



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 7/31/2015 (1)</b>					
7/31/2015 8:00 AM	540	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp. to install new parts on main chiller, water clean filter screens, leak check, check for proper operation, also found problems with Tech Lab unit, freon leak, ordering parts monday
<b>Start : 8/3/2015 (8)</b>					
8/3/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/3/2015 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Rexrode Masonary crew to install metal studing back around sheetrock wall for closing holes around bard units in auditorium
8/3/2015 9:30 AM	90	SAB	Hallway, Office	Electrical, Other (Provide Description)	Worked at SAB, checked light in hallway, installed new ballast on light fixture, also repaired desk in business manager's office
8/3/2015 11:00 AM	60	BCHS	Closet	HVAC	Checked HVAC in science wing area electrical room, problems with timer control
8/3/2015 12:00 PM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met with custodians from all 3 locations to feed them lunch, and to communicate about any problems they are having at thier school
8/3/2015 1:00 PM	90	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone messages, calls, parts ordering, making list of things to order, purchase orders.
8/3/2015 2:30 PM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Rexrodes men to unload, and carry sheet rock in for walls
8/3/2015 3:30 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Went through building making sure doors were locked back and closed up
<b>Start : 8/4/2015 (6)</b>					
8/4/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/4/2015 8:30 AM	60	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians, furniture moving
8/4/2015 9:30 AM	60	VES	Hallway	Other (Provide Description)	Called to VES to check door alarm, door bell is ringing all the time and secretary has no control to open automatic door latch, contacted Mr. Lancaster with problem, seems to be in computer system
8/4/2015 10:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Rexrode Masonary crew closing holes around bard units
8/4/2015 11:30 AM	60	BCHS	Office	Meeting - Others	Meeting with David Oliver of Oliver Dist.
8/4/2015 12:30 PM	240	BCHS	Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler for hookup of bard units, problems with unit #2, contacted Justin Pedderson with Air Mechanical, about problem

☰ **Start : 8/5/2015 (8)**

8/5/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/5/2015 8:30 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 researching supplies and parts
8/5/2015 9:30 AM	30	BCHS	Hallway	Meeting - Others	Met with Pepsi Co. to show them direction to take machine out and bring new one in
8/5/2015 10:00 AM	120	BCHS	Office	Other (Provide Description), Parts Ordering	School custodial supply ordering
8/5/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/5/2015 12:30 PM	150	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Dawn Equip. at Covington to pick up 2305 JD tractor that was there for repairs, returned to BCHS
8/5/2015 3:00 PM	30	BCHS	Other (Add to Description)	Meeting - Others	Met with Rexrode Masonary men to look at paint color to repaint patched areas
8/5/2015 3:30 PM	60	BCHS	Shop	Other (Provide Description)	Worked in carpentry shop assembling hammer mill and pellet machine, put in place along wall

☰ **Start : 8/6/2015 (6)**

8/6/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
8/6/2015 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Rexrode Masonary sheetrock mudders and paint crew at wall repair in auditorium around bard unit ducts
8/6/2015 9:30 AM	90	BCHS	Shop	Meeting - Others	Met with H&M Elec Tech at carpentry shop for hammer mill and pellet mill hookup, also showed them some other work and repairs that need to be done
8/6/2015 11:00 AM	60	VES	Classroom	Meeting - Others	Met with Town and Country workers at VES installing carpet and finish carpet cleaning
8/6/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/6/2015 12:30 PM	210	BCHS	Other (Add to Description)	HVAC	Met and worked with Jeff of Valley Boiler on bard units, I installed grills after paint dried

☰ **Start : 8/7/2015 (6)**

8/7/2015 8:00 AM	210	BCHS	Grounds	Meeting - Staff, Other (Provide Description)	met and worked with 2 custodians from BCHS and 3 from VES to weed eat push mow and ride mow at BCHS, along road, and fences
8/7/2015 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/7/2015 12:00 PM	120	BCHS	Gymnasium, Hallway, Locker Room	Meeting - Others	Met with Rich Light, and Richard Wilder of Skyline Door and Hardware about work to be done at BCHS
8/7/2015 2:00 PM	30	VES	Office	Meeting - Staff	Met with new principal at VES
8/7/2015 2:30 PM	90	VES	Gymnasium, Hallway, Other (Add to Description)	Meeting - Others	Met with Rich, and Richard, of Skyline Door and Hardware at VES to look at some door problems and repairs to be done lo
8/7/2015 4:00 PM	60	BCHS	Grounds	Other (Provide Description)	Back to BCHS to put mowers and weed eaters away, also checked building to be sure everything is locked up

☰ **Start : 8/10/2015 (5)**

8/10/2015 8:00 AM	180	VES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at VES moving the last of the furniture back into rooms and set up
8/10/2015 11:00 AM	60	BCHS	Grounds	Meeting - Staff	Weed eating around main building BCHS.
8/10/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/10/2015 12:30 PM	210	BCHS	Grounds	Meeting - Staff, Other (Provide Description)	Myself and Jody Shifflet weed eating all around main building
8/10/2015 4:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC, E-Mails, phone messages, calls, logs

