



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
☒ Start : 2/23/2016 (9)					
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 (3)					
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 (11)					
2/25/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
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
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
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
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
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
2/25/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/25/2016 12:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Mr. Lancaster about wire measurement for card reader
2/25/2016 1:00 PM	60	BCHS	Other (Add to Description)	Electrical, Meeting - Staff	Meeting with custodians at auditorium to move some things around, also to install some bulbs burnt out
2/25/2016 2:00 PM	60	BCHS	Grounds, Parking Lot	Meeting - Staff	Measured across parking lot to get measurement for wiring and met back with Mr. Lancaster to further discuss the job
2/25/2016 3:00 PM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Met with evening shift custodians to get supplies gathered up for custodial closets.
☐ Start : 2/26/2016 (4)					
2/26/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
2/26/2016 8:30 AM	60	BCHS	Closet, Other (Add to Description)	Meeting - Staff	Met and worked with custodians to move stuff out of auditorium area
2/26/2016 9:30 AM	60	BCHS	Closet, Office	Email, Inventory, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, phone messages, calls, E-Mails, inventory of supplies, ordering, and purchase orders
2/26/2016 10:30 AM	210	MES	Gymnasium, Hallway, Office, Shop, Other (Add to Description)	Electrical, Meeting - Others	Met with Josh of Fire Safety Products to check progress of emergency exit signs being installed, also checked with H&M Elec Tech about power for gymnasium exit signs
☐ Start : 2/29/2016 (1)					
2/29/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
☐ Start : 3/1/2016 (1)					
3/1/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
☐ Start : 3/2/2016 (3)					
3/2/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/2/2016 8:30 AM	60	BCHS	Other (Add to Description)	Meeting - Staff	Meeting with Mrs. Hirsh, Mrs. Rowe, Scott Weaver at auditorium
3/2/2016 9:30 AM	390	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler
☐ Start : 3/3/2016 (7)					
3/3/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check

3/3/2016 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
3/3/2016 9:00 AM	60	BCHS	Other (Add to Description)	Meeting - Others	Met with Scott, of North East Stage
3/3/2016 10:00 AM	60	BCHS	Hallway, Kitchen	Meeting - Others	Meeting with Health Inspector
3/3/2016 11:00 AM	120	MES	Gymnasium	Electrical, Meeting - Others	Met with H&M Elec Techs at MES to discuss electrical wiring in gym and classrooms for projectors at MES
3/3/2016 1:00 PM	60	MES	Boiler Room, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Electrical, Meeting - Others	Met with Josh of Fire Safety Products, inspecting exit signs
3/3/2016 2:00 PM	120	BCHS	Other (Add to Description)	HVAC	Repairs to HVAC units in auditorium

☒ **Start : 3/4/2016 (6)**

3/4/2016 7:30 AM	150	Other (Describe)	Grounds, Parking Lot, Road	Meeting - Staff	Snow removal at SAB, BCHS
3/4/2016 10:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/4/2016 10:30 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
3/4/2016 11:00 AM	60	VES	Classroom	HVAC	Repairs to HVAC in classroom at VES, replaced actuator
3/4/2016 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
3/4/2016 12:30 PM	210	BusGar	Shop	Meeting - Staff	Met and worked with Trans Director repairs to Maintenance truck

☒ **Start : 3/7/2016 (7)**

3/7/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/7/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, parts research, parts ordering, logs and purchase orders
3/7/2016 9:30 AM	180	BCHS	Locker Room	Electrical, Meeting - Staff	Repairs to lighting in boys and girls locker room
3/7/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/7/2016 1:00 PM	60	VES	Hallway, Other (Add to Description)	Meeting - Others	Met with Skyline Door and Hardware at VES, delivered restroom stalls and work on front door
3/7/2016 2:00 PM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe about mouse problem in school
3/7/2016 3:00 PM	60	BCHS	Office	Meeting - Staff	Meeting with Mr. Lancaster about electrical work and moving Tracer Summit to server

☒ **Start : 3/8/2016 (6)**

3/8/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/8/2016 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
3/8/2016 9:30 AM	150	MES	Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for repairs to HVAC in library and classroom, control panel rewired some components

