



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
[-] Start : 11/16/2015 (2)					
11/16/2015 12:00 PM	90	BCHS	Classroom, Shop	Plumbing/Sewer, Water line	Lost domestic hot water to auto shop, checked where I turned water off to Electrical shop, turned valves back on still no hot water to auto shop, valves stuck closed, will check with Newcomb Mech to see if they can work on it when they come back in Dec.
11/16/2015 1:30 PM	180	BCHS	Boiler Room	Meeting - Staff	Worked with custodian to help clean cafeteria and kitchen, haul trash, also custodian and I lapped over to help with night shift duties only one custodian for night shift
[-] Start : 11/17/2015 (5)					
11/17/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/17/2015 8:30 AM	60	BCHS	Gymnasium, Hallway, Locker Room	Meeting - Staff	Met and worked with custodian to help with cleaning, only one custodian
11/17/2015 9:30 AM	150	VES	Kitchen	Plumbing/Sewer	Repairs to dishwasher at VES kitchen
11/17/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
11/17/2015 12:30 PM	60	VES	Boiler Room	HVAC, Water line	Checked boilers and water softner system at VES while there, for proper function
[-] Start : 11/18/2015 (8)					
11/18/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/18/2015 8:30 AM	30	BCHS	Kitchen	Meeting - Staff	Helped custodian clean tables and unload trash after school breakfast
11/18/2015 9:00 AM	60	BCHS	Classroom, Hallway	Other (Provide Description)	Repairs to 2 doors in 54 bld., classroom and hallway
11/18/2015 10:00 AM	150	VES	Kitchen	Electrical	Checked out electrical noise heard by kitchen workers, found exhaust fan contactor making noise, contacted H&M Elec with problem, sending Kenny Lowery by to check after he finishes at PSA
11/18/2015 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
11/18/2015 1:00 PM	60	BCHS	Other (Add to Description)	Fuel Tank Measurement, HVAC, Meeting - Others, Other (Provide Description)	Received tanker load of heating oil from Davenport, Whiting Jamison Oil Co. new transport company, showed how to come in and where tanks were
11/18/2015 2:00 PM	60	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to help clean cafeteria and kitchen
11/18/2015 3:00 PM	90	VES	Kitchen	Electrical, Meeting - Others	Met and worked with Kenny of H&M Elec to check elec. contactor out at VES kitchen

Start : 11/23/2015 (1)

11/23/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
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Start : 11/24/2015 (1)

11/24/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
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Start : 11/25/2015 (1)

11/25/2015 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
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Start : 11/26/2015 (1)

11/26/2015 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Thanksgiving Holiday
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Start : 11/27/2015 (1)

11/27/2015 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Thanksgiving Holiday
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Start : 11/30/2015 (7)

11/30/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
11/30/2015 8:30 AM	60	BCHS	Classroom, Hallway, Other (Add to Description)	Other (Provide Description)	Met with teacher in upper 54 bld. to see how large bird got into his room, also checked for leaks from rain in whole bld.
11/30/2015 9:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
11/30/2015 10:00 AM	90	BCHS	Boiler Room, Classroom, Hallway, Shop	HVAC	Checked HVAC in various areas, seems to be cool in some areas and warm in others
11/30/2015 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/30/2015 12:00 PM	210	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler to check heated water pump, tore apart and installed new J5 coupler between pump and motor, realigned and checked for proper function
11/30/2015 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, parts ordering, logs, and purchase orders

Start : 12/1/2015 (4)

12/1/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/1/2015 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
12/1/2015 9:30 AM	30	BCHS	Shop	Meeting - Staff	Meeting with Mr. Altizer in carpentry shop
12/1/2015 10:00 AM	360	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Virginia Grinding and Sharpening at Staunton to pick up saw blades and planer blades, also went to lowes to pick up winter supplies




Start : 12/2/2015 (4)

