



Maintenance ▶ Maintenance Director Log Monthly Report

| <input type="checkbox"/> Start | Minutes | Building | Area | Topic | Short Description |
|--------------------------------|---------|------------------|--|---|---|
| Start : 1/5/2015 (4) | | | | | |
| 1/5/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/5/2015 8:30 AM | 60 | BCHS | Kitchen | Electrical, Phone call - Others | Checked freezer at BCHS at request of Food Service Director, found temps high contacted Travis, with Wagner Food, compressor working but fans inside unit not working, Travis will be here this afternoon |
| 1/5/2015 9:30 AM | 330 | Other (Describe) | Kitchen | Meeting - Others | Met and worked with Josh, of Fire Safety Products at VES, kitchen, BCHS & Culinary Arts kitchen, and MES kitchen for hood fire suppression inspection |
| 1/5/2015 3:00 PM | 180 | BCHS | Kitchen | HVAC | Met and worked with Travis of Wagner Food Service to repair freezer |
| Start : 1/6/2015 (8) | | | | | |
| 1/6/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/6/2015 8:30 AM | 120 | VES | Classroom, Gymnasium, Hallway, Kitchen, Other (Add to Description) | Electrical, Meeting - Others | Met with H&M Elec. Tech to give them direction of work to be done on Fire Marshal List and to get list of things they need |
| 1/6/2015 10:30 AM | 60 | BCHS | Office | Meeting - Others | Meeting with Mr. Eddie Ryder in my office |
| 1/6/2015 11:30 AM | 90 | BCHS | Office | Email, Inventory, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports | Worked in office on PC, E-Mails, maintenance review, phone messages, calls, logs, purchase orders |
| 1/6/2015 1:00 PM | 30 | Other (Describe) | Other (Add to Description) | Lunch | Lunch Break |
| 1/6/2015 1:30 PM | 90 | VES | Boiler Room, Classroom, Closet | HVAC | Checked HVAC at VES, had some complaints of temps in classrooms, checked acuator in 2 classrooms and Metsays system for temp settings and readings |
| 1/6/2015 3:00 PM | 30 | BCHS | Classroom | Meeting - Staff | Meeting with Mr. Mark Hall about screen to be hung in classroom in upper 54 bld. |
| 1/6/2015 3:30 PM | 60 | BCHS | Boiler Room | Electrical | Repairs to lighting in science wing electrical room and boiler room at BCHS |
| Start : 1/7/2015 (1) | | | | | |
| 1/7/2015 8:00 AM | 480 | Other (Describe) | Other (Add to Description) | Leave - Personal | OFF: Personal Leave |
| Start : 1/8/2015 (5) | | | | | |

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|------------------|-----|------------------|--|---|---|
| 1/8/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/8/2015 8:30 AM | 30 | Other (Describe) | Office | Phone call - Others | Phone conversation with Travis, of Wagner Foods about walk-in cooler at MES and VES, not at right temps, he was on his way over to check them out |
| 1/8/2015 9:00 AM | 240 | Other (Describe) | Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description) | Meeting - Others | Met and worked with Fire Marshal at all 3 schools for reinspection |
| 1/8/2015 1:00 PM | 60 | SAB | Office | Meeting - Staff | Meeting with Mrs. Hirsh and Mr. Lancaster at SAB |
| 1/8/2015 2:00 PM | 120 | BCHS | Office | Email, Inventory, Maintenance Request Review, Parts Ordering, Phone call - Others, Purchase Orders, Reports | Worked in office on PC, phone messages, calls, purchase orders, E-Mails and parts ordering |

Start : 1/9/2015 (7)

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| 1/9/2015 8:00 AM | 180 | BCHS | Closet, Hallway | HVAC | Worked on HVAC at SAB, unit drain froze up leaking water inside building in hallway, cleaned up mess and thawed drain line |
| 1/9/2015 11:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/9/2015 11:30 AM | 60 | BCHS | Boiler Room | Meeting - Others | Met with Oliver Dist to unload ordered supplies |
| 1/9/2015 12:30 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/9/2015 1:00 PM | 120 | BCHS | Office | Other (Provide Description), Phone call - Others | Worked in office gathering information and paper work for Mrs. Hirsh concerning CIP Items |
| 1/9/2015 3:00 PM | 60 | SAB | Office | Meeting - Staff | Met with Sharon Fry at SAB to deliver and explain paper work for CIP Items to go to County Office |
| 1/9/2015 4:00 PM | 30 | BCHS | Office | Phone call - Others | Phone conversation with Rich Light of Skyline Door & Hardware about doors at Gym entrance and back of stage, to come look at for parts and/or repairs, these doors I have worked on and they did not hold up for Fire Marshal reinspection |

Start : 1/12/2015 (8)


