



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 9/28/2015 (2)</b>					
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.
<b>Start : 9/29/2015 (1)</b>					
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
<b>Start : 9/30/2015 (7)</b>					
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
9/30/2015 9:00 AM	90	VES	Classroom, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Kevin Barnett, of Commercial Fyr Fyters for sprinkler flow inspection, VES
9/30/2015 10:30 AM	120	BCHS	Boiler Room, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Commercial Fyr Fyters for sprinkler flow inspection, BCHS
9/30/2015 12:30 PM	120	MES	Boiler Room, Classroom, Closet, Kitchen, Office	Meeting - Others	Met and worked with Commercial Fyr Fyter INC for sprinkler flow inspection at MES
9/30/2015 2:30 PM	90	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with Custodian at BCHS to clean cafeteria, kitchen and haul trash, 1 custodian short today
9/30/2015 4:00 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC
<b>Start : 10/1/2015 (9)</b>					
10/1/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/1/2015 8:30 AM	60	BCHS	Classroom, Hallway, Other (Add to Description)	Electrical, Other (Provide Description)	Worked on fire marshal inspection correction list of repairs
10/1/2015 9:30 AM	60	SAB	Office	Other (Provide Description)	Delivered mail, and other items to SAB, Meeting with Business Manager, and SAB custodian
10/1/2015 10:30 AM	90	BCHS	Classroom, Gymnasium, Hallway, Kitchen, Other (Add to Description)	Electrical, Other (Provide Description)	Worked on Fire Marshal list of repairs
10/1/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

10/1/2015 12:30 PM	90	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to sink and 2 comodes at girls restroom, football field
10/1/2015 2:00 PM	30	BCHS	Office	Phone call - Staff	Phone conversation with Mr. Lancaster about possible storms coming in and being prepared
10/1/2015 2:30 PM	30	BCHS	Classroom	HVAC	Repairs to HVAC room B107.
10/1/2015 3:00 PM	60	BCHS	Grounds, Parking Lot	Other (Provide Description)	Fueled Maintenance truck, got chain saw out, installed new gas, oil for bar sharpened chain, run saw to be sure of operating, may need for storm coming in
<b>Start : 10/2/2015 (11)</b>					
10/2/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/2/2015 8:30 AM	90	BCHS	Other (Add to Description)	Other (Provide Description)	Went up on all roofs at BCHS, checked roof drains, cleaned pine needles from around drains, checked all gutters all clear
10/2/2015 10:00 AM	60	VES	Kitchen	Other (Provide Description)	Went to VES kitchen to check True Refrig. found drain line inside top froze, thawed out with heat gun, also found lower end clogged from dust open this
10/2/2015 11:00 AM	60	BusGar	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to sink faucet in bus garage restroom, steadily running.
10/2/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/2/2015 12:30 PM	30	BCHS	Office	Phone call - Others	Phone conversation with Andy Seabolt, needing fuel in generator, ordered from Whiting Jamison, need to get bill to Andy
10/2/2015 1:00 PM	30	BCHS	Office	Phone call - Others	Contacted and met Dale Loan of BARC Elec. to get key for side panel of generator to get to fuel tank, waiting for oil delivery
10/2/2015 1:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/2/2015 2:00 PM	30	BCHS	Office	Meeting - Staff	Meeting with Mr. Altizer, and Mr. Ozal
10/2/2015 2:30 PM	30	BCHS	Office	Meeting - Staff	Met with night custodians to tell them things to watch for and if any problems from storm to contact me at anytime over the weekend
10/2/2015 3:00 PM	60	BCHS	Grounds	Fuel Reports, Fuel Tank Measurement	Met with Whiting Jamison Oil to unlock and recieve fuel for generator
<b>Start : 10/5/2015 (7)</b>					
10/5/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/5/2015 8:30 AM	60	BCHS	Office	Email, Logs, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/5/2015 9:30 AM	150	BCHS	Classroom, Other (Add to Description)	HVAC	Checked leaks out on 3 HVAC units, 2 in library and one in room C-101, Blemo elec. acuating valves leaking.
10/5/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/5/2015 12:30 PM	60	BCHS	Other (Add to Description)	HVAC, Other (Provide Description)	Worked in MP581 on old stage, checking to be sure reset valves are responding to tracer summit controls, Received calls that classrooms are cold
10/5/2015 1:30 PM	90	BCHS	Office	HVAC, Other (Provide Description)	Received email from VES that some classrooms were cold, pulled up

