



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 5/2/2016 (7)					
5/2/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/2/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/2/2016 9:00 AM	90	VES	Boiler Room, Classroom	HVAC	Worked on HVAC problem room 204 at VES, also checked chiller and water softner.
5/2/2016 10:30 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others, Meeting - Staff	Met with Mr. Eddie Ryder, and looked at problems with carrier chiller at Atrium area end
5/2/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/2/2016 12:30 PM	240	BCHS	Grounds	Other (Provide Description)	Mowed grass around BCHS with 1025R JD tractor
5/2/2016 4:30 PM	60	BCHS	Shop	Other (Provide Description)	Worked on 1025R JD tractor, alternator bolts broke off causing belt not to turn fan and overheated
Start : 5/3/2016 (6)					
5/3/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/3/2016 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/3/2016 9:30 AM	90	BCHS	Shop	Meeting - Staff, Other (Provide Description)	Worked on 1025R JD mower, spoke with Mr. Skeens about his class removing front of JD mower and extracting broke off bolt out of block
5/3/2016 11:00 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others, Meeting - Staff	Meeting with Mr. Ryder on findings of chiller parts
5/3/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/3/2016 12:30 PM	270	BCHS	Parking Lot, Shop	Other (Provide Description)	Checked over 2305 JD mower, installed mowing deck, found hose connection missing, called around to find part, went to Ferebee-Johnson in Covington to have piece made, brought back and installed on tractor, ran mower, checked for function
Start : 5/4/2016 (8)					
5/4/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/4/2016 8:30 AM	60	VES	Gymnasium, Hallway	Electrical, Meeting - Others	Met and worked with Josh of Fire Safety Products to remove and install some smoke detectors in gym and hallway
5/4/2016 9:30 AM	30	BCHS	Grounds	Meeting - Others	Met with Tom Shrewsbury of Colonial Roofing to get measurements of cover plate for conduit on wall at Atrium area where Mr. Lancaster had electrical work installed for fuel dock, also to discuss some roof problems
5/4/2016 10:00 AM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met with David, Salesman, for Carrier Corp, and Kevin, Engineer for Carrier to see what options are for repairing chiller at Atrium area.
5/4/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/4/2016 1:00 PM	60	BCHS	Kitchen, Other (Add to Description)	Meeting - Others	Met and worked with Custodian to help clean cafeteria and kitchen
5/4/2016 2:00 PM	60	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with Mr. Lancaster and Shannon to get lift to work on stage
5/4/2016 3:00 PM	60	BCHS	Other (Add to Description)	Leave - Sick, Other (Provide Description)	Left for Dr. App.
Start : 5/5/2016 (6)					
5/5/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/5/2016 8:30 AM	60	BCHS	Locker Room	Meeting - Staff	Met and worked with custodian to turn water off to urinal that is broke and leaking in football locker room
5/5/2016 9:30 AM	30	BCHS	Shop	Meeting - Others, Meeting - Staff	Met with Mr. Shaver and auto shop class to check out repairs to JD mower, they have it fixed and a job well done by some students
5/5/2016 10:00 AM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/5/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/5/2016 12:00 PM	270	BCHS	Grounds	Meeting - Staff	Met and worked with custodian to mow grass at BCHS
Start : 5/6/2016 (1)					
5/6/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Out Sick
Start : 5/9/2016 (7)					
5/9/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/9/2016 8:30 AM	180	BCHS	Grounds	Meeting - Staff	Met and worked with custodian to mow grass
5/9/2016 11:30 AM	30	BCHS	Boiler Room	HVAC, Meeting - Others	Met with James, of Radford Mech. to let him in boiler room to install new contactor in control panel
5/9/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/9/2016 12:30 PM	150	BCHS	Grounds	Meeting - Staff	Worked with custodian mowing grass

5/9/2016 3:00 PM	120	BCHS	Boiler Room	Electrical, Meeting - Others	Received call from James of Radford Mech. that he had shorted power in boiler room, reset breakers, did not bring power back on, contacted BARC to check out problem, they had to come reset auto transfer switch, got power back on
5/9/2016 5:00 PM	90	BCHS	Grounds	Other (Provide Description)	Grass mowing on hillsides BCHS
Start : 5/10/2016 (7)					
5/10/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/10/2016 8:30 AM	120	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler to PM's on boilers at VES, also checked classroom had fan motor out, unhooked fan motor and running off one motor
5/10/2016 10:30 AM	90	BCHS	Boiler Room, Classroom, Kitchen, Other (Add to Description)	HVAC, Other (Provide Description)	Received call that building was warm, checked system and found that large airhandler was not functioning, chiller was out, boiler motor was leaking, and chiller pump motor was out
5/10/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/10/2016 12:30 PM	120	BCHS	Boiler Room	Electrical, HVAC, Other (Provide Description)	Checking to see why all air has stopped
5/10/2016 2:30 PM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh
5/10/2016 3:30 PM	90	BCHS	Boiler Room, Other (Add to Description)	HVAC, Phone call - Others	Got large airhandler working by turning to bypass to get unitair moving, shut one chilled water pump down, isolated boiler leaking and shut down. Contacted Jimmy with Trane Corp, and Jeff of Valley Boiler to come help with problems on Wednesday
Start : 5/11/2016 (3)					
5/11/2016 8:00 AM	240	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler to repair chilled water Circulator pump, also to replace hot water circulator pump, replace 2 motor savers, and get hot water and chilled water back on line
5/11/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/11/2016 12:30 PM	270	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy Hooker of Trane Corp to repair large air handler, tripped out by power outage, drives were knocked out during this, have to replace fuses on building air circulator motor, Jimmy will get these special fuses.
