



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 5/6/2015 (1)					
5/6/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 5/7/2015 (1)					
5/7/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 5/8/2015 (1)					
5/8/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 5/11/2015 (9)					
5/11/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/11/2015 8:30 AM	90	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe and Mr. Fields to be brought up to date on projects
5/11/2015 10:00 AM	90	SAB	Office	Meeting - Staff	Met with Mrs. Hirsh and Justin Rider to discuss things that have been done and what needs to be done, also met with Justin separately to discuss budget items
5/11/2015 11:30 AM	60	BCHS	Other (Add to Description)	HVAC, Maintenance Request Review	Worked on Maintenance request, no air in science wing, found chilled water pump not working, replace 4 J coupler between motor and pump shaft
5/11/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/11/2015 1:00 PM	60	BCHS	Other (Add to Description)	HVAC	Started chilled water pump in science wing chiller still not coming on line, checked timer control found it was out from power outage reset control.
5/11/2015 2:00 PM	90	BCHS	Other (Add to Description)	HVAC	After resetting controls system still not coming on line, found compressor that controls system was not functioning, trouble shot it and found compressor motor bad, ordering new motor
5/11/2015 3:30 PM	60	BCHS	Hallway, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Bad storm came through had a very bad roof leak in Mertz hall stairwell, worked with custodian to clean up mess and water
5/11/2015 4:30 PM	30	BCHS	Office	Email, Phone call - Others	Worked in office on PC, phone messages, calls
Start : 5/12/2015 (6)					
5/12/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/12/2015 8:30 AM	180	BCHS		HVAC	Hooked up temporary air compressor to system in Science wing to get air

			Classroom, Hallway, Other (Add to Description)		on untill motor arrives, also checked 4 classrooms that this feeds for function, reset cafeteria units to cool cafeteria
5/12/2015 11:30 AM	30	BCHS	Boiler Room	Meeting - Others	Received and unloaded supply order
5/12/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/12/2015 12:30 PM	240	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met with Josh Hampton of Fire Safety Products to remove fire extinguishers that needed to go in for service, installed temporary loaners untill ours come back
5/12/2015 4:30 PM	30	BCHS	Grounds, Office	Email, Fuel Tank Measurement, Phone call - Others, Phone call - Staff	Fuel tank measurement, worked in office, on PC, e-mails, phone messages and calls
Start : 5/13/2015 (6)					
5/13/2015 8:00 AM	60	BCHS	Boiler Room, Other (Add to Description)	HVAC	Daily Boiler Chiller Check and Checked science wing system to be sure temporary compressor was functioning properly
5/13/2015 9:00 AM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
5/13/2015 10:30 AM	90	BCHS	Boiler Room, Closet, Grounds, Shop	Fuel Tank Measurement, Inventory	Measured heating oil tank, will not hold tanker load yet, inventory of stock for summer stripping and waxing, and other supplies
5/13/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/13/2015 12:30 PM	120	BCHS	Office	Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC, phone calls researching for jobs and parts ordering, checking on prices for supplies
5/13/2015 2:30 PM	90	BCHS	Boiler Room, Closet	HVAC	Recieved new motor, came on Fed-X truck, installed new motor on compressor, not hooked up
Start : 5/14/2015 (5)					
5/14/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/14/2015 8:30 AM	90	BCHS	Boiler Room, Closet, Other (Add to Description)	HVAC	Met and worked with Jeff Shell of Carrier Corp. PM's on chillers and other repairs
5/14/2015 10:00 AM	120	BCHS	Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Colonial Roofing for leak at mertz stairwell
5/14/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/14/2015 12:30 PM	270	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp on PM's and repairs to chillers
Start : 5/15/2015 (4)					
5/15/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/15/2015 8:30 AM	210	BCHS	Boiler Room, Closet	Electrical, HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp. for PM's on chillers at BCHS, found problems at science wing and atrium area chillers
5/15/2015 12:00 PM	30	BCHS		Lunch	Lunch Break

