



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 11/21/2014 (5)</b>					
11/21/2014 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/21/2014 8:00 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
11/21/2014 9:00 AM	120	BCHS	Classroom, Office	Electrical	Repairs to lighting in 2 classrooms and office, new ballast and bulbs
11/21/2014 11:00 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/21/2014 11:30 AM	330	BCHS	Boiler Room, Hallway	HVAC, Meeting - Others	Met and worked with Jimmy Trane Tech on problems with reset valves and Tracer Summit
<b>Start : 12/1/2014 (8)</b>					
12/1/2014 8:30 AM	120	BCHS	Boiler Room	HVAC	Daily Boiler Check, found boilers were not operating, checked and everything seemed to be ok, but would not come on, over-rode system on MP 581 in boiler room and got things heated, checked Tracer Summit and could not see anything wrong, contacted Trane
12/1/2014 10:30 AM	60	BCHS	Classroom, Hallway, Locker Room, Office	Electrical, Meeting - Others	Met and worked with H&M Elec techs to show them scope of work to be done for Fire Marshal List, also some work for Tech Director
12/1/2014 11:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh to discuss budget, CIP and Fire Marshal List
12/1/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/1/2014 1:00 PM	60	BCHS	Closet, Shop	Electrical, Meeting - Others	Met with electricians to get materials for them to install
12/1/2014 2:00 PM	30	BCHS	Office	Email, Maintenance Request Review, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, purchase orders, phone messages, calls, and parts ordering
12/1/2014 2:30 PM	150	BCHS	Office	Other (Provide Description), Phone call - Others	Worked in office on Budget and CIP Items
12/1/2014 5:00 PM	30	BCHS	Classroom, Hallway, Locker Room, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Electric Techs to look at some other repairs for them for the next day
<b>Start : 12/2/2014 (6)</b>					
12/2/2014 10:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler and Check
12/2/2014 10:30 AM	60	BCHS	Office	Meeting - Others	Meeting with Mr. Eddie Ryder about Baryd units for BCHS auditorium, also to discuss some other interest points

12/2/2014 11:30 AM	30	BCHS	Classroom, Hallway, Locker Room, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec Tech to inspect some other issues
12/2/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/2/2014 12:30 PM	240	BCHS	Office	Other (Provide Description), Phone call - Others, Phone call - Staff	Worked in office on Budget and CIP items
12/2/2014 4:30 PM	60	BCHS	Locker Room	Electrical	Met and worked with H&M Elec helper, Electrician had to leave for family emergency, I helped finish up job they were working on

**Start : 12/3/2014 (5)**

12/3/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/3/2014 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, also received pricing for some budget items
12/3/2014 10:00 AM	60	VES	Classroom, Hallway, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec Techs to give them materials and to order some other materials
12/3/2014 11:00 AM	240	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington, State Elec. Supply, Oliver Dist. Dawn Equip to pick up 2305 JD tractor and Fisher Auto parts to pick up ordered items
12/3/2014 3:00 PM	90	BCHS	Boiler Room, Closet, Parking Lot, Shop	Other (Provide Description)	Unloaded JD Tractor and supplies put everything away

**Start : 12/4/2014 (6)**

12/4/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/4/2014 9:00 AM	90	VES	Closet	HVAC, Meeting - Others	Met and worked with Johnson Control Tech. at VES for repairs to Metsays Program, and enter passwords
12/4/2014 10:30 AM	30	VES	Classroom, Hallway, Kitchen, Office, Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec Tech at VES to show them scope of work to be done and some of Fire Marshal list to take care of
12/4/2014 11:00 AM	60	BCHS	Hallway	HVAC, Meeting - Others	Met and worked with Radford Mech. Tech to replace fan blower assembly on AHU unit in lower atrium
12/4/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/4/2014 12:30 PM	270	BCHS	Hallway	HVAC, Meeting - Others	Met and worked with Radford Mech Tech to tear apart and remove blower fan assembly and reinstall new one

**Start : 12/5/2014 (4)**

12/5/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/5/2014 9:00 AM	300	BCHS	Boiler Room, Office	HVAC, Meeting - Others	Met and worked with Jimmy of Trane Corp. for repairs to Tracer Summit and Rover, boiler rotation and diagnose problem
12/5/2014 2:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