☰ **Start : 8/11/2015 (2)**

8/11/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller check
8/11/2015 8:00 AM	540	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp on HVAC Chiller repairs at VES,

☰ **Start : 8/12/2015 (5)**

8/12/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/12/2015 8:00 AM	120	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp on problems with chiller at VES
8/12/2015 10:00 AM	90	VES	Closet, Other (Add to Description)	Meeting - Others	Met with Oliver Dist. to unload custodial supplies and put them away at VES
8/12/2015 11:30 AM	90	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Others	Met with Oliver Dist. to unload custodial supplies at BCHS and put away
8/12/2015 1:00 PM	270	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met back and worked with Jeff of Carrier Corp on repairs to chiller at VES

☰ **Start : 8/13/2015 (2)**

8/13/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/13/2015 8:00 AM	540	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy of Trane Corp. and Jeff of Carrier Corp to work out problems on lg chiller, false reading, switches, sensors,

☰ **Start : 8/14/2015 (4)**

8/14/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/14/2015 8:30 AM	90	MES	Boiler Room	HVAC	Met with Jeff of Carrier Corp to check problems with chiller at MES
8/14/2015 10:00 AM	120	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC at BCHS, science wing and upper atrium
8/14/2015 12:00 PM	240	BCHS	Other (Add to Description)	Leave - Personal, Meeting - Others	Personal leave for meetings




☰ **Start : 8/17/2015 (7)**

8/17/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Chiller Check
8/17/2015 8:30 AM	30	VES	Classroom	Meeting - Others	Met with Rexrode Masonary carpenters to install 4 cubbies in classrooms at VES, fasten to cinderblock walls
8/17/2015 9:00 AM	30	BCHS	Hallway	Meeting - Others	Met with Rexrode Masonary carpenters to show them some repairs to be done at BCHS
8/17/2015 9:30 AM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	

					Took Maintenance truck to Covington to drop off at Halsey's Body Shop for repairs
8/17/2015 11:00 AM	150	VES	Classroom	Inservice - Attendance, Lunch, Other (Provide Description)	Attended Inservice, lunch and meeting with custodians
8/17/2015 1:30 PM	90	BCHS	Grounds	Electrical, Meeting - Others	Met with H&M Elec Techs to inspect lighting problems at football field and lights on outside of building, they are going to bring large bucket truck to repair football field lights and high ones on building
8/17/2015 3:00 PM	120	BCHS	Boiler Room	HVAC	Started boilers, had to run in hand position, drive control out of order, waiting for parts to arrive, checked for proper operation
<b>Start : 8/18/2015 (9)</b>					
8/18/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/18/2015 8:30 AM	120	BCHS	Classroom, Hallway	Electrical	Repairs to lighting in upper atrium, band hallway, and bandroom
8/18/2015 10:30 AM	60	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC unit for bandroom and upper atrium
8/18/2015 11:30 AM	60	VES	Classroom	HVAC, Meeting - Others	Met with Radford Mech, at VES for installation of fan motors in room 302
8/18/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/18/2015 1:00 PM	90	Other (Describe)	Road	Other (Provide Description)	Recieved call from SAB to come get key for new caution lights at BCHS, set up timing controls and check for proper function
8/18/2015 2:30 PM	45	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jimmy, of Trane Corp for repairs to boiler control drive, parts had arrived
8/18/2015 3:15 PM	45	BCHS	Road	Electrical, Other (Provide Description)	Checked caution lighting to be sure they came on at correct time and went off at set time, afternoon setting
8/18/2015 4:00 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met back with Jimmy to finish installing parts and checking system for proper function
<b>Start : 8/19/2015 (10)</b>					
8/19/2015 7:30 AM	60	BCHS	Road	Electrical, Other (Provide Description)	Came in early to check for proper timing of caution lighting at BCHS, came on at 7:45 am went off at 8:00 am
8/19/2015 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/19/2015 9:00 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jeff of Valley Boiler for PM's on boiler system's at BCHS
8/19/2015 10:00 AM	90	BCHS	Boiler Room, Closet, Shop	Meeting - Staff	Met and worked with custodians loading trash from storage areas, closets, and boiler room, hauled to Hot Springs waste station
8/19/2015 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/19/2015 12:00 PM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jeff of Valley Boiler to let him in other boiler room for PM's on atrium area boiler and domestic water heaters
8/19/2015 1:00 PM	60	BCHS	Shop	Meeting - Staff	Met with Mr. Grubb to look at items for auction, and also items to be thrown away out of his shop area

