



Maintenance ▶ Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
Start : 2/26/2016 (2)					
2/26/2016 2:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Business manager and Mrs. Hirsh
2/26/2016 3:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 3/23/2016 (2)					
3/23/2016 1:00 PM	90	BCHS	Gymnasium	Electrical, Meeting - Others	Met with H&M Techs to check some lighting problems in gymnasium
3/23/2016 2:30 PM	120	BCHS	Shop	Meeting - Staff	Met and worked with custodian to load and haul trash and debree from shops
Start : 3/24/2016 (4)					
3/24/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
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
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
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
Start : 3/25/2016 (1)					
3/25/2016 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 3/28/2016 (1)					
3/28/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 3/29/2016 (1)					
3/29/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 3/30/2016 (7)					
3/30/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/30/2016 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 calls, messages, logs, parts research and ordering, and purchase orders
3/30/2016 9:30 AM	60	BCHS	Boiler Room, Classroom	HVAC	Met and worked with James of Radford Mech for HVAC repairs at BCHS
3/30/2016 10:30 AM	30	BCHS	Hallway	Electrical, Meeting - Others	Met with Jim of H&M Elec to open up doors for him to work on data drops
3/30/2016 11:00 AM	180	BCHS	Hallway	Meeting - Others, Other (Provide Description)	Met and worked with Martin, of Thyssenkrupp Elevator Service for repairs to elevator in Mertz section
3/30/2016 2:00 PM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager, also discussed other items to be done, he gave me some more invoices to take back to office type purchase orders and get them back to him before days end
3/30/2016 3:00 PM	60	Other (Describe)	Office	Purchase Orders	Worked in office on PC typing purchase orders and delivered back to business manager at SAB
Start : 3/31/2016 (6)					
3/31/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
3/31/2016 8:30 AM	60	BCHS	Grounds	Fuel Tank Measurement, Other (Provide Description)	Measured heating oil tanks, called MES custodian got his measurement ordered oil from Whiting Jamison.
3/31/2016 9:30 AM	30	BCHS	Gymnasium, Office	Electrical, Meeting - Others	Met with Jim, of H&M Elec. for instructions of work
3/31/2016 10:00 AM	150	BCHS	Parking Lot	Meeting - Staff, Other (Provide Description)	Worked with custodian cleaning Mertz parking lot and patching holes with gravel
3/31/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/31/2016 1:00 PM	240	BCHS	Parking Lot	Other (Provide Description)	Cleaned and patched holes in mertz parkinglot
Start : 4/1/2016 (10)					
4/1/2016 8:00 AM	30	BCHS	Parking Lot	Meeting - Staff	Met with officer Dewy Knicks, about keeping parkinglot clear for ditching to gas pump readers, mall vehicles will have to park North of white line on lot
4/1/2016 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/1/2016 9:00 AM	60	BCHS	Boiler Room, Parking Lot, Shop, Other (Add to Description)	Other (Provide Description)	Gathered up cones , caution tape, and post to block off parking lot for Monday ditching to fuel dock
4/1/2016 10:00 AM	90	BCHS	Boiler Room, Classroom, Hallway	HVAC	Repairs to HVAC classroom unit leaking water
4/1/2016 11:30 AM	60	VES	Gymnasium, Other (Add to Description)	Meeting - Others	Met with Skyline Door and Hardware at VES checking out restroom partitions
4/1/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/1/2016 1:00 PM	90	SAB	Office	Meeting - Staff	Meeting with Business Manager and Mrs. Hirsh to look at projects to be done, and get approval

4/1/2016 2:30 PM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/1/2016 3:00 PM	60	BCHS	Classroom, Hallway, Office	Meeting - Others	Worked with day shift custodian to clean Atrium area, custodian off night shift
4/1/2016 4:00 PM	30	BCHS	Grounds, Parking Lot	Other (Provide Description)	Dropped cones off in front of school to put out for fuel delivery on Monday
Start : 4/4/2016 (7)					
