



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 2/26/2015 (6)					
2/26/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/26/2015 8:30 AM	90	SAB	Parking Lot, Road	Other (Provide Description)	Snow removal
2/26/2015 10:00 AM	120	BCHS	Parking Lot, Road	Other (Provide Description)	Snow removal
2/26/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/26/2015 12:30 PM	90	BCHS	Kitchen	HVAC	Cut and installed around bard window unit in kitchen BCHS
2/26/2015 2:00 PM	90	BCHS	Parking Lot	Maintenance Request Review, Meeting - Staff	Met and worked with Ronnie Jr. cleaning snow from parking lot at BCHS
Start : 3/2/2015 (7)					
3/2/2015 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/2/2015 9:00 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders
3/2/2015 10:00 AM	210	MES	Classroom	HVAC, Meeting - Staff	Disassembled fan motor from AHU fan unit in room 223, motor burnt up, also removed mounting bracket to bring to BCHS to weld broken holder.
3/2/2015 1:30 PM	30	BCHS	Office	Parts Ordering, Phone call - Others	Researched motor on line at Grainger, contacted Company Rep and ordered replacement motor
3/2/2015 2:00 PM	60	BCHS	Boiler Room, Grounds, Office	Fuel Tank Measurement, Phone call - Others	Took heating oil tank measurements, ordered fuel from Whiting Jamison
3/2/2015 3:00 PM	60	BCHS	Road	Other (Provide Description)	Removed snow from corner at front of BCHS, electrical shop so buses and trucks could turn out and in for fuel tanker
3/2/2015 4:00 PM	30	BCHS	Office	HVAC	Checked Tracer Summit System to see if all temps were holding
Start : 3/3/2015 (9)					
3/3/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/3/2015 8:30 AM	90	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, parts research, parts ordering, purchase orders, and filing paperwork in office
3/3/2015 10:00 AM	60	BCHS	Shop	Meeting - Others	Met with Oliver Dist. delivery truck, unloaded supplies in shop, and put away
3/3/2015 11:00 AM	60	BCHS	Boiler Room, Closet, Shop	Other (Provide Description)	Moved supplies to designated areas and put away
3/3/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

3/3/2015 12:30 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Went to Hot Springs Post Office pick up registered mail from OSHA, compliance manual.
3/3/2015 1:00 PM	60	BCHS	Gymnasium	HVAC	Received call from coach that gymnasium was very hot, reset thermostats, and opened air dampers to 25% also checked science wing air handlers
3/3/2015 2:00 PM	60	BCHS	Classroom, Hallway, Other (Add to Description)	HVAC, Other (Provide Description)	Checked temp settings in atrium area
3/3/2015 3:00 PM	60	BCHS	Hallway	Other (Provide Description)	Worked on jammed locker, lock was broke, removed old lock. Will get new lock tomorrow and install, have to remove old lock from files and add new one
Start : 3/4/2015 (7)					
3/4/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/4/2015 8:30 AM	60	BCHS	Office	Email, Maintenance Request Review, Other (Provide Description), Purchase Orders, Reports	Worked in office on PC
3/4/2015 9:30 AM	90	BCHS	Boiler Room	Fuel Tank Measurement, HVAC, Meeting - Others	Received 3000 gal heating fuel for lg tank and 3800 gal for sm tank
3/4/2015 11:00 AM	60	VES	Classroom	HVAC	Repairs to HVAC at VES checked actuators in 2 classrooms
3/4/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
3/4/2015 12:30 PM	120	VES	Closet, Gymnasium	Electrical, HVAC	Repairs to exhaust fan motor at gymnasium storage closet, found start capacitor bad, borrowed one from Homestead shop
3/4/2015 2:30 PM	90	BCHS	Other (Add to Description)	HVAC	Repairs to AHU #1 both belts worn out, had to take motor loose to install 2 new ones
Start : 3/5/2015 (1)					
3/5/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Off Inclement Weather Policy
Start : 3/6/2015 (1)					
3/6/2015 8:00 AM	480	BCHS	Parking Lot, Road	Other (Provide Description)	Snow removal at BCHS, road around school and parking lot
Start : 3/9/2015 (4)					
3/9/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/9/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Work in office on PC
3/9/2015 9:00 AM	90	BCHS	Boiler Room, Grounds	Fuel Reports, Fuel Tank Measurement	Recieved tanker load heating oil
3/9/2015 10:30 AM	300	MES	Classroom	HVAC	Worked on HVAC unit in classroom, installed mounting bracket, installed new replacement fan motor, belt and rewired, checked for proper rotation and function.
Start : 3/10/2015 (1)					

3/10/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/11/2015 (1)					
3/11/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/12/2015 (1)					
3/12/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/13/2015 (1)					
3/13/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/16/2015 (1)					
3/16/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/17/2015 (1)					
3/17/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/18/2015 (1)					
3/18/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/19/2015 (1)					
3/19/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/20/2015 (1)					
3/20/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/23/2015 (1)					
3/23/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/24/2015 (1)					
3/24/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/25/2015 (1)					
3/25/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/26/2015 (1)					
3/26/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/27/2015 (1)					
3/27/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/30/2015 (1)					

3/30/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 3/31/2015 (1)					
3/31/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 4/1/2015 (1)					
4/1/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 4/2/2015 (1)					
4/2/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 4/3/2015 (1)					
4/3/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Good Friday Holiday

[Add new event](#)