5/15/2015 12:30 PM	270	BCHS	Boiler Room, Grounds	Electrical, HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp for work on chillers BCHS
Start : 5/18/2015 (4)					
5/18/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/18/2015 8:30 AM	120	BCHS	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp. for repairs to AC 01 for main office at BCHS
5/18/2015 10:30 AM	180	MES	Boiler Room, Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp. for PM's on chillers at MES found contactors out on condensensing unit #2, ordered parts
5/18/2015 1:30 PM	210	VES	Boiler Room, Classroom	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp for repairs to Library unit not working, also found problems with computer lab unit will preform leak check on Wednesday, also found temps to be off on Metsays, reset temps in all rooms and locations
Start : 5/19/2015 (5)					
5/19/2015 8:00 AM	90	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, found main chiller had tripped out from bad weather day before
5/19/2015 9:30 AM	60	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist, delivery truck to recieve supplies
5/19/2015 10:30 AM	90	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, Phone messages, calls, E-Mails, parts ordering, purchase orders
5/19/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/19/2015 12:30 PM	270	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Josh Hampton of Fire Saftey Products to place serviced fire extinguishers back in places and remove loaner ones back out, all around BCHS
Start : 5/20/2015 (7)					
5/20/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/20/2015 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, phone calls, E-Mails, logs and purchase orders
5/20/2015 9:30 AM	180	VES	Boiler Room, Classroom, Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp. to leak check Tech. Lab at VES, found no leak, charged system and checked for operation
5/20/2015 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
5/20/2015 1:00 PM	150	VES	Classroom	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp on units in building not functioning properly, actuator in rooms 302, 308, adjustment to metsays on other rooms.
5/20/2015 3:30 PM	60	BCHS	Grounds, Other (Add to Description)	Meeting - Others	Meeting with Jerry Rexrode Masonry about cutting holes in wall at auditorium for Bard Units, also to go over Engineer"s report on cracks in building for repairs
5/20/2015 4:30 PM	60	BCHS	Boiler Room	HVAC	

Met and worked with Jeff Shell of Carrier Corp. to check lg. chiller that had tripped out day before.

☰ **Start : 5/21/2015 (4)**

5/21/2015 8:00 AM	270	VES	Classroom, Hallway	HVAC, Other (Provide Description)	Repairs to HVAC classroom unit over heating, repairs to door lock and panic bar from gymnasium office, panic bar internal parts worn out, need to replace
5/21/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/21/2015 1:00 PM	90	BCHS	Grounds, Parking Lot	Electrical, Other (Provide Description)	Received call that gas pump at fuel dock not working, checked electrical connections, breaker and wiring found nothing, tore into pump motor, off-on switch is bad, Trans Supervisor ordering repair from Whiting Jamison
5/21/2015 2:30 PM	90	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

☰ **Start : 5/22/2015 (6)**

5/22/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/22/2015 8:30 AM	30	BCHS	Office	Meeting - Others	Meeting with Mrs. Rowe and Will Fields
5/22/2015 9:00 AM	60	BCHS	Grounds, Parking Lot	Electrical, Meeting - Others	Meeting with Mr. Lancaster and Rep from MGW about Fiberoptic lines
5/22/2015 10:00 AM	120	VES	Boiler Room, Classroom, Office, Other (Add to Description)	HVAC	Checked main chiller and reset classroom temps
5/22/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/22/2015 12:30 PM	210	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up parts ordered at State Elec. Supply, Fisher Auto Parts and Oliver Dist.


☰ **Start : 5/25/2015 (1)**






5/25/2015 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Memorial Holiday
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☰ **Start : 5/26/2015 (11)**

5/26/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/26/2015 8:30 AM	30	BCHS	Shop	Other (Provide Description)	Checked out air hose problem in auto shop, picking up parts to repair
5/26/2015 9:00 AM	30	BCHS	Hallway	HVAC	Installed belt on airhandler for band room at BCHS
5/26/2015 9:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Purchase Orders	Worked in office on PC, E-Mails, Logs, purchase orders, phone messages, and calls
5/26/2015 10:30 AM	30	BCHS	Boiler Room, Office	Fuel Tank Measurement, Parts Ordering	Fuel tank measurement and ordering fuel
5/26/2015 11:00 AM	60	BCHS	Shop	Other (Provide Description)	Picked up parts and repaired airlines in Auto Shop
5/26/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

