



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 10/28/2015 (4)					
10/28/2015 10:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC.
10/28/2015 11:00 AM	30	SAB	Office	Meeting - Staff, Purchase Orders	Delivered purchase orders to SAB, meeting with Business Manager
10/28/2015 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/28/2015 12:00 PM	240	BCHS	Office	HVAC, Meeting - Others	Met and worked with James of Radford Mech. to remove and install new PRV valve in front office area
Start : 10/29/2015 (1)					
10/29/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave Dr. App
Start : 10/30/2015 (1)					
10/30/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 11/2/2015 (9)					
11/2/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/2/2015 8:30 AM	60	BCHS	Classroom	Other (Provide Description)	Repairs to door lock in upper 54 bld., installed new latch lock
11/2/2015 9:30 AM	150	BCHS	Hallway	HVAC	Repairs to heated water lines in hallways leaking at dilectical unions, have tightened as much as they can be, contacted Newcomb Mechanical about problem
11/2/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/2/2015 12:30 PM	60	BCHS	Parking Lot, Shop	Other (Provide Description)	Repairs to John Deere tractors getting them ready for winter use, also moved mowing decks out of auto shop and carpentry shop to tractor shed
11/2/2015 1:30 PM	60	BCHS	Boiler Room, Office	HVAC	Worked in office on PC, Tracer Summit reset for classrooms
11/2/2015 2:30 PM	30	BCHS	Parking Lot, Other (Add to Description)	Meeting - Staff	Met with custodian at tractor shed to look at plow for 1025R John Deere
11/2/2015 3:00 PM	30	BCHS	Grounds	Fuel Tank Measurement	Fuel tank measurement, not enough room in lg tank to get tanker load, waiting untill next week and will check again
11/2/2015 3:30 PM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call -	Worked in office on PC

Others, Phone call - Staff,
Purchase Orders

☰ **Start : 11/3/2015 (5)**

11/3/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/3/2015 8:30 AM	30	BCHS	Office	Phone call - Staff	Phone conversations with all 3 schools about Fire Marshal revisit today
11/3/2015 9:00 AM	360	Other (Describe)	Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with State Fire Marshal at VES, BCHS, and MES for reinspection, BCHS and MES cleared of all violations, VES left with 3 that was on prior list
11/3/2015 3:00 PM	30	BCHS	Office	Phone call - Others	Phone conversation with Kenneth Mitchell, of Newcomb Mechanical about repairing dilectical unions on heated water lines, I have tightened them as much as they can be, need new seals and plastic divider installed
11/3/2015 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC.

☰ **Start : 11/4/2015 (6)**

11/4/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/4/2015 8:30 AM	210	VES	Kitchen	Other (Provide Description)	Repairs to meat slicer at VES kitchen
11/4/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
11/4/2015 12:30 PM	90	VES	Boiler Room	HVAC	Checked out boiler pump #1 making a noise, I think it is the love joy coupler causing the noise problem, will have Valley Boiler check it when Jeff comes back with parts for BCHS boiler
11/4/2015 2:00 PM	60	VES	Classroom, Other (Add to Description)	HVAC	Checked out heating in tech lab VES
11/4/2015 3:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC

☰ **Start : 11/5/2015 (8)**

11/5/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/5/2015 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
11/5/2015 9:00 AM	120	BCHS	Classroom, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to door lock in atrium area, repairs to door shop, and exterior door mertz
11/5/2015 11:00 AM	30	BCHS	Office	Other (Provide Description), Phone call - Staff	Phone conversation with Mrs. Hirsh
11/5/2015 11:30 AM	30	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh to deliver documents from flag pole
11/5/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/5/2015 12:30 PM	90	BCHS	Hallway	Electrical, Other (Provide Description)	Repairs to floor mopper

11/5/2015 2:00 PM	120	BCHS	Shop	Meeting - Staff, Other (Provide Description)	Met with Greg at auto shop to check air pressure problems, worked on air regulator and lines
Start : 11/6/2015 (7)					
11/6/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/6/2015 8:30 AM	90	BCHS	Classroom, Other (Add to Description)	HVAC	Repairs to HVAC in science wing at BCHS, air control problems
11/6/2015 10:00 AM	120	BCHS	Kitchen, Other (Add to Description)	Other (Provide Description), Plumbing/Sewer	Checked restroom in kitchen not flushing properly, rebuilt flush valve, installed new vacuum breaker, still not flushing properly, will have to pull commode from floor to inspect further
11/6/2015 12:00 PM	120	BCHS	Boiler Room, Closet, Hallway	HVAC, Meeting - Others	Met and worked with Kenneth Mitchell, of Newcomb Mechanical to look at leaks from dilectical unions, got sizes and numbers to order parts
11/6/2015 2:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/6/2015 2:30 PM	60	BCHS	Shop	Other (Provide Description)	Repairs to pole saw, cleaned it up, sharpened chain, checked for proper function
11/6/2015 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC
Start : 11/9/2015 (7)					
11/9/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/9/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC
11/9/2015 9:00 AM	30	BCHS	Office	HVAC, Other (Provide Description)	Checked temps in bld. on Tracer Summit System
11/9/2015 9:30 AM	150	BCHS	Other (Add to Description)	Inventory, Meeting - Staff	Met and worked with custodian to winterize concession stand at football field and also move all drink items to ISS room for storage
11/9/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/9/2015 12:30 PM	60	BCHS	Kitchen	Meeting - Staff, Other (Provide Description)	Met and worked with custodian at cafeteria and kitchen
11/9/2015 1:30 PM	150	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC	Started boiler at atrium area end, reset temps at that area, checked for proper function
Start : 11/10/2015 (7)					
11/10/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/10/2015 8:30 AM	90	BCHS	Office	Email, Logs, Meeting - Staff, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, meeting with day shift custodians, E-Mails, phone messages, calls, logs, purchase orders, parts ordering, check of inventory for custodians
11/10/2015 10:00 AM	120	BCHS	Parking Lot, Shop	Other (Provide Description)	Installed plow on 1025R John Deere tractor, mounting bracket, hoses, removed plow from bracket to have welding done on cutting edge

