



Maintenance ▶ Maintenance Director Log Monthly Repo

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 1/29/2015 (7)					
1/29/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/29/2015 8:30 AM	60	BCHS	Kitchen	Meeting - Others	Met with L. Dufour at kitchen to have him rebuild grease trap screen that had deteriorated from acids in system
1/29/2015 9:30 AM	60	BCHS	Classroom, Other (Add to Description)	HVAC	Replaced belt on HVAC unit in science wing, need to weld motor hold down bracket, will do when warmer weather comes along
1/29/2015 10:30 AM	90	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone calls from office phone, no cell phone, waiting for return calls to office phone from Nick Brash, Chapman Plumbing, MPW with high pressure cleaner to unstop kitchen line, purchase orders and supply inventory
1/29/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/29/2015 12:30 PM	210	BCHS	Office	Other (Provide Description)	Worked in office on filing, cleaning and straightening up supply room next to office, waiting for return phone calls for kitchen and building inspection
1/29/2015 4:00 PM	30	BCHS	Other (Add to Description)	Other (Provide Description), Phone call - Others	Worked on cell phone got it working
Start : 1/30/2015 (4)					
1/30/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/30/2015 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls to others and staff, purchase orders, parts research
1/30/2015 9:30 AM	330	BCHS	Grounds, Gymnasium, Kitchen, Other (Add to Description)	Meeting - Others	Met and worked with Nick Brash, of Comprehensive Construction Services to inspect cracks in building at Kitchen column, rear stage entrance, gymnasium corner and Mertz overhang
1/30/2015 3:00 PM	60	BCHS	Closet	Electrical, Other (Provide Description)	Worked on vacuum cleaner and floor mopper, vacuum had pop bottle lid stuck in hose and floor mopper had wad of hair and dirt stuck in hose
Start : 2/2/2015 (9)					
2/2/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/2/2015 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails Phone calls to others, phone messages, spoke with MPW, Shane, they will be here Wednesday, will

					recieve report on building Wed, or Thur, call to Fire Marshal about door problem
2/2/2015 9:30 AM	60	BCHS	Kitchen	Meeting - Others	Met with L. Dufour at kitchen to install rebuilt basket strainer in grease trap, to be sure it fit ok
2/2/2015 10:30 AM	90	SAB	Office	Meeting - Staff, Purchase Orders	Delivered Purchase orders to SAB, meeting with Business Manager and meeting with Mrs. Hirsh
2/2/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/2/2015 12:30 PM	30	BCHS	Office	Phone call - Others	Phone conversation with Fire Marshal about door violations at MES and BCHS
2/2/2015 1:00 PM	90	BCHS	Hallway	Electrical	Repairs to can light in BCHS front foyer and replaced ballast in light in front hallway
2/2/2015 2:30 PM	90	BCHS	Hallway	Electrical	Repairs to 3 clocks in hallway Mertz and 54 bld.
2/2/2015 4:00 PM	30	BCHS	Hallway, Office	Other (Provide Description)	Repairs to door locks
Start : 2/3/2015 (1)					
2/3/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave
Start : 2/4/2015 (4)					
2/4/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/4/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/4/2015 9:00 AM	390	BCHS	Kitchen	Meeting - Others, Plumbing/Sewer	Met and worked with MPW to high pressure clean clogged line from kitchen dishroom to grease trap
2/4/2015 3:30 PM	60	BCHS	Office	Electrical, Phone call - Others	Worked in office on PC, E-Mails. Called Duncans Septic Service to get tank pumped again after having lines cleaned out. Talked to State Fire Marshal about door violations, got 90 day extention.
Start : 2/5/2015 (10)					
2/5/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/5/2015 8:30 AM	30	BCHS	Office	Phone call - Others, Phone call - Staff	Received measurement for heating from MES, called Whiting Jamison and placed order
2/5/2015 9:00 AM	60	BCHS	Other (Add to Description)	Electrical	Repairs to light in boys restroom across from office and one in Mertz
2/5/2015 10:00 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, ordered lights from State Elec. Supply, phone messages, calls, logs and purchase orders
2/5/2015 11:00 AM	60	BCHS	Other (Add to Description)	Electrical	Repairs to lighting boys restroom at upper Mertz
2/5/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