12/2/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/2/2015 8:30 AM	210	VES	Boiler Room	HVAC, Water line	Met and worked with Jeff Shell of Carrier Corp to remove and install new PRV valve in boiler room at VES
12/2/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
12/2/2015 12:30 PM	240	VES	Boiler Room	HVAC, Meeting - Others, Water line	Met and worked with Jeff of Carrier to repair and replace lines and PRV valve in boiler room at VES
Start : 12/3/2015 (4)					
12/3/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/3/2015 8:30 AM	210	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp. to drain and winterize chiller at VES
12/3/2015 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
12/3/2015 12:30 PM	240	VES	Boiler Room, Classroom, Closet, Hallway	HVAC, Meeting - Others	Met and worked with Jeff of Carrier Corp. to winterize chiller and also worked on 2 units inside building, room 105 and cafeteria unit
Start : 12/4/2015 (7)					
12/4/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/4/2015 8:30 AM	120	BCHS	Gymnasium	Electrical, Other (Provide Description)	Repaired mat loose from wall for basketball in new gym. Repaired emergency light that was broke loose from wall, removed completely because it had shorted out, ordering new one to replace
12/4/2015 10:30 AM	90	Other (Describe)	Other (Add to Description)	Meeting - Staff	Met and worked with custodian, hauled trash, stopped by Bath Co. Bld. Supply, picked up supplies for shop, also went to VES picked up trailer, loaded lift and hauled to BCHS for repairs in auditorium, and gym
12/4/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/4/2015 12:30 PM	60	BCHS	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met and worked with Mrs. Rowe and Mrs. Hooker to repair stage curtain and some lighting repairs
12/4/2015 1:30 PM	90	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to help clean cafeteria and kitchen, loaded lunch trash, went to football field picked up trash from fence, hauled trash to landfill
12/4/2015 3:00 PM	90	BCHS	Gymnasium	Meeting - Others	Moved lift to gymnasium, set it up and worked with Louies Welding to repair basketball hoop frame, welding cross brace back in place
Start : 12/7/2015 (7)					
12/7/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/7/2015 8:30 AM	90	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, parts ordering, quotes, purchase orders, logs, review request
12/7/2015 10:00 AM	90	BCHS	Other (Add to Description)	Electrical	Repairs to emergency lighting in auditorium, lights staying on, also

					repair to lights behind stage hallway
12/7/2015 11:30 AM	30	SAB	Office	Other (Provide Description)	Repairs to door at Mrs. Hirsh office.
12/7/2015 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
12/7/2015 12:30 PM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager to discuss budget items
12/7/2015 1:30 PM	150	SAB	Kitchen	Electrical, Meeting - Others	Met and worked with Kenny Lowery at VES for electricals repairs
Start : 12/8/2015 (8)					
12/8/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/8/2015 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, parts research, parts ordering, logs and purchase orders
12/8/2015 9:30 AM	150	BCHS	Other (Add to Description)	Electrical, Other (Provide Description)	Worked on lighting in auditorium, regular lighting and emergency lighting
12/8/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/8/2015 12:30 PM	60	BCHS	Kitchen	Meeting - Staff	Helped custodian load trash from kitchen area, cleaning
12/8/2015 1:30 PM	30	SAB	Office	Meeting - Staff	Meeting with Business Manager at SAB
12/8/2015 2:00 PM	60	BusGar	Office	Meeting - Staff	Meeting with Transportation Director
12/8/2015 3:00 PM	120	BCHS	Shop	Meeting - Staff	Helped with Band Fruit loading
Start : 12/9/2015 (7)					
12/9/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/9/2015 8:30 AM	60	BCHS	Other (Add to Description)	Plumbing/Sewer	Unclogged commode in upper boys restroom in 54 bld. cleaned up mess in floor
12/9/2015 9:30 AM	120	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls purchase orders, and worked on budget materials
12/9/2015 11:30 AM	30	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian, cleaning tables in cafeteria, one dayshift custodian out sick
12/9/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/9/2015 12:30 PM	60	BCHS	Other (Add to Description)	Other (Provide Description), Water line	Repairs to automatic floor drain trap primer in lower mertz
12/9/2015 1:30 PM	150	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to clean cafeteria and kitchen, haul off trash
Start : 12/10/2015 (6)					
12/10/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/10/2015 8:30 AM	60	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Purchase Orders, Reports	Worked in office on PC
12/10/2015 9:30 AM	120	BCHS	Office	Other (Provide Description), Phone call	Worked on budgetary items, calls, and research

