



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 6/17/2015 (7)</b>					
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
<b>Start : 6/18/2015 (7)</b>					
6/18/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/18/2015 8:00 AM	90	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 closeout items
6/18/2015 9:30 AM	150	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Covington to pickup Hydraulic oil for JD Tractors, pickup belts at Fisher Auto fo rAHU's, also to get estimate on maintenance truck
6/18/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/18/2015 12:30 PM	60	VES	Parking Lot, Other (Add to Description)	Meeting - Others, Other (Provide Description)	Dropped off hyd. oil to custodian at VES, also met with Rexrode Masonary work in progress
6/18/2015 1:30 PM	120	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh, also meeting with Business Manager with estimate on truck and closeout maintenance budget
6/18/2015 3:30 PM	120	BCHS	Classroom, Hallway, Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodians to move furniture from rooms and other areas
<b>Start : 6/22/2015 (8)</b>					
6/22/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/22/2015 8:00 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC
6/22/2015 8:30 AM	90	BCHS	Hallway		

				Other (Provide Description), Water line	Repairs to water fountain in lower atrium, removed and installed new bubbler valve
6/22/2015 10:00 AM	60	BCHS	Grounds	Electrical, Meeting - Others	Met with Jim, of H&M Electric for Bard unit electrical, disconnect hookup, mount on wall
6/22/2015 11:00 AM	60	BCHS	Classroom, Hallway	Other (Provide Description)	Gathered up tools, cart, new ceiling tiles, to replace stained and broken tiles in various locations
6/22/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/22/2015 12:30 PM	180	BCHS	Classroom, Hallway, Other (Add to Description)	Other (Provide Description)	Replaced ceiling tiles in various locations, BCHS
6/22/2015 3:30 PM	120	BCHS	Closet, Office	HVAC, Meeting - Others	Met with Mr. Lancaster, he said server room was still warm, checked on tracer summit program showed air valve was 100% open, checked VV30 found acuator was lose from air valve shaft, reset valve and tightened set screws

**Start : 6/23/2015 (9)**

6/23/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/23/2015 8:00 AM	30	BCHS	Classroom, Hallway	Meeting - Staff	Meeting with custodians to check room finish on floors
6/23/2015 8:30 AM	30	BCHS	Office	Email, Logs, Parts Pickup, Phone call - Others	Worked in office on PC
6/23/2015 9:00 AM	30	BCHS	Shop	Meeting - Staff	Met with custodian from VES at BCHS to search for parts for lawn tractor deck
6/23/2015 9:30 AM	150	VES	Classroom	HVAC	HVAC repairs at VES room 301, found both motors bad, reset temps in room 114, checked 115 found unit off
6/23/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/23/2015 12:30 PM	60	VES	Classroom	HVAC	Hvac repairs, closed unit back up in room 301, can't order any parts untill 7/01/15
6/23/2015 1:30 PM	120	VES	Classroom, Hallway	Meeting - Others, Other (Provide Description)	Worked with custodians moving furniture back in classrooms
6/23/2015 3:30 PM	120	BCHS	Classroom, Hallway	Electrical, Other (Provide Description)	Repairs to lights in classrooms mertz section and hallway

**Start : 6/24/2015 (8)**

6/24/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/24/2015 8:00 AM	180	BCHS	Classroom, Hallway	HVAC	Cleaned, washed, vaccumed, install new filters in HVAC units upper Mertz floor, classrooms and hallway
6/24/2015 11:00 AM	60	BCHS	Classroom	Electrical, HVAC	Replaced start stop switch on HVAC unit in room A134
6/24/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/24/2015 12:30 PM	60	BCHS	Hallway, Other (Add to Description)	Electrical	Worked on lights in Mertz elevator, nonrepairable, need to replace light fixtures, can't buy untill 7/01/15
6/24/2015 1:30 PM	60	BCHS	Office	Phone call - Others, Phone call - Staff	Phone conversations with Town and Country Carpet, Ms. Coffman, Mrs. Hirsh and Mrs. Hicklin about carpet install dates