2/5/2015 12:30 PM	30	BCHS	Kitchen	Phone call - Others	Recieved call from Chapman Plumbing Tech to find out size of lines to be replaced, and will meet with him around 2:00pm for repair
2/5/2015 1:00 PM	60	BCHS	Closet	Electrical	Replaced lighting ballast in science wing mechanical room, also replaced 2 bulbs in 2nd light
2/5/2015 2:00 PM	90	BCHS	Kitchen	Meeting - Others, Plumbing/Sewer	Met and worked with Chapman Plumbing Tech to revamp drain lines from dishwasher to wall drain
2/5/2015 3:30 PM	30	BCHS	Office	Phone call - Others	Attempted to reach Duncans Septic service to repump tank

☰ **Start : 2/6/2015 (8)**

2/6/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/6/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/6/2015 9:00 AM	120	VES	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Went to Bath Co. Bld. Supply picked up insulation to insulate plumbing pipe chase at VES, Met with L. Dufour to install 2 hatch cover doors he built for plumbing chase
2/6/2015 11:00 AM	60	VES	Closet, Hallway	Other (Provide Description)	Worked on door knob at mechanical room that was stuck and not functioning, ended up having to cut door knob off with sawzaw
2/6/2015 12:00 PM	30	VES	Grounds	Phone call - Others	Phone conversation with Rich Light of Skyline Door and Hardware about this type doorlock, he is gathering information to send to me
2/6/2015 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/6/2015 1:00 PM	30	VES	Classroom, Closet, Other (Add to Description)	Meeting - Staff	Meeting with Ms. Coffman at VES to inspect some problems with HVAC
2/6/2015 1:30 PM	150	VES	Classroom	HVAC	Repairs to airhandlers in 2 classrooms and checked Metsays for proper function

☰ **Start : 2/9/2015 (8)**

2/9/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/9/2015 8:30 AM	60	BCHS	Hallway	Electrical	Repairs to lighting in main hallway BCHS
2/9/2015 9:30 AM	60	BCHS	Office	HVAC	Repairs to airhandler #2 in main office
2/9/2015 10:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/9/2015 11:00 AM	150	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts at State Elec. Supply, Fisher Auto Parts, Oliver Dist. brought back to BCHS and unloaded
2/9/2015 1:30 PM	90	VES	Classroom, Grounds, Hallway, Other (Add to Description)	Maintenance Request Review	Worked at VES on Maintenance request, inspecting what needs to be repaired and list of materials

2/9/2015 3:00 PM	60	BCHS	Kitchen	Other (Provide Description), Plumbing/Sewer	Prepared for Duncans Septic Service to repump grease trap at kitchen to remove all debree that was blown loose from high pressure cleaning by MPW, removed floor drain lids and cleanout lids to run hot water through lines while being pumped.
2/9/2015 4:00 PM	90	BCHS	Kitchen	Meeting - Others, Plumbing/Sewer	Met and worked with Scott Duncan to pump and clean tank and lines also to poured grease inhibitor in lines and tank
Start : 2/10/2015 (6)					
2/10/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/10/2015 8:30 AM	210	BCHS	Hallway, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs for repairs to shorted out wiring on light fixture in main hallway BCHS, also they brought bucket truck for repairs to outside night lighting
2/10/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/10/2015 12:30 PM	210	VES	Classroom, Grounds, Hallway, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs at VES with bucket truck to install new flagpole ropes, clips and flags, also for repairs to emergency lighting in hallway, recepticals in classroom
2/10/2015 4:00 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC
2/10/2015 4:30 PM	30	BCHS	Office	Meeting - Others	Meeting with Mr. Ryder
Start : 2/11/2015 (1)					
2/11/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave
Start : 2/12/2015 (4)					
2/12/2015 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/12/2015 9:00 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
2/12/2015 10:00 AM	300	BCHS	Boiler Room, Kitchen	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler for startup of boiler #3 after section was installed, checked for proper function and operation, also hooked wiring and duct work into Bard Unit, so I can finish window opening
2/12/2015 3:00 PM	120	BCHS	Kitchen	Other (Provide Description)	Added studing around duct work, insulated, and installing sheetrock over opening for Bard Unit, kitchen at BCHS
Start : 2/13/2015 (8)					
2/13/2015 8:00 AM	30	BCHS	Grounds	Meeting - Staff	Met with dayshift custodian to check for areas to put icemelt down
2/13/2015 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check

