



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 1/29/2016 (1)					
1/29/2016 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Time off for week
Start : 2/1/2016 (6)					
2/1/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/1/2016 8:30 AM	120	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodians to haul off junk items and other things from stage area
2/1/2016 10:30 AM	90	BCHS	Office	Email, Other (Provide Description), Phone call - Staff, Phone System, Purchase Orders, Reports	Worked in office on PC, phone call to North East Stage to get revised quotes for Mrs. Hirsh, phone conversation with others and staff, purchase orders, parts researching, logs
2/1/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/1/2016 12:30 PM	150	BCHS	Classroom	HVAC	HVAC repairs to classroom units at Mertz section, Checked Tracer Summit, found systems off line, reset and checked for proper function, also checked HVAC unit in room B-103 found broken belt, replaced belt and checked for proper function
2/1/2016 3:00 PM	60	BCHS	Classroom, Closet, Office	Other (Provide Description)	Repairs to loose door knob, locks on classrooms, closets and hallway doors NEW
Start : 2/2/2016 (6)					
2/2/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/2/2016 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 call others, messages, parts ordering NEW
2/2/2016 9:30 AM	60	BCHS	Hallway, Office	Meeting - Others	Met with H&M Elec. Techs to show them scope of work, and get them parts I have on hand to repair NEW
2/2/2016 10:30 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler to repair leak in boiler room NEW
2/2/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/2/2016 12:30 PM	210	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler to check and repair fuel oil pump that feeds boilers, and boiler #3 was out, found bad motor starter, feed fuel pump start capacitor is bad, Jeff will pick one up and install on next visit NEW
Start : 2/3/2016 (5)					
2/3/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check

2/3/2016 8:30 AM	120	Other (Describe)	Other (Add to Description)	Meeting - Staff	Met and worked with custodians to load and move borrowed chairs back to VES
2/3/2016 10:30 AM	90	BCHS	Classroom, Hallway, Office	HVAC	Repairs to HVAC in Science Wing at BCHS, timer off setting, belt on one unit, filters in unit
2/3/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/3/2016 12:30 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Dawn Equip. in Covington to pick up ordered parts for 1026R John Deere tractor, State Elec. Supply to pick up ordered parts
Start : 2/4/2016 (5)					
2/4/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/4/2016 8:30 AM	90	SAB	Grounds, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs to show them scope of work for Mr. Lancaster and other items on list
2/4/2016 10:00 AM	390	Other (Describe)	Other (Add to Description)	Meeting - Staff	Went to Staunton Tractor to look at and order equipment and car hauler trailer and placed order. Went to Shade Equipment in Harrisonburg to pick up ordered parts for maintenance truck snow plow, also went to Lowes to pick up supplies for MES custodian
2/4/2016 4:30 PM	60	MES	Shop	Meeting - Staff	Met with MES custodian -dropped off supplies to them, also while there met with Jim of H&M Elec. installing new outside lighting
2/4/2016 5:30 PM	60	SAB	Office, Parking Lot	Meeting - Staff	Met with Mr. Lancaster at SAB to discuss installation of fiber optic line into SAB server, location and how we are going to get there
Start : 2/5/2016 (5)					
2/5/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/5/2016 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler for PM's on boilers at Atrium area end
2/5/2016 9:30 AM	120	VES	Classroom	HVAC	Worked on HVAC unit at VES found actuator was bad, replaced with new one and checked for proper function
2/5/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/5/2016 12:00 PM	300	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler for repairs to boiler fuel feeder pump, Motor saver on heated water pump system, and worked on water softner at BCHS
Start : 2/8/2016 (2)					
2/8/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/8/2016 8:30 AM	540	Other (Describe)	Parking Lot, Road	Other (Provide Description)	Snow removal SAB, BCHS, bus turn arounds at Lake Momaw Rd, Rt.600 and Rt. 601
Start : 2/9/2016 (8)					
2/9/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/9/2016 8:30 AM	90	BCHS	Grounds	Meeting - Staff	

					Met and worked with custodian to clean blown in snow off sidewalks and put down icemelt
2/9/2016 10:00 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with techs from Town and Country Carpet at Auditorium to remove carpet
2/9/2016 11:00 AM	60	BCHS	Shop	Other (Provide Description)	Repairs and installed new parts on 1026R John Deere snow plow
2/9/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/9/2016 12:30 PM	150	BCHS	Parking Lot	Other (Provide Description)	Repairs and installation of parts on Maintenance Truck Snow Plow
2/9/2016 3:00 PM	60	BCHS	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Hauled torn out carpet to Hot Springs Waste Station
2/9/2016 4:00 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC

Start : 2/10/2016 (8)

