



## Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 12/21/2015 (1)</b>					
12/21/2015 1:00 PM	180	BCHS	Office	Meeting - Others	Attended meeting, and new machine demonstration
<b>Start : 12/22/2015 (1)</b>					
12/22/2015 10:00 AM	120	BCHS	Classroom, Hallway	Electrical	Light bulb and ballast replacement in Atrium area and rooms
<b>Start : 12/29/2015 (1)</b>					
12/29/2015 8:00 AM	540	BCHS	Boiler Room, Closet, Hallway, Other (Add to Description)	HVAC, Meeting - Others, Other (Provide Description), Water line	Met and worked with Newcomb IES Techs for repairs and replacement of dilectical unions and valves various locations at BCBS
<b>Start : 12/30/2015 (3)</b>					
12/30/2015 8:00 AM	300	BCHS	Kitchen	Meeting - Others, Plumbing/Sewer	Met and worked with Lindsey Electric and Const. to hydro pressure line from kitchen restroom, also reinstalled comode back and checked for proper function
12/30/2015 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/30/2015 1:30 PM	210	BCHS	Boiler Room, Shop	HVAC, Meeting - Others, Water line	Met and worked with Newcomb IES Techs for replacement of valves in electrical shop at BCBS
<b>Start : 1/4/2016 (6)</b>					
1/4/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/4/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/4/2016 9:30 AM	150	VES	Classroom	HVAC	Worked on HVAC in room 308, found both fan motors burnt up, attempting to locate 2 new motors, also checked room 307, replaced acutor, room 202 adjusted temp, also checked other room temps on Metsays control
1/4/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/4/2016 12:30 PM	120	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC	Checked Atrium area HVAC reset temps in various locations
1/4/2016 2:30 PM	90	Other (Describe)	Other (Add to Description)	Meeting - Staff	Custodian and I went to VES picked up trailer loaded lift brought it back to BCBS, unloaded, took it to band room, gathered up other supplies for repairs to bandroom
<b>Start : 1/5/2016 (9)</b>					

1/5/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/5/2016 8:30 AM	120	BCHS	Classroom, Hallway	HVAC	Received complaints that parts of Mertz rooms were cold, pulled up Tracer Summit program, reset some temps, checked actuators on units, some were air locked where we had system shut down for repairs
1/5/2016 10:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/5/2016 11:00 AM	120	BCHS	Closet	Meeting - Others	Met and worked with David Oliver, of Oliver Dist. to check out and work on floor mopping machine
1/5/2016 1:00 PM	60	BusGar	Shop	Meeting - Staff	Went to bus garage to pick up belts delivered there from Fisher Auto Parts and to loan bus mechanic meter to check some electrical problems on buses
1/5/2016 2:00 PM	90	SAB	Office	HVAC, Meeting - Staff	Delivered purchase orders to Business Manager at SAB, also worked on items for budget presentation for board meeting, checked basement furnace, out again, contacted Radford Mech. about problem
1/5/2016 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders, Reports	Worked in office on PC
1/5/2016 4:00 PM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went and eat supper
1/5/2016 5:00 PM	300	MES	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Stayed for Board meeting and budget presentation

**Start : 1/6/2016 (6)**



1/6/2016 9:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/6/2016 9:30 AM	60	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/6/2016 10:30 AM	120	VES	Hallway	Other (Provide Description)	Repairs to front door at VES entrance, catch latch dragging
1/6/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/6/2016 1:00 PM	30	BCHS	Hallway	Other (Provide Description)	Checked out door lock on door at Mertz rear entrance, key not functioning properly
1/6/2016 1:30 PM	180	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean cafeteria and kitchen, hauled trash to dump, also received call to bring bulbs to SAB for BARC Elec. to install, had to hunt 2 bulbs down

**Start : 1/7/2016 (6)**



1/7/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/7/2016 8:30 AM	90	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/7/2016 10:00 AM	120	BCHS	Classroom	Electrical	Worked on lighting in band room, have to pick up parts to repair lights
1/7/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/7/2016 12:30 PM	60	BCHS	Classroom	Electrical	Lighting repairs in band room