6/24/2015 2:30 PM	150	BCHS	Classroom, Hallway	HVAC	Cleaned, washed, vaccumed, install new filters in HVAC units upper Mertz classrooms and hallway
6/24/2015 5:00 PM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC
<b>Start : 6/25/2015 (9)</b>					
6/25/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/25/2015 8:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe and then custodians
6/25/2015 9:00 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC
6/25/2015 9:30 AM	60	BCHS	Hallway	Meeting - Others, Other (Provide Description)	Met with Mr. Lancaster, Shannon, and Tony at lower Atrium Area with a ladder to retrieve rolled up fiber optic wire from ceiling, to get size and numbers off it
6/25/2015 10:30 AM	150	VES	Classroom	HVAC, Meeting - Staff	Went to VES to 3 AHU units in classrooms, checked Metsays program, reset temps in 2 classrooms found sensor bad in room 116
6/25/2015 1:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/25/2015 1:30 PM	60	BCHS	Other (Add to Description)	HVAC, Water line	Checked out water leak reported to me by custodian on old stage, heated water line bleed valve leaking
6/25/2015 2:30 PM	120	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians moving furniture in and out of classrooms
6/25/2015 4:30 PM	60	BCHS	Boiler Room, Gymnasium, Hallway, Kitchen, Locker Room, Other (Add to Description)	Other (Provide Description)	Checked building to be sure everything is locked up for weekend
<b>Start : 6/29/2015 (3)</b>					
6/29/2015 7:30 AM	540	VES	Classroom, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with custodians at VES moving furniture from classrooms for carpet cleaning, floor stripping and waxing
6/29/2015 4:30 PM	30	BCHS	Hallway, Other (Add to Description)	HVAC	Checked 2 AHU's in atrium area
6/29/2015 5:00 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC, did not have comm. on system contacted Tech Administrator about problem.
<b>Start : 6/30/2015 (8)</b>					
6/30/2015 7:30 AM	150	BCHS	Classroom	Meeting - Staff, Other (Provide Description)	Met and worked with custodians to move furniture out for carpet cleaning, floor stripping and waxing, BCHS
6/30/2015 10:00 AM	60	SAB	Office	HVAC	Repairs to HVAC at SAB upstairs AHU
6/30/2015 11:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC.
6/30/2015 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/30/2015 12:00 PM	60	BCHS	Office	Phone call - Others	Worked in office, phone calls to others about setting up dates and times for things to be done
6/30/2015 1:00 PM	90	BCHS	Boiler Room	Electrical, HVAC	

					Power outage, reset HVAC systems to get back on line
6/30/2015 2:30 PM	60	BCHS	Parking Lot	Meeting - Others	Met with contractor at BCHS parking lot installing Fiber Optic Line, across parking lot
6/30/2015 3:30 PM	120	BCHS	Classroom, Hallway	Meeting - Staff	Met with custodians to move furniture back into rooms that were done
<b>Start : 7/1/2015 (5)</b>					
7/1/2015 7:30 AM	90	MES	Hallway	Other (Provide Description)	Went to MES to gather information off doors for Skyline Door and Hardware
7/1/2015 9:00 AM	120	VES	Classroom, Hallway	Meeting - Staff	Met with custodians at VES to move furniture back in rooms and move out bandroom
7/1/2015 11:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC
7/1/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/1/2015 12:30 PM	300	BCHS	Grounds	HVAC	Cleaned grass and debris from condensing units at boiler rooms
<b>Start : 7/2/2015 (6)</b>					
7/2/2015 7:30 AM	60	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at BCHS moving furniture back
7/2/2015 8:30 AM	270	BCHS	Classroom, Hallway	HVAC	Vacuumed, cleaned, swept, and washed AHU's in lower Mertz
7/2/2015 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/2/2015 1:30 PM	60	SAB	Office	Meeting - Staff	Met and worked with custodians at SAB to pick up computers to take to BCHS, also moved credenza from downstairs to upstairs, delivered computers to BCHS
7/2/2015 2:30 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC, also filed paperwork
7/2/2015 3:30 PM	60	BCHS	Hallway	HVAC	Repairs to HVAC unit in atrium area, new belt and filters
<b>Start : 7/6/2015 (1)</b>					
7/6/2015 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 7/7/2015 (1)</b>					
7/7/2015 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 7/8/2015 (1)</b>					
7/8/2015 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 7/9/2015 (1)</b>					
7/9/2015 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 7/13/2015 (3)</b>					
7/13/2015 7:00 AM	150	BCHS		HVAC, Phone call - Others	Daily Chiller Check, found air system down, inspected and found leak on