Start : 5/12/2016 (4)					
5/12/2016 8:00 AM	180	BCHS	Boiler Room, Classroom, Closet, Other (Add to Description)	HVAC	Atrium area and bandroom units off, science wing units off, checked for problems and reset all units and are up and running
5/12/2016 11:00 AM	90	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to load and haul bagged lunches and milk crates to football field for field day for students
5/12/2016 12:30 PM	180	Other (Describe)	Road, Other (Add to Description)	HVAC, Meeting - Others, Parts Pickup	Went to Covington to meet Jeff Shell of Carrier Corp to pick up parts from him for repairs to airhandlers
5/12/2016 3:30 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 5/13/2016 (4)					
5/13/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/13/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, messages, calls, logs, parts ordering, phone conversation with Ballard Sports about football field crowning, also phone conversation with Mrs. Hirsh after talking with Ballard Sports
5/13/2016 9:30 AM	90	BCHS	Hallway, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to set up and get ready for art show in upper Atrium, and get auditorium ready for Band Concert.
5/13/2016 11:00 AM	360	BCHS	Boiler Room, Other (Add to Description)	HVAC	Met and worked with James, of Radford Mech to check and repair AHU in auditorium, found fire link broke causing fire damper to close, also air and electrical problem with unit
Start : 5/16/2016 (6)					
5/16/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/16/2016 8:30 AM	60	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, E-Mails, phone messages, calls, parts research and ordering, inventory of supplies left to order needed supplies
5/16/2016 9:30 AM	60	BCHS	Gymnasium, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Josh, of Fire Safety Products to find and check fire damper links at BCHS throughout the building, found 17 that need to be replaced
5/16/2016 10:30 AM	120	VES	Classroom, Other (Add to Description)	Meeting - Others	Meeting with Richie independent inspector and Laura of Town and Country Carpet to inspect problems with carpet at VES and MES
5/16/2016 12:30 PM	180	BCHS	Gymnasium, Hallway, Other (Add to Description)	Meeting - Others	Met and worked with Josh of Fire Safety Products to inspect fire dampers at BCHS every place that duct goes through fire wall
5/16/2016 3:30 PM	60	BCHS	Shop	Meeting - Others, Other (Provide Description)	Met with delivery Company to receive grass seed for football field work to be done
Start : 5/17/2016 (3)					
5/17/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/17/2016 8:30 AM	210	BCHS	Office	Plumbing/Sewer	Met and worked with custodian to pull comode in nurses station to unclogg drain line
5/17/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
Start : 5/18/2016 (5)					
5/18/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/18/2016 8:30 AM	210	BCHS	Boiler Room, Closet	Other (Provide Description)	Removed toolbox from maintenance truck, removed all tools and supplies from truck, cleaned inside and out for trip with wind turbine crew
5/18/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

5/18/2016 12:30 PM	60	VES	Classroom	HVAC, Meeting - Others	Met and worked with James of Radford Mech. for HVAC problems at VES
5/18/2016 1:30 PM	240	BCHS	Grounds	Other (Provide Description)	Grass mowing at BCHS
Start : 5/19/2016 (9)					
5/19/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/19/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/19/2016 9:00 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Ron, of The Hartford Steam Boiler Inspection and Insurance Co. about tags and invoice for pressure vessel inspection, have not received invoice to get tags for all equipment
5/19/2016 9:30 AM	150	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean and move items around at Auditorium and stage from band concert
5/19/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/19/2016 12:30 PM	30	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean tables after lunch period, one custodian out, sick leave
5/19/2016 1:00 PM	30	BCHS	Hallway	Other (Provide Description)	Installed pylaster back in door at auditorium that was removed to get items in for concert
5/19/2016 1:30 PM	90	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to clean cafeteria and kitchen, haul trash, custodian out sick
5/19/2016 3:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh regarding carpet and cleaning
Start : 5/20/2016 (7)					
5/20/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/20/2016 8:30 AM	210	BCHS	Grounds, Other (Add to Description)	Meeting - Staff	Met and worked with custodian grass mowing, also set up for Pipeline meeting at upper atrium, and stage area for awards ceremony
5/20/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/20/2016 12:30 PM	90	BCHS	Grounds, Other (Add to Description)	Meeting - Staff	Met and worked with custodian grass mowing