4/4/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/4/2016 8:30 AM	60	BCHS	Parking Lot	Meeting - Others	Met with Tyler McCune for road crossing of conduit
4/4/2016 9:30 AM	60	VES	Classroom	HVAC	Repairs to HVAC unit at VES, replaced actuator
4/4/2016 10:30 AM	90	BCHS	Closet, Other (Add to Description)	Other (Provide Description)	Repairs to door lock at rear of stage, and restroom door on stage
4/4/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/4/2016 12:30 PM	180	MES	Boiler Room	Electrical, HVAC, Other (Provide Description)	Went to MES to check out chiller custodian said would not come on, found condensor unit fan motor out and water sensor is bad contacted Radford Mech. about problem
4/4/2016 3:30 PM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
Start : 4/5/2016 (9)					
4/5/2016 8:00 AM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Dr. Appointment
4/5/2016 10:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/5/2016 10:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/5/2016 11:00 AM	60	BCHS	Classroom, Closet, Office, Shop	Electrical, Meeting - Others	Met with Jim of H&M Elec. to show him other jobs of Mr. Lancaster's data wiring
4/5/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/5/2016 12:30 PM	30	BCHS	Office	Phone call - Others	Phone conversation with Leslie Hewitt of B&S Paving, to get update pricing on SAB and MES parking lots and also to set up time to meet at Mertz parking lot to get pricing, will meet with her on Friday at 9:00 am
4/5/2016 1:00 PM	60	BCHS	Boiler Room, Other (Add to Description)	Meeting - Others	Met with Oliver Dist. to receive supplies and put away
4/5/2016 2:00 PM	60	BCHS	Hallway	Electrical, Other (Provide Description)	Replaced batteries on door alarms at bandroom hallway and also in boys locker room stairwell
4/5/2016 3:00 PM	60	VES	Other (Add to Description)	Other (Provide Description)	Went to VES at Mrs. Hirsh request to inspect restroom partitions, contact Patsy after checking
Start : 4/6/2016 (7)					
4/6/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/6/2016 8:30 AM	60	BCHS	Shop	Electrical, Meeting - Staff	Repairs to hammer mill electrical, machine running backwards, had to reverse cycle on wiring
4/6/2016 9:30 AM	60	BCHS	Office	Email, Inventory, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/6/2016 10:30 AM	120	BCHS	Parking Lot, Other (Add to Description)	Other (Provide Description)	Worked on 1025R John Deere mower installing deck, hookup hoses, drive shaft, checked for proper function, adjusted deck for mowing height
4/6/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/6/2016 1:00 PM	90	BCHS	Shop	Electrical, Meeting - Staff	Met and worked with Mr. Grubbs and Mr. Ozol's to set-up new CNC routing machine in shop
4/6/2016 2:30 PM	90	BCHS	Boiler Room	Other (Provide Description), Phone call - Others, Plumbing/Sewer, Water line	Contacted by custodian that there is a water leak at domestic water heater in boiler room, checked out and found seal bad on circulating pump propeller, looked to see if I have and do not, Contacted Newcomb IES to get parts and to repair, will be here Fri
Start : 4/7/2016 (4)					
4/7/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/7/2016 11:30 AM	30	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean tables and remove trash
4/7/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/7/2016 12:30 PM	210	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Worked with custodian to clean tables and kitchen, also helped clean Mertz Section for custodian out, hauled trash to dump
Start : 4/8/2016 (6)					
4/8/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/8/2016 8:30 AM	30	BCHS	Parking Lot	Other (Provide Description)	Unloading tools and work supplies from maintenance truck
4/8/2016 9:00 AM	90	BCHS	Parking Lot	Meeting - Others, Meeting - Staff	Meeting with Business Manager Justin Rider and Richard Beard of B&S Contracting to look at Mertz parking lot and measure for asphalt.
4/8/2016 10:30 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others, Water line	Met and worked with Kenneth Mitchell of Newcomb IES repairing domestic hot water circulator pump.