2/13/2015 9:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC.
2/13/2015 9:30 AM	150	BCHS	Office	Meeting - Staff	Met with Mr. Lancaster to work on new phone situation, also worked on maintenance request setting up some new information
2/13/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/13/2015 12:30 PM	30	BCHS	Office	HVAC	Checked Tracer Summit on PC for proper operation, also checked Metsays for VES and MES
2/13/2015 1:00 PM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and discussed some other budget items
2/13/2015 2:00 PM	150	BCHS	Kitchen	Other (Provide Description)	Worked on window around Bard Unit in kitchen, finished installing sheetrock, tape, and mud 1st coat
Start : 2/16/2015 (7)					
2/16/2015 8:00 AM	60	BusGar	Parking Lot	Other (Provide Description)	Went to bus garage parking lot, installed plow on truck, adjusted headlights and checked for proper operation
2/16/2015 9:00 AM	30	BCHS	Grounds	Other (Provide Description)	Plowed snow around BCHS
2/16/2015 9:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/16/2015 10:00 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
2/16/2015 10:30 AM	60	BCHS	Road	Other (Provide Description)	Snow removal
2/16/2015 11:30 AM	90	SAB	Parking Lot, Road	Other (Provide Description)	Snow removal
2/16/2015 1:00 PM	180	BCHS	Other (Add to Description)	Leave - Administrative	Everyone sent home due to inclement weather
Start : 2/17/2015 (3)					
2/17/2015 7:30 AM	120	SAB	Parking Lot, Road	Other (Provide Description)	Snow removal
2/17/2015 9:30 AM	90	SAB	Hallway	HVAC	Repairs to HVAC leak at SAB
2/17/2015 11:00 AM	330	BCHS	Parking Lot, Road	Other (Provide Description)	Snow removal road and parking lot
Start : 2/18/2015 (7)					
2/18/2015 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/18/2015 9:00 AM	60	BCHS	Boiler Room, Closet, Office, Shop	Email, Inventory, Maintenance Request Review, Phone call - Others, Purchase Orders	Worked in office on PC. Checked inventory for supplies and ice melt
2/18/2015 10:00 AM	60	BCHS	Kitchen	HVAC, Other (Provide Description)	Worked on opening around Bard unit at BCHS kitchen
2/18/2015 11:00 AM	60	BCHS	Gymnasium, Other (Add to Description)	Electrical, Other (Provide Description)	Worked on lift, not charging, cleaned contacts plugged in to see if it will charge, may need new battery, need to get up to air handlers in new gym to reset freeze stats
2/18/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break


