13/2014 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
10/13/2014 12:30 PM	30	MES	Kitchen	Phone call - Others	Phone call to Travis with Hobart to diagnose problem, he told me what to check.
10/13/2014 1:00 PM	150	MES	Kitchen	Electrical, Other (Provide Description)	Met with David again, we checked all electrical connections, traced wiring back to control panel, got dishwasher going, David and I washed lunch dishes
10/13/2014 3:30 PM	60	BCHS	Classroom	HVAC, Meeting - Staff	Received call from custodian at BCHS, had water in floor at classroom unit heater, found drain hose was clogged up, cleaned drainline, changed filters and cleaned up mess
Start : 10/14/2014 (7)					
10/14/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/14/2014 8:30 AM	210	MES	Kitchen	Electrical, Other (Provide Description)	Called back to MES for dishwasher, not working again, got it going, staying through lunch to keep it going
10/14/2014 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
10/14/2014 12:30 PM	30	MES	Office	Phone call - Others	Phone conversation with Travis of Hobart to come check machine out and repair problem
10/14/2014 1:00 PM	60	MES	Gymnasium, Other (Add to Description)	Meeting - Staff	Met with custodian to look at some roof leak areas from rain storm
10/14/2014 2:00 PM	60	MES	Boiler Room	HVAC	Checked out some contactors on HVAC that were tripping out on classroom units
10/14/2014 3:00 PM	90	BCHS	Office	Phone call - Others	Received call from Travis of Hobart to see if I would run back to MES and get ML numbers off of dishwasher, so I went back to MES and retrieved numbers
Start : 10/15/2014 (6)					
10/15/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/15/2014 8:30 AM	60	VES	Closet, Office	HVAC, Meeting - Others	Met and worked with Johnson Control Tech to get passwords put back on Metasys program, it had kicked Ms. Coffmans and my passwords out from new upgrade settings
10/15/2014 9:30 AM	180	VES	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Valley Boiler Techs to unload and move new boiler through school to boiler room, unpack and set in place

10/15/2014 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
10/15/2014 1:00 PM	90	MES	Kitchen	Meeting - Others	Met and worked with Travis of Hobart for repairs on dishwasher at MES
10/15/2014 2:30 PM	90	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Techs at VES boiler room for installation of new boiler
Start : 10/16/2014 (7)					
10/16/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/16/2014 8:30 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone messages, calls, parts research, parts ordering
10/16/2014 9:00 AM	30	BCHS	Classroom	HVAC	Water in floor at another classroom unit heater found drain pan drain line clogged unstopped line, changed filters and cleaned up
10/16/2014 9:30 AM	90	VES	Boiler Room	Meeting - Others	Met and worked with Valley Boiler Tech at VES to help him move new boiler around for hookup
10/16/2014 11:00 AM	90	VES	Hallway, Office	Meeting - Others	Met and worked with IPI Fire Protection for sprinkler flow testing
10/16/2014 12:30 PM	120	BCHS	Boiler Room, Classroom, Hallway, Kitchen	Meeting - Others	Met and worked with IPI Fire Protection for sprinkler flow inspection and some repairs to sensors on system
10/16/2014 2:30 PM	120	MES	Boiler Room, Classroom, Closet, Office	Meeting - Others	Met and worked with IPI Fire Protection at MES for sprinkler flow testing
Start : 10/17/2014 (7)					
10/17/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/17/2014 8:30 AM	150	BCHS	Office	Phone call - Others, Phone call - Staff, Reports	Received call from Dwight Mongul of Director Head Start Program needing Certificate of Occupancy and Fire Marshal Reports for MES and VES, searched for certificates could not find any record, called SAB and schools, VES has one
10/17/2014 11:00 AM	60	BCHS	Boiler Room, Office, Shop	HVAC	Worked on HVAC at BCHS, feeding shops valves not letting hot water through lines
10/17/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/17/2014 12:30 PM	120	BCHS	Parking Lot, Shop	Meeting - Staff, Other (Provide Description)	Met with custodians at tractor shed in parking to check mowers and to get 455 running
10/17/2014 2:30 PM	60	BCHS	Office	Electrical, Meeting - Others	Meeting with Gary, Sales Rep for State Elec Supply, looking at new line of Electrical supplies
10/17/2014 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC
Start : 10/20/2014 (5)					
10/20/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check

10/20/2014 8:30 AM	180	SAB	Closet, Other (Add to Description)	HVAC	Called to SAB for no heat on 1st floor, checked all breakers, wire connections, found nothing wrong, inspected inner works got system running, found hose broke to pressure switch, replaced hose
10/20/2014 11:30 AM	120	BCHS	Boiler Room, Shop	HVAC	Repairs to HVAC at BCHS feeding shops, found that hand valves were shut off
10/20/2014 1:30 PM	120	SAB	Closet, Other (Add to Description)	HVAC	Called back to SAB that heat was off again, went back and found same problem, going to call James with Radford Mech to come diagnose problem
10/20/2014 3:30 PM	30	BCHS	Office	Phone call - Others	Phone call to James, Radford Mech, explaining problem with HVAC unit at SAB, he's coming tomorrow to check it out

