










Maintenance ► Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 6/1/2015 (6)					
6/1/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/1/2015 8:30 AM	60	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, inventory, phone messages, calls, logs and purchase orders
6/1/2015 9:30 AM	150	BCHS	Boiler Room, Closet, Shop	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. to finish up new dust collector and to check some other HVAC issues
6/1/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/1/2015 12:30 PM	120	BCHS	Boiler Room, Closet, Office	Other (Provide Description)	Picked up ordered supplies from office that came in from Fed-X and put away in storage
6/1/2015 2:30 PM	90	BCHS	Classroom, Hallway, Kitchen, Office	HVAC	Worked on HVAC in Mertz section not functioning with Tracer Summit
Start : 6/2/2015 (5)					
6/2/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/2/2015 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others, Other (Provide Description)	Met and worked with Colonial Roofing to show them where roof leaks are on building
6/2/2015 9:30 AM	90	BCHS	Boiler Room	Meeting - Others, Other (Provide Description)	Met with Oliver Distrib. delivery truck to receive, unload and put in storage floor cleaning supplies for summer cleaning
6/2/2015 11:00 AM	180	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech. to inspect leak that feeds chiller, union on pressure reducing valve was broke, can not get one until Thursday, got system filled and valved off, hopefully will hold pressure, system is functioning properly
6/2/2015 2:00 PM	180	BCHS	Classroom, Hallway, Office	HVAC, Meeting - Others	Met and worked with Jimmy of Trane Corp for repairs to Tracer Summit System
Start : 6/3/2015 (9)					
6/3/2015 8:00 AM	60	VES	Boiler Room	HVAC	Went to VES to make sure chilled water system had held from filling yesterday, system had held and is functioning properly
6/3/2015 9:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe about summer cleaning schedule
6/3/2015 10:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/3/2015 10:30 AM	30	BCHS	Office	Meeting - Staff	Met with day shift custodians to schedule old gym floor refinishing, and find out starting point for floor stripping and waxing
6/3/2015 11:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager about year end budget close out
6/3/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/3/2015 12:30 PM	60	BCHS	Classroom	Other (Provide Description), Plumbing/Sewer	Unclogged drain in science wing, Mrs.Yohe's room

6/3/2015 1:30 PM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders, and year end close out items
6/3/2015 3:00 PM	60	BCHS	Classroom, Hallway	HVAC	Worked on 2 HVAC units not draining in Atrium area
Start : 6/4/2015 (6)					
6/4/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/4/2015 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
6/4/2015 9:30 AM	150	BCHS	Boiler Room, Hallway, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech, repairs to HVAC at upper and lower Mertz
6/4/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/4/2015 12:30 PM	180	BCHS	Other (Add to Description)	HVAC	Repairs to HVAC in auditorium
6/4/2015 3:30 PM	120	MES	Kitchen	Other (Provide Description)	Loaded and hauled milk cooler from BCBS to MES at request of Food Service Director, hooked up and checked for proper operation
Start : 6/5/2015 (6)					
6/5/2015 8:00 AM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Getting report on truck
6/5/2015 10:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Fry to get report on maintenance truck
6/5/2015 11:00 AM	60	BusGar	Shop	Meeting - Staff	Meeting with Transportation Director about maintenance truck
6/5/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/5/2015 12:30 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs and Purchase orders for year end closeout
6/5/2015 1:30 PM	180	BCHS	Other (Add to Description)	Electrical, Other (Provide Description)	Electrical Repairs, install plugs in floor and cleanup in auditorium
Start : 6/8/2015 (5)					
6/8/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/8/2015 8:30 AM	150	BCHS	Gymnasium	Meeting - Staff	Met and worked with custodians to move stuff around in old gym for floor finishing
6/8/2015 11:00 AM	30	SAB	Office	Meeting - Staff	Meeting with Business Manager at SAB
6/8/2015 11:30 AM	120	BCHS	Grounds, Gymnasium, Kitchen	Meeting - Others	Meeting with Jerry Rexrode of Rexrode Masonry to begin work on building
6/8/2015 1:30 PM	210	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders, part researching, and ordering, also close out items for year end
Start : 6/9/2015 (10)					
6/9/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/9/2015 8:30 AM	90	BCHS	Classroom, Other (Add to Description)	HVAC	Repairs to HVAC in library, and classroom in Mertz
6/9/2015 10:00 AM	60	BCHS	Classroom	Other (Provide Description)	Repairs to door lock culinary arts, installing new parts to lock
6/9/2015 11:00 AM	60	BCHS	Office	Email, Phone call - Others	Worked in office on PC, also phone conversation with Jimmy, of Trane Corp about Library cooling