2/10/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/10/2016 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Hauled rest of torn out carpet to Hot Springs Waste Station
2/10/2016 9:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Carpet people in Auditorium, discussing carpet installation and things we need to do
2/10/2016 10:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with H&M Elec. Techs to show and inspect problems with emergency lighting in Auditorium and also to repair wiring on stage
2/10/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/10/2016 12:00 PM	60	VES	Boiler Room, Other (Add to Description)	HVAC	Removed and installed new heater in water room next to boiler room at VES, old heater burnt up
2/10/2016 1:00 PM	60	VES	Kitchen, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs to show them scope of work and repairs to lighting at VES
2/10/2016 2:00 PM	120	BusGar	Shop	Electrical, Meeting - Staff	Met and worked with mechanics at bus garage to repair lighting on trailer

Start : 2/11/2016 (5)

2/11/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/11/2016 8:30 AM	30	BCHS	Other (Add to Description)	Meeting - Others	Met with Techs from Town and Country Carpet, let them in, turned lighting on for them
2/11/2016 9:00 AM	270	MES	Boiler Room, Classroom, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Electrical, Meeting - Others	Met with Josh, of Fire Safety Products at MES to get count of Exit signs that have to be removed this year, also got measurements and count to install new Electrical exit signs in their place, also loaded single man lift on trailer
2/11/2016 1:30 PM	60	BCHS	Hallway, Parking Lot	Other (Provide Description)	Unloaded lift at BCHS, put it on stage with other lift so United Rentals Mechanic could come to work on them
2/11/2016 2:30 PM	120	VES	Gymnasium, Hallway	Electrical, Meeting - Others	Met with Josh at VES to get count on exit signs to be removed there, also we worked on roll up fire door in library, got it up out of way

☰ **Start : 2/12/2016** (6)

2/12/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/12/2016 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Carpet People, let them in auditorium and turned on lighting for them
2/12/2016 9:30 AM	150	BCHS	Other (Add to Description)	HVAC	Repairs to old HVAC units in auditorium.
2/12/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/12/2016 12:30 PM	60	BCHS	Closet, Other (Add to Description)	Other (Provide Description)	Replaced ceiling tiles in closets and dressing room on stage
2/12/2016 1:30 PM	150	BCHS	Classroom, Closet, Hallway	HVAC	Repairs to HVAC in science wing BCHS, classroom unit, hallway unit and also found air leak on control panel and replaced valve on this panel

☰ **Start : 2/15/2016** (1)

2/15/2016 7:00 AM	360	Other (Describe)	Parking Lot, Road	Other (Provide Description)	Snow removal at SAB, road around BCHS and parking lot at BCHS
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☰ **Start : 2/16/2016** (2)

2/16/2016 8:00 AM	420	Other (Describe)	Parking Lot, Road, Other (Add to Description)	Meeting - Staff	Met with Trans Director, snow removal at SAB, BCHS, and VES
2/16/2016 3:00 PM	120	VES	Other (Add to Description)	Water line	Repairs to 1/2" water line at VES water supply room


☰ **Start : 2/17/2016** (6)


2/17/2016 7:30 AM	120	Other (Describe)	Road	Other (Provide Description)	Snow removal at bus turn arounds, Rt. 601, Rt. 600, and Lake Momaw Rd.
2/17/2016 9:30 AM	30	BCHS	Other (Add to Description)	Meeting - Staff	Meeting with custodians at cafeteria
2/17/2016 10:00 AM	120	BCHS	Other (Add to Description)	Meeting - Others	Met and worked with United Rentals Mechanic for repairs to 2 single man lifts on stage at BCHS, He has to order parts for the one lift, mand will be back next week to install
2/17/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/17/2016 12:30 PM	150	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
2/17/2016 3:00 PM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Town and Country Carpet to check on progress of carpet being installed

☰ **Start : 2/18/2016** (8)


2/18/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/18/2016 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC ■ NEW
2/18/2016 9:30 AM	60	BCHS	Other (Add to Description)	HVAC	Repairs to HVAC unit in lower atrium, unit off blown fuse in control panel at lower boiler room ■ NEW
2/18/2016 10:30 AM	90	VES	Other (Add to Description)	Electrical	Called to VES about alarm on fire door at Library, worked on this trying to get it off, failed and called Josh, with Fire Safety Products to check







and see if we could take care of this problem


2/18/2016 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/18/2016 12:30 PM	90	VES	Classroom	HVAC	Repairs to HCAC Rm 204, checked circuit and LB for 24-volt feeding actuator, checked and changed actuator 
2/18/2016 2:00 PM	60	BusGar	Other (Add to Description)	Water line	Repairs to water line leaking at Bus Garage restroom
2/18/2016 3:00 PM	90	BusGar	Parking Lot	Other (Provide Description)	Removed snow plow from Maintenance Truck and pressure washed truck

 **Start : 2/19/2016 (6)**

2/19/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/19/2016 8:30 AM	180	VES	Other (Add to Description)	Electrical, Meeting - Others	Met and worked with Josh of Fire Safety Products to get fire door adjusted and alarm off in Library, need to have Overhead Door to inspect to be sure functioning properly
2/19/2016 11:30 AM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/19/2016 12:00 PM	90	MES	Kitchen	Electrical, Meeting - Staff	Met and worked with David, checked out electrical problem in kitchen, breaker in office area of kitchen tripped from Warmer being plugged in on circuit
2/19/2016 1:30 PM	150	MES	Boiler Room, Classroom	HVAC, Meeting - Staff	Met with David to check HVAC unit control panel, fuses blown, heaters on contactor blown, replaced and still not functioning, I think unit motor is burnt up in classroom
2/19/2016 4:00 PM	90	SAB	Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mechanical for repairs to basement furnace at SAB

