



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 10/29/2014 (1)					
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
Start : 10/31/2014 (4)					
10/31/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/31/2014 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
10/31/2014 9:00 AM	240	MES	Kitchen	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at MES kitchen rooftop unit, to repair leak on coil leaking into kitchen, also checked boiler #2 for oil leak
10/31/2014 1:00 PM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Virginia Grinding and Sharpening to pick up planer blades that were there for sharpening, took back to Mr. Altizer's shop
Start : 11/3/2014 (6)					
11/3/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/3/2014 8:30 AM	90	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
11/3/2014 10:00 AM	60	BCHS	Closet	Other (Provide Description)	Checking problem with floor mopper and repaired
11/3/2014 11:00 AM	60	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC airhandlers in science wing BCHS
11/3/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/3/2014 12:30 PM	210	BCHS	Classroom	HVAC	Repairs to airhandlers and changed filters in Science Wing at BCHS
Start : 11/4/2014 (4)					
11/4/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check

11/4/2014 8:30 AM	210	BCHS	Hallway	Other (Provide Description)	Repairs to door in upper mertz stairwell, continius hindge torn loose from door, removed and repaired and rehung door
11/4/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/4/2014 12:30 PM	240	BCHS	Other (Add to Description)	Other (Provide Description), Plumbing/Sewer	Removed urinal from wall in upper and lower boys restrooms in 54 Bld., both clogged, had to remove debree from inner parts of urinals, remounted on walls and functioning properly
Start : 11/5/2014 (6)					
11/5/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/5/2014 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
11/5/2014 9:30 AM	30	BCHS	Grounds	Meeting - Others	Met with Insurance Co. for measurements of building
11/5/2014 10:00 AM	30	BCHS	Grounds	Fuel Tank Measurement	Heating oil fuel tank measurement
11/5/2014 10:30 AM	90	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh to discuss budget and CIP items
11/5/2014 12:00 PM	270	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp. to shut down and winterize chiller at VES
Start : 11/6/2014 (7)					
11/6/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/6/2014 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC.
11/6/2014 9:00 AM	180	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Other (Provide Description)	Fire Extingusher inspection in all areas
11/6/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/6/2014 12:30 PM	150	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Other (Provide Description)	Fire Extingusher Inspection in all areas, also went around and moved some things, Fire Marshal coming on Monday
11/6/2014 3:00 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
11/6/2014 3:30 PM	60	BCHS	Office	Other (Provide Description), Phone call - Others	Worked in office on Budget and CIP items
Start : 11/7/2014 (10)					
11/7/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/7/2014 8:30 AM	60	BCHS	Classroom, Office, Shop	HVAC	Recieved call from shops that heating not working, checked Tracer Summit found reset valves not opening, reset controller temps and got them to open

11/7/2014 9:30 AM	60	BCHS	Shop	HVAC, Meeting - Others	Met with Air Mechanical delivery truck to unload Bard Units in carpentry shop
11/7/2014 10:30 AM	60	SAB	Closet, Other (Add to Description)	HVAC	Called to SAB to check first floor heat, got it started and seemed to be okay.
11/7/2014 11:30 AM	30	SAB	Office	HVAC, Meeting - Staff	Meeting with Mrs. Hirsh and Mr. Rider about Bard units for auditorium
11/7/2014 12:00 PM	30	BCHS	Office	Meeting - Staff	Met with dayshift custodians to discuss winterizing football concession and restrooms
11/7/2014 12:30 PM	30	SAB	Office	Lunch	Lunch Break
11/7/2014 1:00 PM	90	SAB	Closet, Other (Add to Description)	HVAC	Called back to SAB furnace off again, checked unit for code problem and found that condensor drain was clogged, run for the time I was there and seems to be ok
11/7/2014 2:30 PM	30	BCHS	Office	Other (Provide Description)	Delivered some paper from SAB to Mrs. McRoberts, to sign and returned papers to SAB
11/7/2014 3:00 PM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Purchase Orders, Reports	Worked in office on PC, E-Mails, logs, phone messages, calls, and purchase orders
Start : 11/10/2014 (5)					
11/10/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/10/2014 8:30 AM	120	VES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Other (Add to Description)	Meeting - Others	Met and worked with State Fire Marshal for school inspection at VES
11/10/2014 10:30 AM	210	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with State Fire Marshal at BCHS for school inspection
11/10/2014 2:00 PM	150	MES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with State Fire Marshal at MES for school inspection
11/10/2014 4:30 PM	30	BCHS	Office	Email, Phone call - Others	Worked in office on PC
Start : 11/11/2014 (5)					
11/11/2014 8:00 AM	60	BCHS	Office	HVAC	Daily Boiler check and also checked out Tracer Summit on PC to be sure all are functioning properly
11/11/2014 9:00 AM	90	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC, made calls to get pricing for budget
11/11/2014 10:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
11/11/2014 11:00 AM	270	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Bus Garage to pick up trailer, back to BCHS loaded 2305 JD to take to Dawn Equip. at