1/7/2016 1:30 PM	150	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to State Elec. Supply to pick up parts for lighting in band room, also went to Oliver Dist for new machine demonstration
<b>Start : 1/8/2016 (6)</b>					
1/8/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/8/2016 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/8/2016 9:00 AM	90	BCHS	Classroom	Electrical	Installed new parts on lighting in band room
1/8/2016 10:30 AM	90	VES	Classroom	HVAC, Meeting - Others	Met and worked with James, of Radford Mech, to remove and install 2 new fan motors on airhandler in room 308 at VES
1/8/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/8/2016 12:30 PM	210	Other (Describe)	Classroom, Office	HVAC, Meeting - Others	Met and worked with James of Radford Mech. to remove and install 2 fan motors in room 308, also go to SAB and check basement furnace, think that heat exchanger is clogged up , also exhaust fan motor is not functioning properly, back to VES to check unit
<b>Start : 1/11/2016 (8)</b>					
1/11/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/11/2016 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC.
1/11/2016 9:30 AM	30	BCHS	Office	HVAC	Checked room temps from Tracer Summit for BCHS, checked room temps on Metsays at VES, from computer in office
1/11/2016 10:00 AM	120	BCHS	Closet, Other (Add to Description)	Other (Provide Description)	Straightened up and cleaned storage and supply rooms
1/11/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/11/2016 12:30 PM	60	BCHS	Boiler Room, Closet	Meeting - Staff, Other (Provide Description)	Worked on storage areas, cleaning and straightening up
1/11/2016 1:30 PM	60	BCHS	Closet, Other (Add to Description)	Other (Provide Description)	Removed batteries from walk behind mopper to be replaced
1/11/2016 2:30 PM	90	BCHS	Boiler Room	Electrical, Other (Provide Description)	Repairs to door in boiler room, replaced lights in boiler room
<b>Start : 1/12/2016 (7)</b>					
1/12/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/12/2016 8:30 AM	30	BCHS	Office	Email, Other (Provide Description), Phone call - Staff, Phone System, Purchase Orders	Worked in office on PC
1/12/2016 9:00 AM	60	BCHS	Hallway	Electrical, Other (Provide Description)	Worked on lighting at various locations BCHS hallways
1/12/2016 10:00 AM	120	BCHS	Closet	Phone call - Others	Met and worked with David Oliver for repairs to floor mopper
1/12/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/12/2016 12:30 PM	90	VES	Kitchen	Meeting - Staff, Water line	

					Called to VES by kitchen staff to check problem with dishwasher, checked water softener.
1/12/2016 2:00 PM	120	BCHS	Kitchen	Meeting - Staff	Met and worked with custodians to clean cafeteria and kitchen, haul trash
<b>Start : 1/13/2016 (3)</b>					
1/13/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/13/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC
1/13/2016 9:30 AM	390	Other (Describe)	Kitchen	Meeting - Others	Met and worked with Josh, of Fire Safety Products for kitchen hood inspections at MES, VES, BCHS, Culinary Arts BCHS
<b>Start : 1/14/2016 (6)</b>					
1/14/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/14/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/14/2016 9:00 AM	180	VES	Classroom	HVAC	Worked on HVAC in room 102 at VES, acuator and thermostat
1/14/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/14/2016 12:30 PM	90	SAB	Office, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at SAB for repairs to basement furnace
1/14/2016 2:00 PM	120	VES	Kitchen	HVAC, Meeting - Others	Met, worked with James of Radford Mech for repairs to hood exhaust fan motor on roof, also to reprogram thermostats in kitchen area
<b>Start : 1/15/2016 (4)</b>					
1/15/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/15/2016 8:30 AM	90	BCHS	Classroom, Hallway	Electrical, Other (Provide Description)	Work on clocks in various locations, hallways, classrooms, install new batteries and reset
1/15/2016 10:00 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/15/2016 11:00 AM	300	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to State Elec Supply in Covington to pick up ordered supplies, also picked up belts at Fisher Auto Parts, unloaded supplies in storage areas
<b>Start : 1/18/2016 (6)</b>					
1/18/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/18/2016 8:30 AM	60	BCHS	Hallway, Other (Add to Description)	HVAC	Went on Tracer Summit to check all temps at BCHS, also went to Metsays Program to check VES and MES temps for this extreme cold snap
1/18/2016 9:30 AM	150	VES	Classroom, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs for installation of 3 projectors and lighting repairs at VES
1/18/2016 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
1/18/2016 12:30 PM	90	VES	Classroom, Gymnasium	Electrical, Meeting - Others	