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|--------------------|----|------|-------------|---|---|
| 1/12/2015 8:00 AM | 60 | BCHS | Grounds | Meeting - Staff | Met with custodians at BCHS to put icemelt on walks |
| 1/12/2015 9:00 AM | 60 | BCHS | Boiler Room | HVAC | Daily Boiler Check, also checked Tracer Summit for operations |
| 1/12/2015 10:00 AM | 30 | BCHS | Office | Phone call - Others | Phone conversation with L. Dufour to get him set up to install metal around kitchen window for installation of Bard unit wall mount |
| 1/12/2015 10:30 AM | 60 | SAB | Office | Meeting - Staff | Delivered proposal and purchase orders to Business Manager at SAB |
| 1/12/2015 11:30 AM | 60 | BCHS | Office | Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders | Worked in office on PC |

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| 1/12/2015 12:30 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/12/2015 1:00 PM | 120 | BusGar | Shop | Meeting - Staff, Other (Provide Description) | Recieved call from Transportation Director to bring maintenance truck to bus garage for installation of new tires and oil change |
| 1/12/2015 3:00 PM | 60 | BCHS | Other (Add to Description) | Other (Provide Description) | Left due to 2 hr delay, Inclimate weather policy |
| Start : 1/13/2015 (6) | | | | | |
| 1/13/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/13/2015 8:30 AM | 90 | BCHS | Shop | HVAC, Water line | Received call that water was leaking from ceiling in electricity shop, inspected, found air relief valve stuck open, went to BC Bld Supply picked up pipe plug to stop water, contacted Valley Boiler with problem to set up changing air valve |
| 1/13/2015 10:00 AM | 120 | MES | Hallway | Meeting - Others | Met with Richard Wilder of Skyline Door and Hardware to get list of items to repair doors at MES |
| 1/13/2015 12:00 PM | 120 | BCHS | Hallway | Meeting - Others | Met with Skyline Door at BCHS to make list of items to repair doors |
| 1/13/2015 2:00 PM | 60 | BCHS | Classroom | Electrical | Repairs to emergency light in ISS room at BCHS |
| 1/13/2015 3:00 PM | 120 | BCHS | Classroom, Closet, Hallway | Other (Provide Description) | Repairs to door handles, and inner works on 4 different doors in Atrium area BCHS |
| Start : 1/14/2015 (5) | | | | | |
| 1/14/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/14/2015 8:30 AM | 30 | BCHS | Office | Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders | Worked in office on PC |
| 1/14/2015 9:00 AM | 120 | MES | Shop | Meeting - Staff | Went to MES to check mopping machine out, found dead cell in battery, ordering new batteries from Oliver Dist |
| 1/14/2015 11:00 AM | 210 | Other (Describe) | Other (Add to Description) | Other (Provide Description), Parts Pickup | Went to State Elec Supply in Covington to pick up elec. supplies that were on order and Oliver Dist to pick up drain opener and mop heads |
| 1/14/2015 2:30 PM | 90 | VES | Classroom | HVAC | Went to VES to check out 2 classroom HVAC units not functioning properly, reset controls |
| Start : 1/15/2015 (12) | | | | | |
| 1/15/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/15/2015 8:30 AM | 30 | BCHS | Office | Email, Logs, Phone call - Others, Purchase Orders | Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders |
| 1/15/2015 9:00 AM | 30 | SAB | Office | Meeting - Staff | Delivered purchase orders to Business Manager at SAB, also met with him to discuss budget items |
| 1/15/2015 9:30 AM | 90 | SAB | Closet, Hallway | HVAC | Worked on HVAC at SAB, first floor unit not functioning properly, found clogged drain adapter causing system to shut down. |