 **Start : 2/22/2016 (6)**

2/22/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check 
2/22/2016 8:30 AM	60	BCHS	Closet, Hallway	Electrical, Meeting - Others	Met with H&M Elec Tech. for removal and installation of light with emergency light backup built in it 
2/22/2016 9:30 AM	150	BCHS	Boiler Room, Closet, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for repairs to HVAC in science wing control panel and also repairs to unit feeding classroom from control panel room, timers out, reset and checked for proper function 
2/22/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
2/22/2016 12:30 PM	90	MES	Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec Techs at MES to trace out electrical problem in kitchen 
2/22/2016 2:00 PM	120	MES	Boiler Room, Classroom	HVAC, Meeting - Others	Met and worked with James of Radford Mech. to check HVAC problem in Pat Whitsons room also to check control panel that I replaced parts in, found bad motor in unit removed to get one to replace 

 **Start : 2/23/2016 (10)**

2/23/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/23/2016 8:30 AM	30	SAB	Office	Meeting - Staff	Met with Mrs. Hirsh & Mr. Rider regarding revised quote from North East Stage received on Feb 22.
2/23/2016 9:00 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone calls, messages, parts ordering, logs, and purchase orders
2/23/2016 10:00 AM	30	BCHS	Classroom, Closet, Hallway	Electrical, Meeting - Others	Met with H&M Elec Techs, installing electrical for Mr. Lancasters fuel pump card reader
2/23/2016 10:30 AM	30	BCHS	Shop	HVAC, Meeting - Staff	Met with Mr. Altizer in shop to check heat units, found fan motor going bad first unit next to office, ordering motor
2/23/2016 11:00 AM	60	SAB	Office	Meeting - Staff, Phone call - Others	Meeting with Mrs. Hirsh, Justin Rider and phone conversation with Joann Katz of North East Stage about stage curtains
2/23/2016 12:00 PM	90	BCHS	Closet	Plumbing/Sewer, Water line	Checked out 2 closet mop sink faucets, repaired one and ordering new faucet for other
2/23/2016 1:30 PM	30	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh
2/23/2016 2:00 PM	60	BCHS	Boiler Room	Electrical	Replaced burnt out bulbs in boiler room at atrium area
2/23/2016 3:00 PM	60	BCHS	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met with custodian in Auditorium to move excess carpet pieces, kept large ones and hauled small pieces off

Start : 2/24/2016 (10)

2/24/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/24/2016 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/24/2016 9:30 AM	30	BCHS	Office	Meeting - Others	Met with Josh of Fire Safety Products about starting job at MES removing Radioactive emergency lights and installing new LED elec exit devices
2/24/2016 10:00 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met and worked with United Rental Tech to let him in on stage to repair single man lift, helped him get it taken apart to install new charger and battery
2/24/2016 11:00 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Newcomb IES, colt plumbing ordering parts
2/24/2016 11:30 AM	30	SAB	Office	Meeting - Staff	Went to SAB to meet with Mrs. Hirsh and Justin Rider, Sue was tied up and I met with Justin, return & met w/ Mrs. Hirsh.
2/24/2016 12:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others	Worked in office on PC
2/24/2016 1:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh and Business Manager
2/24/2016 2:00 PM	90	MES	Classroom, Hallway	Electrical, Meeting - Others	Went to MES to meet with Josh of Fire Safety Products, also to check on some work Mr. Lancaster needs done
2/24/2016 3:30 PM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Valley Boiler to install parts on boiler fuel feed pumps

☰ **Start : 2/25/2016 (7)**

2/25/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check  NEW
2/25/2016 8:30 AM	30	BCHS	Classroom, Closet, Hallway	Electrical	Met with H&M Elec. Techs working on Mr. Lancasters project, talked about some other work at MES for Mr. Lancaster and electrical feeds for emergency lighting in gymnasium  NEW
2/25/2016 9:00 AM	60	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC  NEW
2/25/2016 10:00 AM	30	BCHS	Parking Lot	Meeting - Others	Met with Jamie, Salesman for United Rentals, in the area and stopped by, gave him purchase order number to charge materials and labor for repairs to single man lifts  NEW
2/25/2016 10:30 AM	30	VES	Classroom	Meeting - Others, Meeting - Staff	Went to VES to meet with Laura, of Town & Country Carpet, she had already been there and gone, Ms. Hevener showed her around and discussed problems about carpet, Laura is contacting independent consultant to look at problems  NEW
2/25/2016 11:00 AM	60	BCHS	Office	HVAC	Checked HVAC on Tracer Summit, BCHS also checked systems on Metsays for VES and MES  NEW
2/25/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break  NEW

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