					Met and worked with H&M Elec. Techs at VES for projectors and lighting repairs
1/18/2016 2:00 PM	120	BCHS	Gymnasium, Hallway, Locker Room, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs at BCHS for emergency light installation and lighting repairs
<b>Start : 1/19/2016 (8)</b>					
1/19/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
1/19/2016 8:30 AM	90	VES	Boiler Room, Classroom, Gymnasium, Hallway	Electrical, Meeting - Others	Met and worked with H&M Elec. on electrical repairs to lighting and recepticals in gym and hallway
1/19/2016 10:00 AM	60	Other (Describe)	Parking Lot	Meeting - Others	Met with David, of Oliver Dist. to receive batteries for mopping at VES and BCHS 
1/19/2016 11:00 AM	60	VES	Closet	Electrical	Installed new batteries in floor mopping machine at VES, checked for proper operation
1/19/2016 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
1/19/2016 12:30 PM	60	VES	Boiler Room, Other (Add to Description)	HVAC	Checked boilers for proper operation, also checked water softner for salt pellet levels
1/19/2016 1:30 PM	90	Other (Describe)	Road	Electrical, Other (Provide Description)	Received call about caution light at south end VES not functioning properly, checked with meter, charging system is functioning, checked battery not holding load, picked up new battery at BCBS and installed
1/19/2016 3:00 PM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 
<b>Start : 1/20/2016 (7)</b>					
1/20/2016 8:00 AM	180	BCHS	Boiler Room, Other (Add to Description)	HVAC, Other (Provide Description)	Came in this morning heat is off, found fuel pump #2 was out not feeding fuel to boilers, switched to pump #1 got boilers back on line, contacting Newcomb IES about pump problem, also checked boiler #2 at Atrium area discharging heavy black smoke
1/20/2016 11:00 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Call to Valley Boiler to get Tech to come work on boiler #2 at BCHS Atrium area end 
1/20/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
1/20/2016 12:30 PM	60	BCHS	Hallway	Other (Provide Description)	Repairs to locker locks on 8th grade hallway BCHS
1/20/2016 1:30 PM	60	BCHS	Boiler Room	HVAC	Checked heating to be sure heated water temps were coming back up to normal 
1/20/2016 2:30 PM	30	BCHS	Office	HVAC, Phone call - Others	Called Whiting Jamison to see what time my tanker load of oil would arrive 
1/20/2016 3:00 PM	60	BCHS	Kitchen	Meeting - Staff	Helped custodian haul trash from cafeteria cleanup 
<b>Start : 1/21/2016 (5)</b>					
1/21/2016 8:00 AM	90	SAB	Parking Lot	Other (Provide Description)	Snow removal at SAB and BCHS 

1/21/2016 9:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Northeast Stage Rep for rigging inspection and measurements, got lift ready for them to do inspection 
1/21/2016 10:30 AM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler for inspection and repairs of boiler #2 at Atrium area end 
1/21/2016 1:00 PM	120	BCHS	Hallway	Electrical, Meeting - Others	Met and worked with Martin Young of Thyssenkrupp Elevator Service to check out and repair elevator at Mertz section 
1/21/2016 3:00 PM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 
<b>Start : 1/22/2016 (1)</b>					
1/22/2016 7:30 AM	300	Other (Describe)	Parking Lot, Road	Other (Provide Description)	Moved trailer from BCHS parking lot back to bus garage lot, Snow removal at BCHS and SAB 
<b>Start : 1/24/2016 (1)</b>					
1/24/2016 8:00 AM	510	Other (Describe)	Grounds, Parking Lot	Meeting - Staff	Snow removal at bus garage, VES, SAB BCHS 
<b>Start : 1/25/2016 (1)</b>					
1/25/2016 8:00 AM	660	Other (Describe)	Grounds, Parking Lot	Meeting - Staff	Snow removal at BCHS parking lot, walks, shops, boiler rooms, 3 bus turn arounds at Mtn. Grove area 
<b>Start : 1/26/2016 (8)</b>					
1/26/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
1/26/2016 8:30 AM	120	BCHS	Classroom, Hallway, Office	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs for repairs to lighting in various areas at BCHS 
1/26/2016 10:30 AM	90	BCHS	Office	Email, Inventory, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, calls to vendors trying to locate Ice Melt, Skyline Door and Hardware for information about restroom partitions at VES, Town and Country Carpet about price difference on carpet samples 
1/26/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
1/26/2016 12:30 PM	60	BCHS	Classroom, Hallway	Electrical, Meeting - Others	Met with H&M Elec. Techs to instruct them on other work to be done 
1/26/2016 1:30 PM	120	BCHS	Shop	Other (Provide Description)	Repairs to 455 snow blower, 1025R John Deere plow, attempting to locate parts for tractor plow 
1/26/2016 3:30 PM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC 
1/26/2016 7:00 PM	120	BCHS	Other (Add to Description)	Meeting - Staff	Received call from BCHS custodians about a leak around sprinkler head at lower atrium restroom, inspected and found that roof vent above restroom was leaking 
<b>Start : 1/27/2016 (5)</b>					
1/27/2016 8:00 AM	90	BCHS	Boiler Room, Office	HVAC	Daily Boiler Check, also pulled up Tracer Summit on PC to check system and temps, also went to Metsays program for VES and MES to check their systems 

1/27/2016 9:30 AM	60 VES	Grounds	Electrical, Meeting - Others	Met with H&M Elec. Tech for repairs and installment of lighting at VES  NEW
1/27/2016 10:30 AM	90 Other (Describe)	Closet	Meeting - Staff	Met and worked with custodians to move chairs to band area, auditorium, and haul chairs from VES to BCHS for placement for all-area band on Friday 1/29/16  NEW
1/27/2016 12:00 PM	30 BCHS	Other (Add to Description)	Lunch	Lunch Break  NEW
1/27/2016 12:30 PM	210 Other (Describe)	Other (Add to Description)	Parts Pickup	Went to Dawn Equipment to pick up pallet of ice melt, also trying to find parts for John Deere hydraulic plow parts, went to 7 different places trying to find parts for this  NEW

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