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| 1/15/2015 11:00 AM | 90 | BCHS | Kitchen | HVAC, Meeting - Others | Met with Louie Dufour, Louies Welding to measure and check to be sure that Bard unit will fit opening that we are installing metal surround on window opening. |
| 1/15/2015 12:30 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/15/2015 1:00 PM | 60 | VES | Boiler Room, Other (Add to Description) | Meeting - Others | Met with Louie Dufour at VES to look at 2 jobs to be done at kitchen dock and 2 plumbing chase doors at boiler room |
| 1/15/2015 2:00 PM | 60 | BCHS | Boiler Room, Closet, Office, Shop | Inventory, Other (Provide Description), Phone call - Others | Done inventory of supplies, straightened up some areas and placed order for things we needed |
| 1/15/2015 3:00 PM | 30 | BCHS | Office | Phone call - Others | Phone conversation with Gene and Jeff of Valley Boiller to be sure we were all in line for Bard Unit to be installed on Monday |
| 1/15/2015 3:30 PM | 30 | BCHS | Other (Add to Description) | Other (Provide Description) | Prepared for budget work session, budget presentation |
| 1/15/2015 4:00 PM | 180 | BCHS | Other (Add to Description) | Other (Provide Description) | Waited for Budget Meeting to start |
| 1/15/2015 7:00 PM | 45 | SAB | Office | Meeting - Others, Meeting - Staff | Attended Budget work session and presented budget |
| Start : 1/16/2015 (5) | | | | | |
| 1/16/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/16/2015 8:30 AM | 180 | SAB | Hallway, Office | Electrical | Repairs to light falling from cieling at main entrance, also repairs to lights in Mrs. Shifflets office |
| 1/16/2015 11:30 AM | 30 | BCHS | Kitchen | HVAC | Got things prepared to remove plywood from wall at kitchen for Louie to install metal |
| 1/16/2015 12:00 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/16/2015 12:30 PM | 210 | BCHS | Kitchen | HVAC, Meeting - Others | Met and worked with Louie to install metal wrap for Bard Unit at BCHS kitchen, rehung plywood over hole and cleaned up mess |
| Start : 1/19/2015 (5) | | | | | |
| 1/19/2015 8:00 AM | 120 | BCHS | Kitchen | HVAC, Meeting - Others | Met and worked with Valley Boiler Mechanics to move and install Bard unit at BCHS kitchen |
| 1/19/2015 10:00 AM | 120 | BCHS | Boiler Room | HVAC, Phone call - Others | Recieved call that boilers in main boiler room were alarming, went and checked them found that screens at pumps were clogged up, cleaned and replaced, changed filters on boilers, checked fuel level and ordered fuel |
| 1/19/2015 12:00 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/19/2015 12:30 PM | 240 | BCHS | Kitchen | HVAC, Meeting - Others | Met and worked with Valley Boiler Techs installing Bard Unit at Kitchen |
| 1/19/2015 4:30 PM | 120 | BCHS | Boiler Room | Fuel Tank Measurement, Meeting - Others | Met with Whiting Jamison delivery truck to recieve heating oil, started boilers and checked for proper function |
| Start : 1/20/2015 (7) | | | | | |

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|------------------------------|-----|------------------|----------------------------|--|--|
| 1/20/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/20/2015 8:30 AM | 60 | BCHS | Office | Email, Inventory, Logs, Phone call - Others, Phone call - Staff, Purchase Orders | Worked in office on PC, E-Mails, phone messages, calls, logs, inventory, and purchase orders |
| 1/20/2015 9:30 AM | 90 | MES | Shop | Electrical, Other (Provide Description) | Went to MES to remove batteries from floor mopper to bring back to BCHS for core exchange for new batteries, delivered mail from SAB to MES |
| 1/20/2015 11:00 AM | 60 | BCHS | Parking Lot, Shop | Meeting - Others | Met with Oliver Dist. to exchange batteries, and to receive other ordered supplies |
| 1/20/2015 12:00 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/20/2015 12:30 PM | 120 | MES | Shop | Other (Provide Description) | Went to MES to install new batteries in floor mopper, delivered mail from MES to SAB |
| 1/20/2015 2:30 PM | 90 | BCHS | Gymnasium, Locker Room | Other (Provide Description) | Repairs to 2 door locks and latches at gym and locker room |
| Start : 1/21/2015 (7) | | | | | |
| 1/21/2015 8:00 AM | 60 | BCHS | Kitchen | Electrical | Received call that freezer Temp at BCHS was high, found contactor stuck, let run and temp dropped, called Wagner Foods for repair tech |
| 1/21/2015 9:00 AM | 120 | Other (Describe) | Other (Add to Description) | Meeting - Others | Had to attend MDT meeting |
| 1/21/2015 11:00 AM | 30 | BCHS | Office | Email, Phone call - Others, Phone call - Staff, Purchase Orders | Worked in office on PC |
| 1/21/2015 11:30 AM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/21/2015 12:00 PM | 60 | VES | Classroom, Office | HVAC | Checked Metasys for temps in 4 classrooms, adjusted temps |
| 1/21/2015 1:00 PM | 90 | BCHS | Boiler Room | Fuel Tank Measurement, Meeting - Others | Met with PM transport, received tanker load of heating oil in 12,000 gal tank at BCHS |
| 1/21/2015 2:30 PM | 150 | BCHS | Kitchen | Electrical, Meeting - Others | Met and worked with Wagner Food Tech to check and repair freezer |
| Start : 1/22/2015 (4) | | | | | |
| 1/22/2015 8:00 AM | 270 | BCHS | Boiler Room | HVAC, Meeting - Others | Met and worked with Valley Boiler Mechanics at BCHS boiler room to tear apart boiler with cracked section, removed and installed new section |
| 1/22/2015 12:30 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/22/2015 1:00 PM | 90 | BCHS | Kitchen | Other (Provide Description) | Met and worked with Josh of Fire Safety Products to change out 12 year ansul fire suppression tank and works, at charger cafe |
| 1/22/2015 2:30 PM | 90 | BCHS | Boiler Room | HVAC, Meeting - Others | Met and worked with Valley Boiler to install section on boiler #3 |
| Start : 1/23/2015 (6) | | | | | |
| 1/23/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |

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| 1/23/2015 8:30 AM | 30 | BCHS | Office | Email, Phone call - Others, Phone call - Staff, Purchase Orders | Worked in office on PC |
| 1/23/2015 9:00 AM | 300 | Other (Describe) | Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Shop | Meeting - Others | Met and worked with Kevin Barnett of IPI fire Inspections for quarterly sprinkler inspections at all 3 schools |
| 1/23/2015 2:00 PM | 60 | BCHS | Kitchen | Meeting - Staff | Met with Lumina and Cassie at BCHS kitchen about drain problem in dishroom |
| 1/23/2015 3:00 PM | 60 | BCHS | Kitchen | Meeting - Staff | Met with Mrs. Rowe at BCHS kitchen to look at and discuss drain problem, inspect other areas of floor drains |
| 1/23/2015 4:00 PM | 60 | BCHS | Kitchen | Meeting - Staff | Met with Mrs. Hirsh and Mr. Lancaster at BCHS kitchen to look at and discuss drain problem, and some other issues |
| Start : 1/26/2015 (7) | | | | | |
| 1/26/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/26/2015 8:30 AM | 60 | BCHS | Office | Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports | Worked in office on PC |
| 1/26/2015 9:30 AM | 150 | BCHS | Grounds, Kitchen | Meeting - Others | Met with PSA and Warm Spring Sanitation about drain problem, also phone call to Duncan Septic Service to pump grease trap so we could insert camera in drain line for inspection |
| 1/26/2015 12:00 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/26/2015 12:30 PM | 210 | BCHS | Kitchen | Parts Pickup | Went to Bath Co. Bld. Supply to get materials to frame in around Bard unit inside kitchen window |
| 1/26/2015 4:00 PM | 60 | BCHS | Grounds, Kitchen | Meeting - Others | Removed grease trap cover and tank lid for preparation of pumping tank when Scott Duncan arrives on site between 4:30pm & 5:00pm |
| 1/26/2015 5:00 PM | 60 | BCHS | Grounds, Kitchen | Meeting - Others | Met with Scott Duncan, pumped, scraped and cleaned grease trap tank BCHS kitchen |
| Start : 1/27/2015 (8) | | | | | |
| 1/27/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/27/2015 8:30 AM | 30 | BCHS | Office | Email, Phone call - Others, Phone call - Staff, Purchase Orders | Worked in office on PC |
| 1/27/2015 9:00 AM | 180 | BCHS | Grounds, Kitchen | Meeting - Others | Met and worked with Richard Criser of Warm Springs Sanitation for inspection of lines from grease trap to kitchen dishroom with camera system, recorded to CD Rom |
| 1/27/2015 12:00 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/27/2015 12:30 PM | 60 | SAB | Office | Meeting - Staff | Delivered CD and discussed drain inspection with Sue, Paul, and Principals at SAB staff meeting |
| 1/27/2015 1:30 PM | 60 | BCHS | Office | Phone call - Others | Phone calls to plumbers to see if they could come with high |

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|------------------------------|-----|------------------|----------------------------|--|---|
| | | | | | pressure drain opener to clear drains at BCHS kitchen |
| 1/27/2015 2:30 PM | 30 | BCHS | Other (Add to Description) | Other (Provide Description) | Searching for cell phone |
| 1/27/2015 3:00 PM | 60 | SAB | Office | Meeting - Staff | Met with Mr. Lancaster about getting new phone, had lost mine in grease trap tank, will not work |
| Start : 1/28/2015 (6) | | | | | |
| 1/28/2015 8:00 AM | 30 | BCHS | Boiler Room | HVAC | Daily Boiler Check |
| 1/28/2015 8:30 AM | 30 | BCHS | Hallway | Other (Provide Description) | Repairs to exit door at BCHS cafeteria area |
| 1/28/2015 9:00 AM | 120 | BCHS | Office | Email, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports | Worked in office on PC, E-Mails, phone messages, calls, purchase orders, logs, parts ordering, and filing |
| 1/28/2015 11:00 AM | 60 | SAB | Hallway, Office | HVAC, Other (Provide Description) | Delivered PO's to SAB and also check HVAC, recieved call that heat was not working |
| 1/28/2015 12:00 PM | 30 | BCHS | Other (Add to Description) | Lunch | Lunch Break |
| 1/28/2015 12:30 PM | 210 | Other (Describe) | Other (Add to Description) | Leave - Personal | Personal Leave  NEW |

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