☰ **Start : 10/21/2014** (10)


10/21/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/21/2014 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, phone messages, calls, E-Mails, and purchase orders
10/21/2014 9:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
10/21/2014 10:00 AM	150	SAB	Closet, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech to diagnose problem with HVAC at SAB
10/21/2014 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
10/21/2014 1:00 PM	60	SAB	Closet, Other (Add to Description)	HVAC, Meeting - Others	Worked with James of Radford Mech. on HVAC at SAB trying to figure out whats causing 1st floor unit to shut down
10/21/2014 2:00 PM	30	BCHS	Grounds, Other (Add to Description)	Fuel Reports, Fuel Tank Measurement	Heating fuel tank measurements
10/21/2014 2:30 PM	60	VES	Kitchen	Other (Provide Description)	Repairs to freezer door lock on double door stand alone freezer at VES
10/21/2014 3:30 PM	30	BusGar	Shop	Parts Pickup	Picked up parts that came in to bus garage from Fisher auto parts, belts for air handlers
10/21/2014 4:00 PM	30	BCHS	Office	Email, Logs	Worked in office on PC, logs


☰ **Start : 10/22/2014** (5)



10/22/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/22/2014 8:30 AM	90	BCHS	Shop	HVAC	Blowed coils out in auto shop, on HVAC, also checked out Elec. Shop
10/22/2014 10:00 AM	90	VES	Boiler Room, Closet	HVAC	Went to VES to deliver supplies that they called about and checked out HVAC unit in cafeteria -was not heating, checked unit and found set temp was set low, raised temp and is functioning properly
10/22/2014 11:30 AM	30	SAB	Other (Add to Description)	Lunch	Lunch Break
10/22/2014 12:00 PM	240	SAB	Closet	HVAC	Met and worked with James of Radford Mech. tearing apart 1st floor heating unit, found heat exchangers were rusted out and burnt

☰ **Start : 10/23/2014** (1)

10/23/2014 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 10/24/2014 (1)					
10/24/2014 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 10/27/2014 (5)					
10/27/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/27/2014 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
10/27/2014 9:00 AM	60	BCHS	Hallway	Electrical	Repairs to lighting in elevator at main office
10/27/2014 10:00 AM	60	BCHS	Office	Other (Provide Description)	Repairs to desk drawers in main office
10/27/2014 11:00 AM	390	Other (Describe)	Shop	Other (Provide Description), Parts Pickup	Went to bus garage picked up trailer, went to Staunton Lowes to pick up ceiling tiles that were ordered for MES and VES, stopped by MES and unloaded, went to VES and unloaded
Start : 10/28/2014 (9)					
10/28/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/28/2014 8:00 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC.
10/28/2014 9:00 AM	30	SAB	Office	Meeting - Staff	Stopped by SAB to pick up mail to take to MES, meeting with Mrs. Hirsh and Business Manager
10/28/2014 9:30 AM	210	MES	Grounds, Kitchen	Other (Provide Description)	Went to MES to check for leak in kitchen, also repairs to gate on playground
10/28/2014 1:00 PM	30	SAB	Other (Add to Description)	Electrical	Repairs to outside light at SAB
10/28/2014 1:30 PM	60	VES	Classroom	Other (Provide Description), Water line	Went to VES to check water leak at fountain in Ms. Pasco's room
10/28/2014 2:30 PM	60	BCHS	Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec Techs at BCHS kitchen to wire in micro switch for shunt trip breaker for range
10/28/2014 3:30 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Called to auditorium to check out seat that was broke, removed from section, look for spare in stock on stage, do not have end seat, will repair and weld in shop
10/28/2014 4:30 PM	60	VES	Classroom	HVAC	Called to VES to check HVAC in classroom
Start : 10/29/2014 (4)					
10/29/2014 8:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders, filing paperwork
10/29/2014 9:00 AM	60	BCHS	Office	Inventory, Parts Ordering	Inventory of filters for all 3 schools and placed orders with Southern Refrig
10/29/2014 10:00 AM	60	BCHS	Boiler Room	HVAC	Start up of boilers at Atrium area boiler room
10/29/2014 11:00 AM	390	SAB	Closet, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at SAB installing new

primary and secondary heat
exchanger on first floor furnace 

 **Start : 10/30/2014** (2)

10/30/2014 8:00 AM	120	BCHS	Grounds	HVAC, Meeting - Others	Meeting with Jeff, Lowry Masonary, and Jeff of Valley Boiler for hole cutting and installation of Bard units for auditorium 
10/30/2014 10:00 AM	360	Other (Describe)	Other (Add to Description)	Leave - Sick	Dr's appointment, Sick Leave 

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