			Boiler Room, Other (Add to Description)		stage from air bleeder valve, leaked down on MP581 control panel and shorted out, contacted Jimmy, with Trane Corp to check it out, he will be here Tuesday Morning
7/13/2015 9:30 AM	150	MES	Grounds, Hallway	Meeting - Others	Met with Skyline Door and Hardware for repairs and installation of parts at MES
7/13/2015 12:00 PM	300	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
<b>Start : 7/14/2015 (5)</b>					
7/14/2015 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/14/2015 7:30 AM	150	BCHS	Boiler Room, Other (Add to Description)	HVAC	Met with Jimmy of Trane Corp to check MP581 on stage, Jimmy ordering new circuit board
7/14/2015 10:00 AM	150	BCHS	Shop	Other (Provide Description)	Repairs to 1025 JD mower, deck removal, blade removal and sharpening, reinstalled
7/14/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/14/2015 1:00 PM	240	BCHS	Closet, Other (Add to Description)	Electrical, HVAC	Repairs to HVAC in science wing at BCHS, found wiring burnt up on contactor, replaced wiring and plug ends
<b>Start : 7/15/2015 (5)</b>					
7/15/2015 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/15/2015 7:30 AM	270	BCHS	Boiler Room, Closet, Other (Add to Description)	Other (Provide Description), Parts Pickup	Took inventory, made parts list went to Covington to pick up bulbs at St.Elec.Supply, blades for 1025 mower at Dawn Equip. and cleaners for custodians at Oliver Dist
7/15/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/15/2015 12:30 PM	120	VES	Classroom	HVAC	Went to VES to check HVAC chiller and classroom unit in room 304, found 2 fan motors out , checked start capacitors and found motors are burnt up.
7/15/2015 2:30 PM	150	BCHS	Shop	Electrical, Meeting - Others	Meeting with H&M Elec. tech to look at hooking up hammer mill and pellet mill in carpentry shop, size of elec hookup parts list and power in
<b>Start : 7/16/2015 (1)</b>					
7/16/2015 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
<b>Start : 7/20/2015 (4)</b>					
7/20/2015 7:00 AM	150	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
7/20/2015 9:30 AM	300	BCHS	Boiler Room	HVAC	Recieved alarms on tracer summit, chiller off on low temp alarms, came in to inspect problem, also worked in office on PC, phone calls, purchase orders and logs
7/20/2015 2:30 PM	60	BCHS	Shop	Electrical, Meeting - Others	Met with H&M Elec Tech about problems with hooking up hammer mill and pellet mill
7/20/2015 3:30 PM	90	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
<b>Start : 7/21/2015 (7)</b>					

7/21/2015 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/21/2015 7:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone messages, calls, parts ordering, and logs
7/21/2015 8:30 AM	60	BCHS	Boiler Room, Classroom, Shop	HVAC, Meeting - Others	Meeting with Radford Mech about problems with HVAC and dust collector
7/21/2015 9:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Rich Light of Skyline Door about work in progress
7/21/2015 10:00 AM	30	BCHS	Office	HVAC, Phone call - Others	Phone conversation with Gene of Valley Boiler about installation of bard units
7/21/2015 10:30 AM	90	BCHS	Hallway	Electrical, Meeting - Others	Met with H&M Elec Tech to replace fixtures and parts on lights in elevator at Mertz section
7/21/2015 12:00 PM	300	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
<b>Start : 7/22/2015 (1)</b>					
7/22/2015 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
<b>Start : 7/23/2015 (8)</b>					
7/23/2015 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
7/23/2015 7:30 AM	60	BCHS	Classroom, Hallway	Meeting - Staff	Met with custodians to see where we are on floor finishing
7/23/2015 8:30 AM	210	BCHS	Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met with Jeff, of Valley Boiler for installation of bard units at auditorium and shop to move units
7/23/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/23/2015 12:30 PM	120	VES	Boiler Room	HVAC	Called to VES, air not working, checked chiller, found alarm off due to low water flow, reset 2 times and shut down, checked chilled water pump functioning properly, checked pressures all ok, contacted Jeff of Carrier Corp, he is coming
7/23/2015 2:30 PM	120	BCHS	Grounds, Shop, Other (Add to Description)	HVAC, Meeting - Others	Met back and worked with Jeff of Valley Boiler for installation of 3 bard units at auditorium
7/23/2015 4:30 PM	120	VES	Boiler Room	HVAC, Meeting - Others	Met with Jeff of Carrier Corp to check VES chiller, opened bypass valve and mechanical valve for more flow of water supply, found compressor low on freon, charged system with some 134a, system functioning, ordering flow switch and water tem sensor
7/23/2015 6:30 PM	30	BCHS	Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met back with Jeff of Valley Boiler, all 3 units in place, will be back tomorrow to wire units
<b>Start : 7/24/2015 (7)</b>					
7/24/2015 8:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone calls, messages, calls, logs and purchase orders
7/24/2015 8:30 AM	60	BCHS	Grounds	Other (Provide Description)	Cleaned up, removed brush and debris from area where we installed units
7/24/2015 9:30 AM	150	BCHS	Boiler Room, Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler for wiring of bard units and other hookups to units