					Metsays on launcher from office, reset temps in all areas for VES, also MES
10/5/2015 3:00 PM	60	BCHS	Closet, Other (Add to Description)	HVAC, Water line	Worked on HVAC turning hot water valves to units in science wing, tightened packing nuts on valves leaking
<b>Start : 10/6/2015 (5)</b>					
10/6/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/6/2015 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/6/2015 9:00 AM	30	BCHS	Office	Phone call - Staff	Meeting with Mrs. Rowe
10/6/2015 9:30 AM	60	BCHS	Classroom, Office	HVAC	Repairs to HVAC
10/6/2015 10:30 AM	330	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Staunton Lowes, picked up ceiling tiles that were ordered so I could fix ceiling tiles on fire marshal list. Went to Virginia Grinding & Sharpening to drop off planer blades and miter saw blades to be sharpened.
<b>Start : 10/7/2015 (6)</b>					
10/7/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler chiller check
10/7/2015 8:30 AM	90	BCHS	Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec Techs at football field lighting problems
10/7/2015 10:00 AM	120	BCHS	Other (Add to Description)	Meeting - Others	Met and worked with Colonial Roofing Techs to inspect and repair roof leaks
10/7/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/7/2015 12:30 PM	60	BCHS	Other (Add to Description)	Electrical, Meeting - Others	Met with H&M Elec. Techs to show them lights to repair on outside of bld. that they have to reach with bucket truck
10/7/2015 1:30 PM	150	BCHS	Classroom, Closet, Hallway, Other (Add to Description)	Other (Provide Description)	Worked on fire marshal list of repairs
<b>Start : 10/8/2015 (6)</b>					
10/8/2015 8:00 AM	240	Other (Describe)	Other (Add to Description)	Leave - Personal	Personal Leave, Meeting
10/8/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/8/2015 12:30 PM	60	BCHS	Office	Electrical, Other (Provide Description)	Repairs to vacuume cleaner
10/8/2015 1:30 PM	60	BCHS	Closet, Other (Add to Description)	Meeting - Staff	Met and worked with custodian at custodial closet, water leak, removed everything from closet, cleaned water up.
10/8/2015 2:30 PM	60	BCHS	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Called to auditorium, got there found control panel table broke loose from wall, all equipment in floor, tore built in table out and installed 2 tables to hold equipment
10/8/2015 3:30 PM	120	BCHS	Kitchen	Meeting - Others	Met and worked with Travis, from Wagner Food for repairs to warmer, flat top stove and dishwasher
<b>Start : 10/9/2015 (5)</b>					
10/9/2015 8:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/9/2015 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check

10/9/2015 9:00 AM	180	BCHS	Other (Add to Description)	Plumbing/Sewer	Pulled commode up in nurses station restroom, unclogged drain, also repaired leaks on 2 closet stalls in girls restroom across from main office
10/9/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/9/2015 12:30 PM	210	BCHS	Classroom, Closet, Hallway	Other (Provide Description)	Worked on fire marshal list of ceiling tiles to repair and replace various locations
<b>Start : 10/12/2015 (1)</b>					
10/12/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave Dr. App.
<b>Start : 10/13/2015 (5)</b>					
10/13/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/13/2015 8:30 AM	30	BCHS	Classroom	HVAC	Checked out complaints in classrooms about temps, changed on Tracer Summit
10/13/2015 9:00 AM	60	BCHS	Shop	Other (Provide Description)	Removed mowing deck from 2305 John Deere and installed bucket hookup to tractor
10/13/2015 10:00 AM	120	BCHS	Grounds, Parking Lot	Other (Provide Description)	Used 2305 John Deere filled hole next to sidewalk at science wing, also filled washed out place in parking lot at BCHS
10/13/2015 12:00 PM	300	MES	Grounds	Other (Provide Description)	Hauled 2305 John Deere to MES to put mulch in preschool play ground
<b>Start : 10/14/2015 (1)</b>					
10/14/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave Dr. App.
<b>Start : 10/15/2015 (4)</b>					
10/15/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/15/2015 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
10/15/2015 9:00 AM	450	MES	Boiler Room, Classroom, Closet, Locker Room, Shop	Other (Provide Description)	Loading and moving items for auction
10/15/2015 4:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC
<b>Start : 10/16/2015 (3)</b>					
10/16/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/16/2015 8:30 AM	450	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Locker Room	Auction, Phone call - Staff	Hauled items for auction from BCHS, MES, and VES
10/16/2015 4:00 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
<b>Start : 10/17/2015 (1)</b>					
10/17/2015 8:00 AM	450	BusGar	Parking Lot	Auction	Worked auction
<b>Start : 10/19/2015 (1)</b>					
10/19/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Personal	Personal Leave