11/11/2014 3:30 PM	60	BCHS	Hallway	Electrical, Other (Provide Description)	Covington for repairs, also picked up ordered supplies at State Elec. Supply, brought back to BCHS unloaded and put away Worked on Exit Lights in various areas at BCHS
Start : 11/12/2014 (7)					
11/12/2014 8:30 AM	60	BCHS	Boiler Room, Classroom, Shop	HVAC	Daily Boiler Check, also recieved call that shops were cold, checked Tracer Summit and found that reset valves to section A & B were not opening, corrected problem and have heat in those areas
11/12/2014 9:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
11/12/2014 10:00 AM	150	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to lift on stage at BCHS, electrical and hydraulic
11/12/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/12/2014 1:00 PM	150	VES	Kitchen	Electrical, Other (Provide Description)	Repairs to exhaust fan at VES kitchen
11/12/2014 3:30 PM	60	VES	Closet, Office	HVAC	Received call from principal that metsays was not responding to passwords and could not get on line with it, checked with my PC and could not launch it , called Tim Brady with Johnson Control with problem, they are ordering batteries for backup system
11/12/2014 4:30 PM	30	BCHS	Office	Email, Phone call - Others	Worked in office on PC
Start : 11/13/2014 (5)					
11/13/2014 8:30 AM	210	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Received call that heat was not on, checked and found Boiler #3 was out on low water, #2 was locked out, and #1 had bad pump, got #2,&, #3 boilers going, met with James of Radford Mech. and we replaced pump #1 with spare on hand, all boilers back on line
11/13/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/13/2014 12:30 PM	210	BCHS	Other (Add to Description)	HVAC, Meeting - Others	Received call that Auditorium was very hot, James and I checked and found it was 100 degrees in this area, traced problem to stuck valve, repaired valve and cooling down, checked for proper function
11/13/2014 4:00 PM	60	BusGar	Other (Add to Description)	Electrical, Other (Provide Description)	Hauled lift to Bus Garage for Ronnie to use to hang new drop light
11/13/2014 5:00 PM	90	BCHS	Office	Email, Maintenance Request Review, Phone call - Others, Purchase Orders	Worked in office on PC, Emails, phone messages, calls, Purchase orders, also received call about some doors that would not shut at gym, repaired them
Start : 11/14/2014 (5)					
11/14/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/14/2014 9:00 AM	180	BCHS	Grounds, Other (Add to Description)	Electrical	Worked on outside lighting, custodian told me that lights were out under canopy, around kitchen, and in courtyard. Checked these

					out, found bulbs, and ballast out, also checked timers
11/14/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/14/2014 12:30 PM	60	SAB	Office	HVAC	Received call from SAB that 1st floor heat was not working, found problem and fixed it.
11/14/2014 1:30 PM	210	BCHS	Grounds, Other (Add to Description)	Electrical, Other (Provide Description)	Worked on lighting on science wing outside and checked at shops outside, also replaced ballast in 3 lights in Library
Start : 11/17/2014 (5)					
11/17/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/17/2014 8:30 AM	150	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders, maintenance request, and parts ordering
11/17/2014 11:00 AM	60	BCHS	Classroom, Hallway, Other (Add to Description)	Electrical	Worked on emergency lights found not functioning at inspection time
11/17/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/17/2014 12:30 PM	240	BCHS	Hallway, Other (Add to Description)	Electrical	Repairs to emergency lighting not working
Start : 11/18/2014 (6)					
11/18/2014 10:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/18/2014 11:00 AM	60	BCHS	Office	Email, Inventory, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, purchase orders, & inventory
11/18/2014 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
11/18/2014 12:30 PM	120	SAB	Closet, Other (Add to Description)	HVAC	Repairs to 1st floor gas furnace at SAB
11/18/2014 2:30 PM	120	BCHS	Boiler Room, Office	HVAC, Meeting - Others	Repairs to tracer summit system and reset valves at BCHS
11/18/2014 4:30 PM	120	BCHS	Hallway, Other (Add to Description)	HVAC	Repairs to HVAC units in Upper and Lower Atrium, belts, actuators and valves
Start : 11/19/2014 (7)					
11/19/2014 8:00 AM	30	SAB	Closet, Other (Add to Description)	HVAC	Stopped by SAB to check HVAC unit for proper function
11/19/2014 8:30 AM	90	BCHS	Boiler Room, Hallway, Other (Add to Description)	HVAC	Daily Boiler Chiller Check, also checked areas that I had worked on day before, function and temps
11/19/2014 10:00 AM	60	BCHS	Kitchen	Electrical	Called to kitchen for breaker tripping and burnt rubber smell, inspected steam pot and found nothing traced problem back to breaker panel, called Herold of H&M Elec. to come check wiring and breaker problem
11/19/2014 11:00 AM	60	BCHS	Boiler Room	HVAC	Met and worked with Valley Tech to check #3 boiler flooded with water
11/19/2014 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break

11/19/2014 12:30 PM	150	BCHS	Boiler Room	HVAC	Met and worked with Valley Boiler Tech for inspection and repairs to boiler #3
11/19/2014 3:00 PM	90	BCHS	Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec Tech to check wiring and burnt smell from panel box that feeds steam pot
Start : 11/24/2014 (1)					
11/24/2014 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/25/2014 (1)					
11/25/2014 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/26/2014 (1)					
11/26/2014 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 11/27/2014 (1)					
11/27/2014 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	School Closed Holiday
Start : 11/28/2014 (1)					
11/28/2014 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	School Closed Holiday

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