3/8/2016 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
3/8/2016 12:30 PM	180	MES	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech for repairs to HVAC
3/8/2016 3:30 PM	30	BCHS	Office	Parts Ordering, Phone call - Others	Worked in office on PC and parts ordering
Start : 3/9/2016 (6)					
3/9/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/9/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls and purchase orders
3/9/2016 9:00 AM	60	BCHS	Classroom, Hallway	Electrical, Meeting - Others	Met with H&M Elec Techs for problems at MES
3/9/2016 10:00 AM	120	MES	Classroom	Plumbing/Sewer, Water line	Went to MES to check comode in Pat Whitsons room, comode is cracked, will have to order new one, got measurements, it is a small one for preschool size kids
3/9/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/9/2016 12:30 PM	210	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot with tractor, fixing muddy areas
Start : 3/10/2016 (4)					
3/10/2016 8:00 AM	90	BCHS	Boiler Room, Classroom, Closet	HVAC, Other (Provide Description)	Daily Boiler Check, also reset temps in Science wing, turned chiller on for that area, checked for proper function
3/10/2016 9:30 AM	180	BCHS	Shop	Meeting - Staff	Met with Mr. Grubbs, cleaned maintenance truck, prepared trailer and got everything ready for truck and trailer to go to Richmond.
3/10/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/10/2016 1:00 PM	300	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to waterlines in restrooms at football field, someone had turned breaker off to heat, waterlines froze and busted
Start : 3/11/2016 (6)					
3/11/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/11/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, parts ordering, logs, and purchase orders
3/11/2016 9:30 AM	60	BCHS	Other (Add to Description)	Electrical, Meeting - Staff	Met and worked with custodian to find electrical problem in boys and girls restroom in lower mertz, no lighting, have found no problem, called H&M Elec to check wiring, sounds like loose neutral wire somewhere in junction box, will be here Monday morning
3/11/2016 10:30 AM	90	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Replaced frozen busted water lines at football field restroom
3/11/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/11/2016 12:30 PM	210	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot with tractor filling holes and spreading gravel
Start : 3/14/2016 (4)					

3/14/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/14/2016 8:30 AM	240	BCHS	Classroom, Hallway, Office	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs on lighting problems in lower mertz restrooms, checking feeds, junction boxes, found breaker shorted out, replaced breaker, also repairs to emergency lighting in upper and lower atrium
3/14/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/14/2016 1:00 PM	240	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to comodes and sinks at football field restrooms, replaced flush valves, repairs to sink faucets

☒ **Start : 3/15/2016 (8)**

3/15/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/15/2016 8:30 AM	60	BCHS	Parking Lot	Meeting - Staff, Other (Provide Description)	Unloaded tools from VES Ford Truck and delivered it back to VES custodian
3/15/2016 9:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs and purchase orders
3/15/2016 10:00 AM	150	BCHS	Hallway, Office, Other (Add to Description)	HVAC, Meeting - Others	Meeting with Amy Cox of Air Mechanical to discuss BARD units in auditorium and kitchen, taking pictures and checking if they are functioning to our satisfaction
3/15/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/15/2016 1:00 PM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory, Parts Ordering, Phone call - Others	Checked custodial inventory, ordered supplies and parts for walk behind mopper from Oliver Dist
3/15/2016 2:00 PM	60	BCHS	Parking Lot	Meeting - Others	Received supplies from CMC, put them in stock
3/15/2016 3:00 PM	60	BCHS	Gymnasium, Hallway, Office	Meeting - Staff	Meeting with School Board Member Mr. Ryder.

☒ **Start : 3/16/2016 (8)**

3/16/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/16/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
3/16/2016 9:00 AM	60	BCHS	Classroom, Hallway	Electrical, Meeting - Others	Met with H&M Elec. Techs on work being done
3/16/2016 10:00 AM	60	VES	Classroom	HVAC	Repairs to HVAC unit in classroom at VES, replaced actuator, checked for proper function
3/16/2016 11:00 AM	60	BCHS	Parking Lot	Meeting - Others	Received supplies from CMC, put away
3/16/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/16/2016 12:30 PM	150	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinal flush valves at football field restroom, repaired one replaced 2
3/16/2016 3:00 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Left for Dr. App.

☒ **Start : 3/17/2016 (6)**

3/17/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/17/2016 8:30 AM	30	BCHS	Office	Meeting - Staff	Met with Mr. Lancaster for repairs to PC, and Cell Phone

3/17/2016 9:00 AM	90	BCHS	Classroom, Closet, Gymnasium, Hallway, Office	Electrical, Meeting - Others, Meeting - Staff	Meeting with Mr. Lancaster and H&M Elec. Techs for installation of data drops
3/17/2016 10:30 AM	30	SAB	Office	Meeting - Staff	Meeting with Business Manager about trailer pickup
3/17/2016 11:00 AM	330	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Staunton Tractor to pick up new trailer, hauled back to bus garage
3/17/2016 4:30 PM	30	SAB	Office	Meeting - Staff	Meeting with Mrs Hirsh

☐ Start : 3/18/2016 (7)

3/18/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/18/2016 8:30 AM	60	BCHS	Classroom	HVAC	Repairs to HVAC in room B107
3/18/2016 9:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
3/18/2016 10:30 AM	90	VES	Other (Add to Description)	Meeting - Others	Met with Skyline Door and Harware at VES to inspect bathroom partitions being installed
3/18/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/18/2016 12:30 PM	150	BCHS	Gymnasium	Electrical, Other (Provide Description)	Repairs to lighting, and replacement of wiring hanging down in gym.
3/18/2016 3:00 PM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Left for Dr. App.