8/19/2015 2:00 PM	60	BCHS	Shop	Meeting - Staff	Met with Mr. Shaver at auto shop to discuss and inspect items for auction and other items to be hauled off, cleaning up shop
8/19/2015 3:00 PM	60	BCHS	Office	Email, Other (Provide Description), Parts Ordering, Phone call - Others	Worked in office on PC
8/19/2015 4:00 PM	90	BCHS	Classroom	HVAC	Found water dripping in ceiling of Mrs. Houghs room, found drain on HVAC unit stopped up, gathered up air tank and nozzle to blow line free of stopage, cleaned up water and checked to be sure clogg was free
<b>Start : 8/20/2015 (7)</b>					
8/20/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/20/2015 8:30 AM	60	BCHS	Grounds	Electrical, Meeting - Others	Met with H&M Elec. with boom truck for lighting repairs
8/20/2015 9:30 AM	150	BCHS	Classroom, Hallway	Electrical, HVAC, Meeting - Staff	Met and worked with custodian to clean air intake and discharge difusers in atrium area, also changed light bulb and repaired lights in back band room hallway
8/20/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/20/2015 12:30 PM	60	BCHS	Classroom, Hallway	HVAC	Worked on HVAC unit in upper atrium that feeds bandroom
8/20/2015 1:30 PM	60	BCHS	Office	Electrical, Meeting - Others	Met with H&M Elec. Techs, rained out working on football field lights, they will be back on Tuesday to finish up
8/20/2015 2:30 PM	120	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy Hooker, installing parts on heating system controls and also discuss new way to get into Tracer Summit system so he could do away with it on the server
<b>Start : 8/21/2015 (6)</b>					
8/21/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/21/2015 8:00 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, Iphone messages, calls, logs and purchase orders
8/21/2015 10:00 AM	120	BCHS	Shop	Meeting - Staff	Met with Mrs. Rowe, Sgt. Nicks, and Mr. Shaver for inventory of Auto Shop.
8/21/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/21/2015 12:30 PM	60	BCHS	Shop	Meeting - Staff	Continued inventory of Auto Shop.
8/21/2015 1:30 PM	150	BCHS	Other (Add to Description)	Leave - Personal, Meeting - Others	Personal leave for meetings
<b>Start : 8/24/2015 (7)</b>					
8/24/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/24/2015 8:30 AM	60	BCHS	Shop	Meeting - Staff	Met with custodians at auto shop to move misc. items for auction, authorized by Mrs. Rowe
8/24/2015 9:30 AM	60	BCHS	Shop	Other (Provide Description)	Cleaned school car 2012 blue Impala
8/24/2015 10:30 AM	60	BCHS	Gymnasium, Hallway	Meeting - Others	Met with Skyline Door and Hardware Techs to look at the other doors on list of repairs, unlock areas for them to get in.

8/24/2015 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/24/2015 12:00 PM	210	VES	Classroom, Kitchen	HVAC, Meeting - Staff	Worked on 4 HVAC units, room 204, 306, library, room 114, unstopped drain, also met with Mrs. Shifflet at kitchen to inspect walkin freezer door not latching properly
8/24/2015 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase order
<b>Start : 8/25/2015 (8)</b>					
8/25/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
8/25/2015 8:30 AM	30	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
8/25/2015 9:00 AM	60	BCHS	Other (Add to Description)	HVAC, Meeting - Others	Met with Jeff, of Valley Boiler to check Bard unit at auditorium 
8/25/2015 10:00 AM	60	BCHS	Shop	Meeting - Others	Met with delivery truck, unloaded put away supplies 
8/25/2015 11:00 AM	60	VES	Boiler Room, Classroom, Kitchen	HVAC	Repairs to HVAC at VES, kitchen, Library and classroom 
8/25/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 
8/25/2015 12:30 PM	90	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler for repairs to boiler #1 at BCHS 
8/25/2015 2:00 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Had custodian take me to Covington to pick up maintenance truck, also went to State Elec. Supply to pick up bulbs and other items that were ordered, also at oliver Dist. Brought supplies back to BCHS and unloaded 
<b>Start : 8/26/2015 (4)</b>					
8/26/2015 7:30 AM	270	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler to remove leaking pump, frame and motor from boiler room, have new one on hand to install 
8/26/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break 
8/26/2015 12:30 PM	210	VES	Boiler Room	HVAC, Meeting - Others	Worked with Jeff, removing old pump, frame and motor out of boiler room 
8/26/2015 4:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders, Reports	Worked in office on PC 
<b>Start : 8/27/2015 (7)</b>					
8/27/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
8/27/2015 8:30 AM	90	Other (Describe)	Kitchen	Meeting - Staff	Moved frozen foods back to VES kitchen freezer from BCHS freezer 
8/27/2015 10:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 
8/27/2015 10:30 AM	30	BCHS	Boiler Room	Meeting - Others	Meeting with Whiting Jamison Oil Co. Rep. to show new Trucking Co. tanker drop is and how to get to this area 

8/27/2015 11:00 AM	60 SAB	Office	Meeting - Staff	<a href="#">Meeting with Business Manager and delivered PO's</a>  NEW
8/27/2015 12:00 PM	30 BCHS	Other (Add to Description)	Lunch	<a href="#">Lunch Break</a>  NEW
8/27/2015 12:30 PM	150 BCHS	Boiler Room	Other (Provide Description)	<a href="#">Installed ladder rack and tool box back on maintenance truck, loaded tools back into box</a>  NEW

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