				- Others, Phone call - Staff	
12/10/2015 11:30 AM	120	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh and Justin Rider at SAB for budget items and other issues
12/10/2015 1:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
12/10/2015 2:00 PM	120	VES	Gymnasium, Hallway, Kitchen	Electrical, Meeting - Others	Met and worked with Kenny Lowery of H&M Elec, for repairs to replace contactor and check lighting in some other areas at VES
Start : 12/11/2015 (6)					
12/11/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/11/2015 8:30 AM	60	BCHS	Office	Email, Meeting - Staff, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
12/11/2015 9:30 AM	150	BCHS	Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs trying to figure out lighting problems in auditorium at BCHS
12/11/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/11/2015 12:30 PM	150	Other (Describe)	Classroom, Office, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Trane Techs at BCHS Library, classroom and SAB for repairs to HVAC
12/11/2015 3:00 PM	60	BCHS	Other (Add to Description)	Electrical, Meeting - Others	Met back with H&M Elec. Techs finishing up electrical problems at auditorium, lighting, found breakers had shorted out and crossed power on breaker buss barr
Start : 12/14/2015 (6)					
12/14/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/14/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
12/14/2015 9:00 AM	180	BCHS	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met and worked with staff for repairs to stage curtains, adjust lighting for program, moving and cleaning of stage area
12/14/2015 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/14/2015 12:30 PM	120	BCHS	Gymnasium, Locker Room	HVAC	Worked on HVAC in gymnasium and locker room to try to cool areas down
12/14/2015 2:30 PM	90	BCHS	Classroom, Hallway	HVAC	Worked on HVAC in science wing area trying to cool areas down
Start : 12/15/2015 (7)					
12/15/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/15/2015 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
12/15/2015 9:00 AM	60	VES	Classroom, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Kevin Barnett for quarterly sprinkler flow inspection
12/15/2015 10:00 AM	180	BCHS	Boiler Room, Classroom, Closet,	Meeting - Others	Met and worked with Kevin Barnett for Quarterly sprinkler flow inspection

			Hallway, Locker Room		
12/15/2015 1:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
12/15/2015 1:30 PM	90	MES	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Other (Add to Description)	Meeting - Others	Met and worked with Kevin Barnett for Quarterly sprinkler flow inspection
12/15/2015 3:00 PM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodian to load and haul trash to landfill
Start : 12/16/2015 (8)					
12/16/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
12/16/2015 8:30 AM	60	BCHS	Office	Other (Provide Description), Phone call - Others	Worked in office on budgetary items
12/16/2015 9:30 AM	120	BCHS	Office	HVAC	Worked on HVAC 01 in front office, new filters, belt, checked unit on Tracer summit.
12/16/2015 11:30 AM	60	BCHS	Shop	Meeting - Others, Water line	Met and worked with custodian in electrical shop for water line leak and to clean up water mess
12/16/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/16/2015 1:00 PM	120	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to help clean cafeteria, kitchen and haul trash, other custodian out sick
12/16/2015 3:00 PM	30	BCHS	Hallway	Electrical, Other (Provide Description)	Repairs to elevator in atrium area, doors stuck open and below floor level, someone has pushed up on escape hatch, contact switch was open
12/16/2015 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 12/17/2015 (5)					
12/17/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
12/17/2015 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, parts research and ordering, purchase orders and budget materials 
12/17/2015 9:30 AM	180	Other (Describe)	Classroom, Hallway, Locker Room	Meeting - Others	Met with Jerry Rexrode, of Rexrode Masonary and Construction to look at repairs, for BCHS and MES 
12/17/2015 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
12/17/2015 1:00 PM	210	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James, of Radford Mechanical for HVAC repairs at BCHS 
Start : 12/18/2015 (5)					
12/18/2015 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
12/18/2015 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, Phone messages, calls, phone call to Vendors for pricing for budget items, parts research and ordering. 
12/18/2015 9:30 AM	90	MES		Meeting - Others	

Date/Time	Location	Hallway, Other (Add to Description)	Meeting - Others	Meeting with Rich Light of Skyline Door and Hardware for door closers not functioning properly 
12/18/2015 11:00 AM	150 BCHS	Gymnasium, Hallway	Meeting - Others	Met with Rich Light of Skyline Door and Hardware to look at some doors at BCHS 
12/18/2015 1:30 PM	150 BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to help wipe tables, sweep and mop cafeteria, clean kitchen and haul trash, custodian short again today 

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