4/8/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/8/2016 12:30 PM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Worked with Kenneth Mitchell of Newcomb IES repairs to circulator pump
Start : 4/11/2016 (7)					
4/11/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/11/2016 8:30 AM	60	VES	Kitchen	HVAC	Received call from VES kitchen that AC was not working, went there to inspect problem and found that someone had turned power supply off to unit, turned breaker on and checked for proper function

4/11/2016 9:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, parts research, logs, and purchase orders
4/11/2016 10:30 AM	30	BCHS	Gymnasium	Meeting - Others	Met with Skyline Door Techs, installing gymnasium doors
4/11/2016 11:00 AM	60	BCHS	Shop	Other (Provide Description)	Worked on garage door at auto shop, had to call Overhead Door to come repair
4/11/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/11/2016 12:30 PM	210	Other (Describe)	Classroom, Hallway, Other (Add to Description)	Meeting - Others	Met with Dave, of Skyline Door and Hardware at VES, BCHS, and MES to inspect some problems on door locks, closers, and hidge problems
Start : 4/12/2016 (5)					
4/12/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/12/2016 8:30 AM	150	BCHS	Shop	Meeting - Others	Met and worked with Overhead Door Tech to inspect, repair, and install door parts on garage door bay 1 at auto shop
4/12/2016 11:00 AM	90	BCHS	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Parking Lot, Shop	Meeting - Others, Other (Provide Description)	Met and worked with Josh of Fire Safety Products for Fire Extinguisher inspections
4/12/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/12/2016 1:00 PM	180	BCHS	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Parking Lot, Shop	Meeting - Others	Met and worked with Josh of Fire Safety Products for Fire Extinguisher inspections BCHS
Start : 4/13/2016 (5)					
4/13/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/13/2016 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/13/2016 9:30 AM	150	BCHS	Gymnasium, Locker Room, Other (Add to Description)	Meeting - Others	Met and helped Ed Kennedy of Skyline Door and Hardware remeasure all restroom partitions in Atrium Area, to be sure everything was ok for ordering
4/13/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/13/2016 12:30 PM	210	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC	Met and worked with James of Radford Mech. HVAC repairs
Start : 4/14/2016 (6)					
4/14/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/14/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
4/14/2016 9:30 AM	30	BCHS	Parking Lot	Meeting - Others	Met with Company installing fuel master system at fuel dock
4/14/2016 10:00 AM	90	BCHS	Locker Room	Other (Provide Description)	Reinstalled door closer on girls locker room door, fastners had broke off and arm broke, ordered arm from Skyline Door
4/14/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/14/2016 12:00 PM	240	BCHS	Gymnasium	Electrical, Other (Provide Description)	Reinstalled door sensor switches on new gymnasium outside doors
Start : 4/15/2016 (2)					
4/15/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
4/15/2016 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 4/18/2016 (2)					
4/18/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check ^{NEW}
4/18/2016 8:30 AM	450	BCHS	Other (Add to Description)	Meeting - Others, Meeting - Staff	Met and worked with custodians removing and cleaning stage for demonstration of new machine, screened and finished stage, also tile floor in auditorium hallway ^{NEW}
Start : 4/19/2016 (4)					
4/19/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check ^{NEW}
4/19/2016 8:30 AM	180	BCHS	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Met and worked with custodians moving stuff back to stage and cleaned auditorium ^{NEW}
4/19/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break ^{NEW}
4/19/2016 12:00 PM	300	VES	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others, Other (Provide Description)	Met and worked with Jeff Shell of Carrier Corp. to do start up of chiller at VES ^{NEW}
Start : 4/20/2016 (5)					
4/20/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check ^{NEW}
4/20/2016 8:30 AM	210	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Parking Lot, Shop	Meeting - Others	Met and worked with Josh of Fire Safety Products for fire extinguisher inspection at BCHS ^{NEW}
4/20/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break ^{NEW}