☐ Start : 3/21/2016 (9)

3/21/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/21/2016 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs, and purchase orders
3/21/2016 9:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Kevin Barnett, of Commercial Fry-Fyters for quarterly sprinkler inspection
3/21/2016 10:00 AM	120	SAB	Office	Meeting - Staff, Phone call - Staff	Meeting with Business Manager delivering purchase orders, also researching traps to use for mice in kitchen area, phone discussion with Mrs. Hirsh, about problem, and parking lot problem
3/21/2016 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
3/21/2016 12:30 PM	60	BCHS	Parking Lot	Other (Provide Description)	Looking at parking lot outside of Mertz to figure out how much gravel needed to fill holes, needs to be crusher run so it will pack down and stay in place, also need some gravel to put on muddy spots on main parking lot
3/21/2016 1:30 PM	90	BCHS	Locker Room, Other (Add to Description)	Plumbing/Sewer	Repairs to 2 comodes at auditorium and locker room, 1 stopped up and the other leaking
3/21/2016 3:00 PM	30	BCHS	Shop	Meeting - Staff	Meeting with Mr. Altizer at carpentry shop to look over some problems, and items to be moved
3/21/2016 3:30 PM	30	BCHS	Shop	Water line	Inspecting waterline problem at auto shop, need to pick up new hose bib valves to install

☐ Start : 3/22/2016 (8)

3/22/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
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3/22/2016 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone calls, messages, purchase orders
3/22/2016 9:30 AM	60	BCHS	Boiler Room, Closet	Meeting - Others	Met with Oliver Dist. to receive supplies and put them away in storage areas
3/22/2016 10:30 AM	60	BCHS	Classroom, Hallway, Office	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs. installing data cable for Mr. Lancaster
3/22/2016 11:30 AM	30	BCHS	Other (Add to Description)	HVAC	Checked Bard Units at auditorium.
3/22/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/22/2016 12:30 PM	60	BCHS	Hallway	Electrical, Other (Provide Description)	Checked elevator at main office area not working, found that shunt breaker tripped
3/22/2016 1:30 PM	150	BCHS	Classroom, Hallway, Locker Room	Other (Provide Description)	Repairs to 4 door locks, auditorium, upper atrium girls restroom, outside door next to cafeteria, and one in office
Start : 3/23/2016 (6)					
3/23/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/23/2016 8:30 AM	60	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
3/23/2016 9:30 AM	90	BCHS	Shop	Other (Provide Description), Water line	Repairs to waterlines at auto shop and installed new hose bib faucets at garage door area
3/23/2016 11:00 AM	90	BCHS	Classroom, Other (Add to Description)	HVAC	Repairs to 2 HVAC units at science wing area leaking overhead in ceilings
3/23/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/23/2016 1:00 PM	90	BCHS	Gymnasium	Electrical, Meeting - Others	Met with H&M Techs to check some lighting problems in gymnasium <small>NEW</small>
Start : 3/24/2016 (4)					
3/24/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check <small>NEW</small>
3/24/2016 8:30 AM	330	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with Kevin, of Commercial FYR-FYTERS, Inc. for quarterly sprinkler flow testing at VES, BCHS, and MES <small>NEW</small>
3/24/2016 2:00 PM	120	Other (Describe)	Other (Add to Description)	Parts Pickup	Left MES, went to SJ Neathawk at Covington to pick up order for Joey's carpentry shop <small>NEW</small>
3/24/2016 4:00 PM	90	BCHS	Classroom, Hallway, Office, Shop	Meeting - Staff	Met and worked with custodian to get trash, sweep and clean restrooms from Atrium area and Mertz section, 2 custodians short, hauled trash to dump <small>NEW</small>
Start : 3/25/2016 (1)					
3/25/2016 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Holiday <small>NEW</small>
Start : 3/28/2016 (1)					
3/28/2016 8:00 AM	480	BCHS		Leave - Vacation	Vacation Leave <small>NEW</small>

Other (Add to Description)

☰ Start : 3/29/2016 (1)

3/29/2016 8:00 AM

480 BCHS

Other (Add to Description)

Leave - Vacation

Vacation Leave NEW

Add new event