6/9/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/9/2015 12:30 PM	60	BCHS	Hallway	Other (Provide Description)	Repairs to door lock at rear entrance of 54 bld.
6/9/2015 1:30 PM	60	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. truck to receive ordered supplies
6/9/2015 2:30 PM	60	BCHS	Shop	Meeting - Others	Met with ABF Trucking to receive and unload order from Carrot Top Ind.
6/9/2015 3:30 PM	90	BCHS	Hallway, Other (Add to Description)	HVAC	Worked on HVAC units in atrium area drain problems
6/9/2015 5:00 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Locked all doors down after contractor left for day
Start : 6/10/2015 (3)					
6/10/2015 9:30 AM	30	BCHS	Grounds, Other (Add to Description)	Meeting - Others	Met with Rexrode Masonry crew on work in progress
6/10/2015 10:00 AM	360	MES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp for repairs to chiller and condensing unit, also found 2 bad fan motors on condensor unit
6/10/2015 4:00 PM	60	MES	Grounds	Meeting - Others, Meeting - Staff	Met with Mr. Lancaster, and Tony McCune, to scope out path for fiber optic line
Start : 6/11/2015 (4)					
6/11/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/11/2015 8:30 AM	60	BCHS	Grounds, Other (Add to Description)	Meeting - Others	Met with Rexrode Masonry crew work in progress at BCHS
6/11/2015 9:30 AM	330	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls to staff, calls to others, logs purchase orders and year end closeout items, pricing, and getting invoices
6/11/2015 3:00 PM	60	Other (Describe)	Grounds	Meeting - Others	Met with Jerry Rexrode, Rexrode Masonry for repairs to step and handicap ramp at VES and steps at BCHS atrium area
Start : 6/12/2015 (5)					
6/12/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/12/2015 8:30 AM	30	BCHS	Grounds, Gymnasium, Other (Add to Description)	Meeting - Others	Met with Rexrode Masonry crew, work in progress
6/12/2015 9:00 AM	420	MES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp. to remove and install fan motors, blades and run capacitors on condensing unit at MES, checked system found weak breaker, run system for proper function
6/12/2015 4:00 PM	30	BCHS	Gymnasium, Hallway, Other (Add to Description)	Other (Provide Description)	Locked up doors and building where masonry crew was working
6/12/2015 4:30 PM	30	BCHS	Hallway	HVAC	Shut airhandler off that was leaking in upper atrium area and cleaned up water
Start : 6/15/2015 (6)					
6/15/2015 7:30 AM	90	MES	Boiler Room	HVAC	Went to MES to check condensing unit to be sure it was functioning properly
6/15/2015 9:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/15/2015 9:30 AM	60	BCHS	Grounds, Gymnasium, Other (Add to Description)	Meeting - Others	Met with Rexrode Masonry crew work in progress

6/15/2015 10:30 AM	300	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders, year end close out items
6/15/2015 3:30 PM	60	VES	Other (Add to Description)	Meeting - Staff	Delivered supplies to custodians at VES
6/15/2015 4:30 PM	60	BCHS	Office	Other (Provide Description), Phone call - Others, Purchase Orders	Worked on year end close out items
Start : 6/16/2015 (6)					
6/16/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/16/2015 8:00 AM	180	BCHS	Other (Add to Description)	HVAC, Meeting - Others	Met with Jeff of Valley Boiler to get measurements and material list to install Bard Units in auditorium
6/16/2015 11:00 AM	60	SAB	Parking Lot	HVAC, Meeting - Others	Met with Jeff at SAB to check HVAC unit not working found start capacitor bad
6/16/2015 12:00 PM	60	Other (Describe)	Road, Other (Add to Description)	Lunch, Other (Provide Description)	Lunch break and picked up Business Manager at Jay Fords dropping truck off
6/16/2015 1:00 PM	60	SAB	Parking Lot	HVAC, Other (Provide Description)	Recieved part from Mr. Ryder and installed on HVAC unit at SAB
6/16/2015 2:00 PM	210	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on year end close out items, E-Mails, phone messages, calls, logs,purchase orders
Start : 6/17/2015 (7)					
6/17/2015 7:30 AM	60	BCHS	Grounds, Gymnasium, Other (Add to Description)	Meeting - Others	Met with Rexrode masonry crew inspecting jobs that were done and discussing completion of jobs 
6/17/2015 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
6/17/2015 9:00 AM	210	MES	Hallway, Other (Add to Description)	Meeting - Staff	Took 3 custodians and myself to MES to unload truck load of furniture 
6/17/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
6/17/2015 1:00 PM	30	BCHS	Parking Lot	Meeting - Others	Met with RC, of Rexrode Masonary to receive invoice for work 
6/17/2015 1:30 PM	90	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at BCHS to move furniture from classrooms for cleaning 
6/17/2015 3:00 PM	150	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on year end closeout items 

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