4/20/2016 12:30 PM	90	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Parking Lot, Shop	Meeting - Others	Met and worked with Josh of Fire Safety Products for fire extinguisher inspection ^{NEW}
4/20/2016 2:00 PM	180	MES	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at MES for HVAC repairs ^{NEW}
Start : 4/21/2016 (5)					
4/21/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check ^{NEW}

4/21/2016 8:30 AM	120	VES	Boiler Room, Classroom, Kitchen	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp. at VES to check out small HVAC units for Cafeteria, band room and computer lab ^{NEW}
4/21/2016 10:30 AM	180	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier to check problem on carrier chiller at atrium area end ^{NEW}
4/21/2016 1:30 PM	120	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office	Meeting - Others	Met and worked with Josh of FSP for fire extinguisher inspection ^{NEW}
4/21/2016 3:30 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Carrier on chiller at atrium area end ^{NEW}
Start : 4/22/2016 (5)					
4/22/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check ^{NEW}
4/22/2016 8:30 AM	210	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Carrier to install electric unloader on Chiller, recharged with nitrogen to set and check for leaks ^{NEW}
4/22/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break ^{NEW}
4/22/2016 12:30 PM	90	BCHS	Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech, for repairs to science wing HVAC units at BCHS ^{NEW}
4/22/2016 2:00 PM	180	BCHS	Boiler Room	HVAC	Met and worked with Jeff of Carrier to check out large chiller at main boiler room, found some past alarms but everything is ok with it ^{NEW}
Start : 4/25/2016 (3)					
4/25/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check ^{NEW}
4/25/2016 8:30 AM	270	Other (Describe)	Boiler Room, Kitchen, Shop	Meeting - Others	Met and worked with Ron, of Hartford Steam Boiler Inspections for pressure vessel inspections, at BCHS, VES, Bus Garage and MES ^{NEW}
4/25/2016 1:00 PM	240	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Carrier, found another leak on pressure side of chiller barrel, contacted Lou Dufore, met with him to see if it could be welded, will meet with Lou on Tuesday ^{NEW}
Start : 4/26/2016 (3)					
4/26/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check ^{NEW}
4/26/2016 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Lou Dufore to inspect chiller to see if he can weld hole in barrel line, can not be welded ^{NEW}
4/26/2016 9:30 AM	390	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler to check domestic hot water problem found by Hartford Boiler Inspector and myself, found pressure reducing valve is bad, have to drain storage tank to repair and replace parts needed, installing shut off valves ^{NEW}
Start : 4/27/2016 (6)					
4/27/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check ^{NEW}
4/27/2016 8:30 AM	150	VES	Gymnasium	Electrical, Meeting - Others	Met and worked with Josh of Fire Safety Products to check smoke detectors out at VES gym that are not functioning properly, ordering new ones to replace, also replaced extinguishers that had to be taken for recharge, for bus garage, buses and VES ^{NEW}
4/27/2016 11:00 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jeff of Valley Boiler to see how he is coming along with repairs to hot water repairs ^{NEW}
4/27/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break ^{NEW}
4/27/2016 1:00 PM	180	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Josh of FSP to replace fire extinguishers that were taken in for service, replaced them at BCHS, buses parked at BCHS, and ones to MES ^{NEW}
4/27/2016 4:00 PM	60	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe ^{NEW}
Start : 4/28/2016 (6)					
4/28/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check ^{NEW}
4/28/2016 8:30 AM	150	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders ^{NEW}
4/28/2016 11:00 AM	90	SAB	Office	Meeting - Staff	Delivered purchase orders and met with Business Manager, also met with Mrs. Hirsh and Business Manager to discuss problems with chiller and sewer problem at football field to Warm Springs Sanitation ^{NEW}
4/28/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break ^{NEW}
4/28/2016 1:00 PM	90	BCHS	Hallway	Other (Provide Description)	Installed continuous hinge on door at Mertz stairwell ^{NEW}
4/28/2016 2:30 PM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean auditorium ^{NEW}
Start : 4/29/2016 (1)					
4/29/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check ^{NEW}

Add new event