5/26/2015 12:30 PM	60	BCHS	Classroom	HVAC	Repairs to HVAC in Dabney Lab where SOL testing is happening
5/26/2015 1:30 PM	120	BCHS	Hallway	Plumbing/Sewer, Water line	Attempted to repair water fountain in lower atrium, found bubbler is broke off at top of fountain, ordering parts to replace
5/26/2015 3:30 PM	30	BCHS	Office	Parts Ordering, Water line	Researching and ordering parts for water fountain
5/26/2015 4:00 PM	30	BCHS	Grounds	Fuel Tank Measurement	Fuel tank measurements and ordered heating oil
Start : 5/27/2015 (7)					
5/27/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
5/27/2015 8:30 AM	60	BCHS	Boiler Room, Classroom, Hallway	HVAC	Checked out HVAC in atrium area not functioning properly, reset controls 
5/27/2015 9:30 AM	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, parts ordering, and purchase orders 
5/27/2015 10:30 AM	60	BCHS	Shop	HVAC, Meeting - Others	Met and worked with James of Radford Mech. to unhook old dust collector to be replaced 
5/27/2015 11:30 AM	180	VES	Grounds	Meeting - Others	Meeting with Mr. Lancaster and Troy Humphries of Humphries Tree Service to discuss tree trimming and/or removal at VES and BCHS (safety audit) 
5/27/2015 2:30 PM	30	BCHS	Grounds	Meeting - Others	Meeting with Buggs Phillips of PSA for locations of water, sewer, and other lines for fiber optic installation 
5/27/2015 3:00 PM	60	BCHS	Shop	HVAC, Other (Provide Description)	Met with James, of Radford Mech. finishing up unhooking old dust collector for installation of new one 
Start : 5/28/2015 (8)					
5/28/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
5/28/2015 8:30 AM	30	BCHS	Office	Email, Other (Provide Description), Purchase Orders	Worked in office on PC, purchase orders and E-Mails 
5/28/2015 9:00 AM	150	BCHS	Shop	HVAC, Meeting - Others	Met and worked with James of Radford Mech to remove old dust collector and install new one at carpentry shop 
5/28/2015 11:30 AM	30	SAB	Office	Meeting - Staff	Meeting with Business Manager at SAB 
5/28/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
5/28/2015 12:30 PM	30	SAB	Office	Meeting - Staff	Meeting with Business Manager 
5/28/2015 1:00 PM	120	BCHS	Boiler Room, Grounds	Fuel Reports, Fuel Tank Measurement, Meeting - Others, Other (Provide Description)	Met and recieved tanker load of heating oil 
5/28/2015 3:00 PM	90	BCHS	Classroom, Hallway	HVAC, Other (Provide Description)	Repairs to Tracer Summit system, failed communications, spoke with Jimmy of Trane, he will be here tomorrow to check 

 **Start : 5/29/2015** (5)

5/29/2015 8:00 AM	30	BCHS	Office	HVAC	Daily Boiler Chiller Check 
5/29/2015 8:30 AM	30	BCHS	Parking Lot	Meeting - Staff, Other (Provide Description)	Met and worked with Transportation Director at gas pump not working 
5/29/2015 9:00 AM	90	VES	Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Kevin Barnett, of IPI for quarterly sprinkler inspection 
5/29/2015 10:30 AM	150	BCHS	Boiler Room, Classroom, Closet, Other (Add to Description)	Meeting - Others	Met and worked with Kevin Barnett, of IPI for quarterly sprinkler inspection 
5/29/2015 1:00 PM	150	MES	Boiler Room, Closet, Hallway, Kitchen, Shop	Meeting - Others, Other (Provide Description)	Met and worked with Kevin Barnett, of IPI for quarterly sprinkler inspection 

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