



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
[-] Start : 8/25/2015 (6)					
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, 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
[-] Start : 8/26/2015 (4)					
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
[-] Start : 8/27/2015 (8)					
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	Meeting with Business Manager and delivered PO's
8/27/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

8/27/2015 12:30 PM	150	BCHS	Boiler Room	Other (Provide Description)	Installed ladder rack and tool box back on maintenance truck, loaded tools back into box
8/27/2015 3:00 PM	60	BCHS	Boiler Room, Closet	Meeting - Staff	Worked with evening shift custodian carrying and stocking supplies in custodial closets
Start : 8/28/2015 (8)					
8/28/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/28/2015 8:30 AM	60	BCHS	Gymnasium, Hallway	Electrical	Repairs to lighting at Science wing lighting, entrance to old gym, and cleaning covers
8/28/2015 9:30 AM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others	Worked in office on PC.
8/28/2015 10:00 AM	150	BCHS	Classroom	Other (Provide Description)	Repairs and parts to 4 doors in bandroom
8/28/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/28/2015 1:00 PM	60	BCHS	Classroom, Kitchen	Plumbing/Sewer	Worked on sink drain in culinary arts room at BCHS
8/28/2015 2:00 PM	90	BCHS	Kitchen	Other (Provide Description)	Fabricated security plate and installed on door outside rear kitchen door
8/28/2015 3:30 PM	30	BCHS	Office	Email, Logs, Maintenance Request Review, Phone call - Others	Worked in office on PC.
Start : 8/31/2015 (11)					
8/31/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/31/2015 8:30 AM	30	BCHS	Office	Email, Maintenance Request Review, Phone call - Others	Worked in office on PC.
8/31/2015 9:00 AM	60	BCHS	Boiler Room	Other (Provide Description)	Straighten up supplies at boiler room.
8/31/2015 10:00 AM	30	BCHS	Classroom	Other (Provide Description)	Repaired door lock in Ed. Ozel's room, office between Ed. & Jane's room
8/31/2015 10:30 AM	30	BCHS	Boiler Room	Plumbing/Sewer	Repairs to sink drain in boiler room restroom
8/31/2015 11:00 AM	90	BCHS	Hallway	Other (Provide Description)	Repairs to ext. door in lower mertz, closer and latch
8/31/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/31/2015 1:00 PM	90	BCHS	Gymnasium, Hallway	Other (Provide Description)	Repairs to door, and hinges, screws broke out boys locker room
8/31/2015 2:30 PM	30	BCHS	Gymnasium, Hallway	Other (Provide Description)	Repairs to door closer into old gym
8/31/2015 3:00 PM	30	BCHS	Closet	Water line	Checked hot water valve in custodial closet, lower mertz, no hot water to mop sink
8/31/2015 3:30 PM	30	BCHS	Office	Email, Other (Provide Description), Phone call - Others, Purchase Orders	Worked in office on PC
Start : 9/1/2015 (6)					
9/1/2015 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check

9/1/2015 8:00 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy Hooker of Trane Corp. on Variable Drive unit for heated water system
9/1/2015 9:00 AM	210	BCHS	Locker Room	Other (Provide Description)	Installed partitions back on walls in bathroom in football locker room, varsity and JV sides
9/1/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/1/2015 1:00 PM	60	BCHS	Shop	Meeting - Staff	Met and worked with custodians to load items from auto shop to haul to bus garage for auction
9/1/2015 2:00 PM	90	BCHS	Hallway, Locker Room, Office, Other (Add to Description)	Meeting - Others	Meeting with Mr. Eddie Ryder, looking at Bard Units, other items in school
Start : 9/2/2015 (4)					
9/2/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/2/2015 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy, of Trane Corp. for repairs to direct drive for heated water system
9/2/2015 9:30 AM	180	VES	Gymnasium	Electrical, Meeting - Others, Other (Provide Description)	Hauled lift to VES to meet with H&M Elec. Techs for repairs to gym lighting
9/2/2015 12:30 PM	210	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave Dr. App.
Start : 9/3/2015 (1)					
9/3/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 9/4/2015 (1)					
9/4/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 9/7/2015 (1)					
9/7/2015 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 9/8/2015 (8)					
9/8/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/8/2015 8:30 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls purchase orders, parts ordering, and logs
9/8/2015 9:30 AM	120	BCHS	Hallway	HVAC	Cleanup water from HVAC drain in upper atrium, unclog drain and check unit out
9/8/2015 11:30 AM	60	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. delivery truck to unload supplies and put in stock areas
9/8/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/8/2015 1:00 PM	90	BCHS	Classroom, Hallway	Electrical	Repairs to lighting in lower mertz hall and classrooms
9/8/2015 2:30 PM	60	BCHS	Shop	Electrical, Other (Provide Description)	Repairs to vacuum cleaner BCHS