☰ **Start : 10/20/2015 (5)**

10/20/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/20/2015 8:30 AM	210	BCHS	Boiler Room, Classroom, Office	HVAC, Phone call - Others	Worked on HVAC no heat at BCHS, reset valves would not open, spoke with Jimmy of Trane Corp, reset on PC, opened for about 2 minutes, closed back off, went to MP581 on stage, overrode system, opened valves 100% to get hot water to all areas, checked rooms
10/20/2015 12:00 PM	60	BCHS	Boiler Room	Meeting - Others	Received supplies from Oliver Dist. delivery truck, put supplies in place
10/20/2015 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/20/2015 1:30 PM	150	MES	Grounds	Other (Provide Description)	Worked on play ground, installing wood chips

☰ **Start : 10/21/2015 (6)**

10/21/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boier Chiller Check
10/21/2015 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/21/2015 9:30 AM	60	BCHS	Boiler Room, Closet, Shop	Inventory, Other (Provide Description)	Inventory of custodial supplies, and maintenance items
10/21/2015 10:30 AM	180	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mech, on timer controler in science wing and repairs to HVAC units, air problems
10/21/2015 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/21/2015 2:00 PM	120	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. on HVAC issues

☰ **Start : 10/22/2015 (6)**

10/22/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/22/2015 8:30 AM	30	BCHS	Other (Add to Description)	Meeting - Staff	Met with custodian at football field to pick up trash and inspect restrooms
10/22/2015 9:00 AM	30	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jeff, of Valley Boiler to show him what boilers in atrium area were doing
10/22/2015 9:30 AM	30	BCHS	Classroom	Other (Provide Description)	Repairs to door in carpentry shop class
10/22/2015 10:00 AM	330	MES	Grounds	Other (Provide Description)	Finished up spreading mulch in pre-school playground
10/22/2015 3:30 PM	90	BCHS	Boiler Room	HVAC	Boiler malfunction on boiler #2 in atrium area, smoked up boiler room, set fire alarms off in school, shut boilers down, called Valley Boiler about problem, cleared smoke from boiler room reset alarm panel

☰ **Start : 10/23/2015 (7)**






10/23/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/23/2015 8:30 AM	90	BCHS	Office	Email, Inventory, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, parts research, parts ordering, phone messages, calls, logs and purchase orders
10/23/2015 10:00 AM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Installed hooks and flags on flagpole

10/23/2015 10:30 AM	90	BCHS	Classroom, Hallway	HVAC	Met and worked with James of Radford Mech on HVAC issues.
10/23/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/23/2015 12:30 PM	180	MES	Parking Lot, Other (Add to Description)	Other (Provide Description)	Used 2305 John Deere tractor to fill holes on dirt drive behind MES, hauled gravel from bus parking lot
10/23/2015 3:30 PM	150	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jimmy, of Trane Corp. on HVAC problems in classrooms, and library



**Start : 10/26/2015 (8)**

10/26/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/26/2015 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC.
10/26/2015 9:00 AM	60	BCHS	Closet	Electrical, Other (Provide Description)	Installed new water sylonoid switch on floor mopper
10/26/2015 10:00 AM	30	BCHS	Grounds	Fuel Tank Measurement	Heating oil tank measurement
10/26/2015 10:30 AM	90	BCHS	Hallway, Office, Other (Add to Description)	Electrical, Other (Provide Description)	Repairs to lighting, classroom, front office, girls restroom across from office
10/26/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/26/2015 12:30 PM	210	BCHS	Classroom, Closet, Hallway	Other (Provide Description)	Removed and installed new ceiling tiles different locations, BCHS
10/26/2015 4:00 PM	60	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to sink faucet at girls restroom, football field

**Start : 10/27/2015 (8)**

10/27/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/27/2015 8:30 AM	60	BCHS	Classroom, Closet, Hallway	Electrical	Repairs to lighting in Mertz section classrooms, hallways and closets in lower Mertz classrooms
10/27/2015 9:30 AM	60	BCHS	Classroom, Closet	HVAC	Repairs to classroom unit heater leaking, tightened packing on valves, office between rooms A017-A012
10/27/2015 10:30 AM	90	BCHS	Office	Other (Provide Description), Reports	Checked off report that work was completed for the wall cracks/bld. settlement repairs.  NEW
10/27/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break  NEW
10/27/2015 12:30 PM	90	SAB	Office	Meeting - Staff	Delivered paper work to SAB, meeting with Business Manager  NEW
10/27/2015 2:00 PM	60	BCHS	Classroom	HVAC	Repairs to HVAC in english wing  NEW
10/27/2015 3:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC.  NEW

**Start : 10/28/2015 (2)**

10/28/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check  NEW
10/28/2015 8:30 AM	90	BCHS	Classroom, Hallway, Office	Meeting - Staff	Met and worked with custodian to clean up water from PRV leaking in front office and also clean up front wall and roof leak  NEW

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