7/24/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/24/2015 12:30 PM	60	BCHS	Grounds, Shop	Other (Provide Description)	Loaded and hauled trash from installation of bard units to dump.
7/24/2015 1:30 PM	120	BCHS	Shop	Other (Provide Description)	Empty tool box on maintenance truck, put in shop area, removed toolbox from truck for repairs to truck, also cleaned and washed maintenance truck
7/24/2015 3:30 PM	90	BCHS	Grounds	HVAC	Met back with Jeff of Valley Boiler to help pull thermostat wire's to inside walls
<b>Start : 7/27/2015 (7)</b>					
7/27/2015 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
7/27/2015 7:30 AM	120	BCHS	Classroom, Hallway, Office	Meeting - Staff, Other (Provide Description)	Met and worked with custodians to move furniture out of rooms for stripping and waxing
7/27/2015 9:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs purchase orders, supply orders
7/27/2015 10:30 AM	180	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts and bulbs from State Elec. Supply 
7/27/2015 1:30 PM	60	VES	Boiler Room	HVAC	Called to VES that chiller was down, tried to start system, would not start, waiting on flow switch to arrive to get chiller going. 
7/27/2015 2:30 PM	60	VES	Classroom, Kitchen	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for repairs to HVAC in kitchen and to remove 2 bad motors in classroom unit 
7/27/2015 3:30 PM	90	BCHS	Shop	Electrical, Meeting - Others	Met with H&M Elec. techs for power hookup for hammer mill and pellet machine 
<b>Start : 7/28/2015 (4)</b>					
7/28/2015 7:00 AM	300	VES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at VES to move furniture back and out of rooms for cleaning and carpet install 
7/28/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
7/28/2015 12:30 PM	210	BCHS	Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler to install duct work for bard units 
7/28/2015 4:00 PM	60	BCHS	Shop	Electrical, Meeting - Others	Met and worked with H&M Elec Techs to unpack and place hammer mill and pellet machine where it is going 
<b>Start : 7/29/2015 (5)</b>					
7/29/2015 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check 
7/29/2015 7:30 AM	60	BCHS	Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler installation of duct and braces for bard units in auditorium 
7/29/2015 8:30 AM	180	BCHS	Hallway	Meeting - Staff	Went to Bath Co. Bld. Supply picked up paint and wall patch for walls at science wing BCHS, patched holes and got walls ready for painting 
7/29/2015 11:30 AM	30	BCHS	Office	Email, Logs, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders 

7/29/2015 12:00 PM	300	Other (Describe)	Other (Add to Description)	Leave - Sick	<a href="#">Sick Leave</a> NEW
<b>Start : 7/30/2015 (6)</b>					
7/30/2015 7:00 AM	30	BCHS	Boiler Room	HVAC	<a href="#">Daily Chiller Check</a> NEW
7/30/2015 7:30 AM	60	BCHS	Hallway	Other (Provide Description)	<a href="#">Repatching walls in science wing for painting</a> NEW
7/30/2015 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	<a href="#">Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders</a> NEW
7/30/2015 9:00 AM	30	SAB	Office	Meeting - Staff	<a href="#">Went to SAB to deliver PO's to business manager and meeting with Mrs. Hirsh</a> NEW
7/30/2015 9:30 AM	90	VES	Classroom, Other (Add to Description)	HVAC, Meeting - Others	<a href="#">Met with James of Radford Mech. for repairs to HVAC</a> NEW
7/30/2015 11:00 AM	360	Other (Describe)	Other (Add to Description)	Leave - Sick	<a href="#">Sick Leave</a> NEW

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