11/10/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/10/2015 12:30 PM	90	BCHS	Classroom, Hallway, Kitchen	Meeting - Staff, Other (Provide Description), Plumbing/Sewer	Called to cafeteria and science wing for bad smell, poured drain conditioner in all floor drains and sinks not being used in science classes.
11/10/2015 2:00 PM	90	BCHS	Classroom	Meeting - Staff	While working on smell problem found leak coming from ceiling in Rm.B103, went to attic area found union leaking on HVAC unit, shut heated water flow off and tightened union
11/10/2015 3:30 PM	30	BCHS	Other (Add to Description)	Meeting - Staff	Met and helped custodian load and haul trash

Start : 11/11/2015 (8)

11/11/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/11/2015 8:30 AM	30	BCHS	Office	Phone call - Others, Phone call - Staff	Received call that south end caution light at VES, was not functioning properly, contacted Transportation Director about it said he would check it out
11/11/2015 9:00 AM	180	BCHS	Classroom, Closet, Hallway, Locker Room, Other (Add to Description)	Meeting - Staff	Worked with custodian, 3 custodians short today
11/11/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/11/2015 12:30 PM	90	BCHS	Shop	Plumbing/Sewer, Water line	Called to Electrical shop for leak, turned water off to sink, attempted to change mop sink faucet, hot water supply line broke off, will have to remove sink to replace water line
11/11/2015 2:00 PM	90	BCHS	Classroom, Hallway, Kitchen, Shop, Other (Add to Description)	Meeting - Staff	Worked with custodian, 1 day shift and 1 night shift to clean and haul trash
11/11/2015 3:30 PM	30	SAB	Office	Electrical	Repairs to light in conference room at SAB
11/11/2015 4:00 PM	60	BCHS	Hallway	Meeting - Staff	Helped custodian with trash from classrooms

Start : 11/12/2015 (10)

11/12/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/12/2015 8:30 AM	60	BCHS	Hallway, Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian, one day shift custodian off
11/12/2015 9:30 AM	30	SAB	Office	Other (Provide Description)	Hauled ice to SAB for meeting tonight
11/12/2015 10:00 AM	90	BCHS	Hallway	HVAC, Meeting - Others	Met and worked with Newcomb IES to freeze lines and replace gaskets in dilectical unions
11/12/2015 11:30 AM	30	BCHS	Kitchen	Meeting - Staff	Met with custodian to help wipe tables and change trash liners for 2nd lunch
11/12/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/12/2015 12:30 PM	30	BCHS	Kitchen, Other (Add to Description)	Phone call - Staff	Met and worked with custodian to change trash and wipe tables for last lunch period

11/12/2015 1:00 PM	30	BCHS	Hallway	Meeting - Others	Met with Newcomb Mech. techs to see how leak repair was going
11/12/2015 1:30 PM	90	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean tables, sweep & mop cafeteria, load trash, sweep & mop kitchen, load and haul trash to dump
11/12/2015 3:00 PM	90	BCHS	Hallway	Meeting - Others	Met and worked with Newcomb Mech. Techs, to finish up leak and clean up mess

Start : 11/13/2015 (10)

11/13/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/13/2015 8:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe and day shift custodian at her office
11/13/2015 9:30 AM	60	BCHS	Grounds, Office	Email, Fuel Tank Measurement, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	heating oil tank measurement, called Whiting Jamison to order oil and set up for delivery next week, E-Mails, phone messages, calls, logs, parts ordering and purchase orders
11/13/2015 10:30 AM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 1025 R John Deere tractor snow plow to Lou's Welding and Fab, for repairs, left it with him
11/13/2015 11:30 AM	30	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian at cafeteria to wipe tables and change trash, load on truck
11/13/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/13/2015 12:30 PM	30	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to wipe tables and change trash
11/13/2015 1:00 PM	30	BCHS	Kitchen	Other (Provide Description), Plumbing/Sewer	Checked out a odor in kitchen, poured drain conditioner in all floor drains to kill smell
11/13/2015 1:30 PM	90	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian cleaning cafeteria, kitchen and haul trash
11/13/2015 3:00 PM	60	VES	Boiler Room	Other (Provide Description), Water line	Stopped by Bath Co. Building Supply picked up water softner salt, took to VES installed in water softner system, checked for proper function

Start : 11/16/2015 (4)

11/16/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/16/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
11/16/2015 9:00 AM	150	BCHS	Classroom, Gymnasium, Hallway, Locker Room, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean Atrium area section, no night shift custodian, on vacation
11/16/2015 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

Start : 11/19/2015 (1)

11/19/2015 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Sick	Sick Leave NEW
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☰ **Start : 11/20/2015** (1)

11/20/2015 8:00 AM

480 Other
(Describe)

Other (Add to
Description)

Leave - Sick

[Sick Leave](#)  **NEW**

[Add new event](#)