2/18/2015 12:30 PM	30	BCHS	Gymnasium	Electrical, Other (Provide Description)	Checked lift, battery seems to be charging, will check in the morning to see if it is fully charged
2/18/2015 1:00 PM	180	Other (Describe)	Road	Other (Provide Description)	Cleaned bus turn arounds at Mt Grove Area, Rt. 600, Rt. 601 and church rd.
Start : 2/19/2015 (6)					
2/19/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/19/2015 8:30 AM	60	BCHS	Office	Email, Inventory, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, inventory, and purchase orders
2/19/2015 9:30 AM	150	BCHS	Boiler Room, Classroom, Gymnasium, Hallway, Kitchen, Office, Shop	HVAC	Worked on HVAC various locations, reset temps on rooms and hallways
2/19/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/19/2015 12:30 PM	60	BCHS	Kitchen	Other (Provide Description)	Worked on Bard Unit opening at BCHS kitchen
2/19/2015 1:30 PM	150	BCHS	Boiler Room, Closet, Shop	Electrical	Repairs to lighting in shops, boiler rooms, science wing electrical room
Start : 2/20/2015 (4)					
2/20/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/20/2015 8:30 AM	90	VES	Boiler Room	HVAC	Received call from custodian at VES, leak in boiler room, inspected and found frozen busted waterline that feeds boiler when needed, called Valley Boiler to get tech on the way
2/20/2015 10:00 AM	120	BCHS	Classroom, Gymnasium, Hallway	HVAC	Worked on various HVAC units at BCHS, belts filters and settings
2/20/2015 12:00 PM	270	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler to repair and replace parts that were froze and busted
Start : 2/22/2015 (1)					
2/22/2015 11:00 AM	420	BCHS	Grounds, Parking Lot, Road	Other (Provide Description)	Snow removal at BCHS road, parking lot, fuel dock.
Start : 2/23/2015 (2)					
2/23/2015 8:00 AM	420	SAB	Grounds, Parking Lot, Road	Other (Provide Description)	Snow removal at SAB, BCHS, VES
2/23/2015 3:00 PM	120	Other (Describe)	Road, Other (Add to Description)	Other (Provide Description)	Cleaned bus turnarounds on Rt.600, Rt601 and MT. Valley Rd.
Start : 2/24/2015 (8)					
2/24/2015 7:00 AM	60	BCHS	Grounds, Parking Lot, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met with custodians to check sidewalks, parking lot, and roads for any more snow and ice buildup
2/24/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/24/2015 8:30 AM	90	BCHS	Office	Email, Inventory, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, inventory, maintenance request, logs, purchase orders, phone messages and calls

2/24/2015 10:00 AM	90	VES	Boiler Room, Kitchen, Other (Add to Description)	Meeting - Others, Other (Provide Description)	Met and worked with James of Radford Mech. for repairs to HVAC, also gathered information off fan motor on heat unit in boiler room to order fan motor
2/24/2015 11:30 AM	30	BCHS	Office	HVAC, Phone call - Others	Phone conversation with Valley Boiler about fan motor
2/24/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/24/2015 12:30 PM	60	BCHS	Shop	Meeting - Others	Met with Oliver Dist. delivery truck to unload 30 bags icemelt and 20 bags rocksalt for spreader
2/24/2015 1:30 PM	90	Other (Describe)	Other (Add to Description)	Meeting - Others	Left to attend MDT Meeting

Start : 2/25/2015 (9)

2/25/2015 7:30 AM	90	Other (Describe)	Road	Other (Provide Description)	Cleaned bus turn around at Lake Moomaw Rd. Tracie Reeds Rd. Bus turns around there in the evening
2/25/2015 9:00 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/25/2015 10:00 AM	30	BCHS	Office	Meeting - Staff, Phone System	Met with Mr. Lancaster to check out problems with cell phone
2/25/2015 10:30 AM	90	VES	Boiler Room	Electrical, HVAC	Went to VES to install fan motor on heater unit in boiler room.
2/25/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/25/2015 12:30 PM	120	BCHS	Road	Other (Provide Description)	Cut snow out of turn at football field, carried down the road and put over hill.
2/25/2015 2:30 PM	30	BCHS	Kitchen	Other (Provide Description)	Put last coat of mud on sheetrock at Bard unit opening
2/25/2015 3:00 PM	30	BCHS	Shop	Other (Provide Description)	Aired tires up on maintenance truck.
2/25/2015 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC

Start : 2/27/2015 (1)

2/27/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave 
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