12/5/2014 2:30 PM	120	BCHS	Hallway	HVAC	Repairs to fan blower, belt shive loose, tore apart and repaired, installed new belt
<b>Start : 12/8/2014 (6)</b>					
12/8/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/8/2014 9:00 AM	210	BCHS	Other (Add to Description)	Electrical	Repairs to lighting in auditorium and stage
12/8/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/8/2014 1:00 PM	180	SAB	Office	Meeting - Staff	Met and worked with Business Manager to work out budget and submit
12/8/2014 4:00 PM	60	BCHS	Shop	Meeting - Staff, Other (Provide Description)	Met and worked with custodian to check out vacuum cleaner not running
12/8/2014 5:00 PM	60	BCHS	Office	Email, Logs, Purchase Orders, Reports	Worked in office on PC
<b>Start : 12/9/2014 (9)</b>					
12/9/2014 9:30 AM	60	BCHS	Grounds, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met and worked with custodians for snow removal and apply ice melt
12/9/2014 10:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/9/2014 11:00 AM	30	BCHS	Office	Email, Inventory, Maintenance Request Review, Parts Ordering, Purchase Orders, Reports	Worked in office on PC
12/9/2014 11:30 AM	60	BCHS	Office	Meeting - Others	Met with Oliver Dist. to check vacuum cleaner and place order
12/9/2014 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/9/2014 1:00 PM	60	BCHS	Boiler Room	HVAC	Checked boiler #1 pump Tracer Summit showed alarm on this unit, checked pump and system is running
12/9/2014 2:00 PM	120	SAB	Other (Add to Description)	Electrical, Other (Provide Description)	Removed old restroom exhaust, heat fan blower unit and installed new one, womens restroom at SAB
12/9/2014 4:00 PM	60	BCHS	Closet	Other (Provide Description)	Received call from custodian about lg. floor mopper, worked on this and have not found problem not sucking up water
12/9/2014 5:00 PM	30	BCHS	Office	Phone call - Others	Phone conversation with David Oliver about lg. walk behind floor mopper and what else to check out on machine
<b>Start : 12/10/2014 (5)</b>					
12/10/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/10/2014 9:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC
12/10/2014 9:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Kriston, of Shiffler Sales about some billing issues
12/10/2014 10:00 AM	300	MES	Closet, Gymnasium	Electrical, Other (Provide Description)	Went to MES to move lift for program, also repaired electrical problem in gymnasium, moved other items out of gym, unloaded filters

12/10/2014 3:00 PM	90	BCHS	Classroom	HVAC	from truck and put in bld. for airhandlers Checked out HVAC problem at english wing at BCHS
<b>Start : 12/11/2014 (1)</b>					
12/11/2014 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Family Sick Leave
<b>Start : 12/12/2014 (5)</b>					
12/12/2014 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC
12/12/2014 9:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/12/2014 9:30 AM	90	VES	Closet	HVAC, Meeting - Staff, Other (Provide Description)	Hauled filters and some other supplies to VES for custodian, helped put away
12/12/2014 11:00 AM	270	BusGar	Shop	Other (Provide Description)	Met and worked with Transportation Director to check out Maintenance Truck, brakes are applying on their own in right hand turns, found tire pressures low, not sure this is the problem, also checked all fluids, added where needed, ordered new tires.
12/12/2014 3:30 PM	60	BCHS	Hallway	Electrical, HVAC	Checked power hookup for AHU2 in lower atrium and concession area, preparing to install new fan blower unit in this unit when it comes in.
<b>Start : 12/15/2014 (6)</b>					
12/15/2014 9:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/15/2014 9:30 AM	60	BCHS	Office	HVAC, Other (Provide Description)	Worked in office on PC, checking Tracer Summit and Metsays programs at all 3 locations for proper functions and temps
12/15/2014 10:30 AM	90	BCHS	Boiler Room, Closet, Shop	Other (Provide Description)	Moved and cleaned stocked areas for supplies
12/15/2014 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/15/2014 12:30 PM	60	BCHS	Office	Email, Fuel Tank Measurement, Inventory, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, purchase orders, maintenance request, and checked inventory
12/15/2014 1:30 PM	240	BCHS	Classroom, Closet, Other (Add to Description)	HVAC	Repairs to HVAC units in science wing area at BCHS. <b>NEW</b>
<b>Start : 12/16/2014 (5)</b>					
12/16/2014 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check <b>NEW</b>
12/16/2014 9:00 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, purchase orders and ordered heating for MES <b>NEW</b>
12/16/2014 10:00 AM	210	BCHS	Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Raford Mech. to replace rooftop exhaust fan motor, some new wiring, and conduit <b>NEW</b>

12/16/2014 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
12/16/2014 2:00 PM	240	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech. to replace pump motor on boiler #3 at BCHS, check for proper pressures and flow 
<b>Start : 12/17/2014 (1)</b>					
12/17/2014 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Flu 
<b>Start : 12/18/2014 (4)</b>					
12/18/2014 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
12/18/2014 8:30 AM	60	BCHS	Office	Email, Logs, Purchase Orders	Worked in office on PC 
12/18/2014 9:30 AM	150	BCHS	Boiler Room, Gymnasium, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. repairs in gym and on stage 
12/18/2014 12:00 PM	240	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Flu 
<b>Start : 12/19/2014 (1)</b>					
12/19/2014 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Flu 

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