9/8/2015 3:30 PM	30	Other (Describe)	Other (Add to Description)	Meeting - Others, Other (Provide Description)	Loaded and hauled push mower to Sykes small engine repair next to Webbs store for parts and repairs
Start : 9/9/2015 (6)					
9/9/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/9/2015 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
9/9/2015 9:00 AM	90	VES	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to comode and sink in upper hall boys restroom VES
9/9/2015 10:30 AM	90	VES	Classroom, Gymnasium, Hallway	Other (Provide Description), Plumbing/Sewer, Water line	Repairs to door jamb at room 104, repairs to door in room 101, also door lock, checked water fountain at gym, not enough water pressure at any fountain, checking with PSA about pressure
9/9/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/9/2015 12:30 PM	210	BCHS	Boiler Room, Other (Add to Description)	HVAC, Other (Provide Description)	Removed and installed 2 auto air vents on heated water line at old stage area, also installed piping from vents to keep water from shorting out MP581 on stage
Start : 9/10/2015 (8)					
9/10/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/10/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
9/10/2015 9:00 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met with Ms. Rowe, and 2 custodians at football field bleachers to make repairs, asphalt patch, ramp non skid tape
9/10/2015 10:00 AM	30	VES	Office	Meeting - Staff	Met with principal at VES to look at maintenance request, explaining how it works
9/10/2015 10:30 AM	150	VES	Gymnasium	Other (Provide Description)	Repairs to basketball hoop lifts, cables were cranked the wrong way causing them to jamb, also removed ball stuck in ceiling
9/10/2015 1:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
9/10/2015 1:30 PM	90	BCHS	Office, Shop	Meeting - Others	Meeting with Gary of State Electric Supply, looking at new line of lighting and motors that they now stock
9/10/2015 3:00 PM	60	BCHS	Hallway	HVAC	Checked leak on HVAC unit in upper atrium area
Start : 9/11/2015 (9)					
9/11/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/11/2015 8:30 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC
9/11/2015 9:00 AM	120	BCHS	Hallway	Meeting - Others	Met and worked with ThyssenKrupp Elevator Service Tech for pressure relief test on 3 elevators
9/11/2015 11:00 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodian to move concessions from football

					field concession stand to lower atrium concession
9/11/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/11/2015 12:30 PM	60	VES	Gymnasium	Meeting - Staff	Meeting with Mr. Lindsay at gym to look at covers on pullies
9/11/2015 1:30 PM	60	BCHS	Office	HVAC	Checked MES and VES Metsays program on PC to see that everything is functioning properly
9/11/2015 2:30 PM	30	BCHS	Shop	Meeting - Others	Met with Oliver Dist. delivery truck to receive back ordered supplies
9/11/2015 3:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 9/14/2015 (5)					
9/14/2015 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, also checked english wing on Tracer Summit
9/14/2015 9:00 AM	180	BCHS	Boiler Room, Other (Add to Description)	Meeting - Staff	Met and worked with custodian's moving and cleaning supplies from boiler room to old stage where we made room for it
9/14/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/14/2015 12:30 PM	180	MES	Boiler Room, Shop	Meeting - Staff, Other (Provide Description)	Loaded and hauled supplies to David at MES, also repaired 2 doors and installed 2 sweeps on exterior gym doors, looked at carpet in classrooms
9/14/2015 3:30 PM	30	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC.
Start : 9/15/2015 (2)					
9/15/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/15/2015 8:30 AM	450	MES	Grounds	Other (Provide Description)	Worked at MES on broke down gates at cemetery, removing old and installing new post and old gates
Start : 9/16/2015 (3)					
9/16/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/16/2015 8:30 AM	360	MES	Grounds	Other (Provide Description)	Worked at MES removing old gate post and installing new ones, hanging gates
9/16/2015 2:30 PM	210	Other (Describe)	Grounds	Meeting - Others	Met with flag pole installers, went to Parks and Recreation, borrowed Kobota Tractor with post hole digger to drill holes to loosen ground where pole is to be installed
Start : 9/17/2015 (6)					
9/17/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/17/2015 8:30 AM	60	BCHS	Boiler Room, Classroom, Hallway	Meeting - Others, Meeting - Staff	Meeting with Security people and custodians about some problems with system

9/17/2015 9:30 AM	30	BCHS	Grounds	Meeting - Others	Met with flag pole installers to line them out on hole for flagpole
9/17/2015 10:00 AM	60	Other (Describe)	Parking Lot	Other (Provide Description)	Loaded and hauled Kobota tractor back to Parks and Recreation
9/17/2015 11:00 AM	210	VES	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Shop	Meeting - Others	Met and worked with State Fire Marshal for yearly inspection at VES
9/17/2015 2:30 PM	150	BCHS	Grounds	Meeting - Others	Met and worked with flag pole installers to set forms for concrete and pour & finish concrete

Start : 9/18/2015 (4)

9/18/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/18/2015 8:30 AM	30	BCHS	Classroom, Gymnasium, Hallway, Other (Add to Description)	Other (Provide Description)	Checked areas to make sure there was nothing in exit areas for fire marshal inspection
9/18/2015 9:00 AM	240	BCHS	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with State Fire Marshal for yearly Inspection, at BCHS
9/18/2015 1:00 PM	180	MES	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with State Fire Marshal for yearly inspection, at MES



Start : 9/21/2015 (8)

9/21/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/21/2015 8:30 AM	30	BCHS	Classroom	HVAC	Reset temps in couple classrooms that were to hot on Tracer Summit, also manually adjusted temp in B107
9/21/2015 9:00 AM	60	BCHS	Classroom, Closet, Hallway	Other (Provide Description)	Repairs from fire marshal visit
9/21/2015 10:00 AM	120	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met and worked with custodian, and office staff to make list of auction items
9/21/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/21/2015 12:30 PM	150	Other (Describe)	Other (Add to Description)	Electrical, Other (Provide Description), Parts Pickup	Went to State Elec. Supply to pickup ordered parts and batteries for fire panel at laundry in football locker room, batteries are bad and showing trouble on main fire panel on stage
9/21/2015 3:00 PM	30	BCHS	Locker Room	Electrical	Removed and installed new batteries in fire panel at football locker room
9/21/2015 3:30 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders








Start : 9/22/2015 (4)

9/22/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/22/2015 8:30 AM	180	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Shop	Other (Provide Description)	Worked on Fire Marshal correction list
9/22/2015 11:30 AM	120	MES	Shop	Meeting - Staff, Other (Provide Description)	Loaded and hauled ordered supplies to David at MES
9/22/2015 1:30 PM	150	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Shop	Other (Provide Description)	Worked on Fire Marshal correction list
Start : 9/23/2015 (6)					
9/23/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/23/2015 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
9/23/2015 9:30 AM	120	BCHS	Closet	HVAC, Meeting - Others	Met and worked with James of Radford Mech. HVAC problems at BCHS
9/23/2015 11:30 AM	30	SAB	Office	HVAC, Meeting - Others	Met with James of Radford Mech to inspect problems with HVAC at SAB
9/23/2015 12:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh
9/23/2015 1:00 PM	180	BCHS	Other (Add to Description)	Leave - Sick	Sick leave Dr. Appointment
Start : 9/24/2015 (4)					
9/24/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/24/2015 8:30 AM	90	BCHS	Classroom, Office	HVAC	Checked and changed temps in various classrooms, some hot some cold
9/24/2015 10:00 AM	390	MES	Locker Room, Office, Other (Add to Description)	Plumbing/Sewer	Received call having problems with sewer at MES, Contacted PSA to see if they were having problems, none that they knew of, loaded sewer snakes and other materials went to inspect, found clogged from office area backing into locker room, tried to unclog
9/24/2015 4:30 PM	60	BCHS	Office	Meeting - Staff, Phone call - Others	Meeting with Mrs. Rowe attempting to reach Jez Interprize about flag pole setting
Start : 9/25/2015 (4)					
9/25/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/25/2015 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Attempted to call MPW to blow line, no answer, contacted Lindsay Elec. said he would be there shortly, had to finish up other job, also worked in office on PC
9/25/2015 9:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe for phone conference with Jez Interprize over flag pole installation
9/25/2015 10:30 AM	330	MES	Hallway, Office	Meeting - Others, Meeting - Staff, Plumbing/Sewer	Met and worked with custodian, Jack Lindsay and crew to unclog sewer line with high pressure water blowing machine



☰ **Start : 9/28/2015 (5)**

9/28/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/28/2015 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe 
9/28/2015 9:30 AM	60	BCHS	Kitchen	Electrical	Repairs to warmer in kitchen 
9/28/2015 10:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 
9/28/2015 11:30 AM	270	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, went to Dr. 

☰ **Start : 9/29/2015 (7)**

9/29/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
9/29/2015 8:30 AM	60	BCHS	Gymnasium, Hallway	Electrical, Other (Provide Description)	Repairs to elevator next to office 
9/29/2015 9:30 AM	150	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC	Met and worked with Jimmy of Trane Corp. various items 
9/29/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
9/29/2015 12:30 PM	60	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC	Met and worked with Jimmy of Trane Corp. various items 
9/29/2015 1:30 PM	60	BCHS	Office	Email, Inventory, Logs, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 
9/29/2015 2:30 PM	120	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jimmy, of Trane Corp various locations 

☰ **Start : 9/30/2015 (2)**

9/30/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
9/30/2015 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders, Reports	Worked in office on PC 

[Add new event](#)