5/20/2016 2:00 PM	30	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. HVAC problems at BCHS
5/20/2016 2:30 PM	60	BusGar	Shop	Meeting - Staff, Other (Provide Description)	Took maintenance truck to bus garage to have Daniel, to check it over for truck is going on wind turbine trip
5/20/2016 3:30 PM	60	VES	Classroom	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at VES for HVAC repairs
Start : 5/23/2016 (6)					
5/23/2016 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, found leak on chilled water line, found automatic air bleeder was leaking hole eat through side of it, shut cockvalve off to bleeder and stopped leak, ordering new bleeder valve to replace
5/23/2016 9:00 AM	180	BCHS	Hallway	Meeting - Others	Met and worked with Martin Young, of Thyssenkrupp Elevator service tech for hydraulic pressure test on all 3 elevators at BCHS
5/23/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/23/2016 12:30 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/23/2016 1:30 PM	60	BCHS	Hallway	Other (Provide Description)	Checked for birds in ceiling at Mertz section, trying to get them out
5/23/2016 2:30 PM	90	BCHS	Grounds	Meeting - Others, Meeting - Staff	Met with Buggs Phillips and Mrs. Hirsh at football field, asphalt to bleachers, also met with Buggs and Mike McMullen, checked manholes for I&R found water only at Warm Springs Sanitation manhole at wide spot driveway
Start : 5/24/2016 (5)					
5/24/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/24/2016 8:30 AM	150	BCHS	Classroom, Gymnasium, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to door locks in atrium area that keys were very hard inserting, used graphite and oil to loosen them up
5/24/2016 11:00 AM	60	BCHS	Gymnasium, Hallway, Other (Add to Description)	HVAC, Other (Provide Description)	Met with Josh and Zack of Fire Safety Products for installation of fire damper fuse links in various areas at BCHS
5/24/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/24/2016 12:30 PM	270	BCHS	Grounds	Meeting - Staff	Met and worked with custodian mowed grass
Start : 5/25/2016 (5)					
5/25/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/25/2016 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jeff of Valley Boiler in lower atrium boiler room for installation of expansion tank and popoff valve for domestic water heaters
5/25/2016 9:30 AM	150	BCHS	Grounds	Meeting - Staff	Met and worked with custodian mowing grass
5/25/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/25/2016 12:30 PM	270	BCHS	Grounds	Other (Provide Description)	Grass mowing
Start : 5/26/2016 (7)					
5/26/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/26/2016 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/26/2016 9:00 AM	90	SAB	Hallway, Office	Electrical, Meeting - Staff, Other (Provide Description)	Delivered PO's and pricing forms to Business Manager, also took up trash while there, repairs to lighting in Selena's office, hauled trash to dumpster
5/26/2016 10:30 AM	60	BCHS	Hallway	HVAC, Other (Provide Description), Plumbing/Sewer	Investigating leak in hallway out from office, heated water line leaking.

5/26/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/26/2016 12:00 PM	150	BCHS	Grounds	Meeting - Others, Plumbing/Sewer	Met and worked with Warren, Engineer for Warm Springs Sanitation, and Richard Criser of Warm Springs Sanitation to camera sewer lines from football field to curve in road on Rt.220, Warren said there was no problem on our sewer line.
5/26/2016 2:30 PM	120	VES	Classroom	HVAC	Repairs to 3 classroom HVAC, 2 to warm and one to cold
Start : 5/27/2016 (4)					
5/27/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/27/2016 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with custodians about grass cutting and weed eating before graduation
5/27/2016 9:00 AM	30	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/27/2016 9:30 AM	390	BCHS	Grounds	Other (Provide Description), Water line	Got football field ready for work to be done, gathered up hose's, sprinklers, parts, made some changes to plumbing for sprinkler system when work is done
Start : 5/30/2016 (1)					
5/30/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Administrative	School Holiday: OFF
Start : 5/31/2016 (9)					
5/31/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/31/2016 8:30 AM	60	BCHS	Office	Email, Inventory, Logs, Meeting - Staff, Phone call - Staff, Purchase Orders	Worked in office on PC
5/31/2016 9:30 AM	60	BCHS	Classroom, Closet	HVAC	Repairs to AHU in hallway to 54 bld, BCHS
5/31/2016 10:30 AM	60	BCHS	Boiler Room, Shop	Meeting - Others	Met with Oliver Dist. to unload supplies and floor machines, put supplies away
5/31/2016 11:30 AM	60	BCHS	Boiler Room, Shop	Meeting - Staff	Met with David Watkins of MES custodian to load supplies for him and also load new floor machine to take with him
5/31/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/31/2016 1:00 PM	60	BCHS	Boiler Room	Phone call - Others	Met with Fred of ECCI to unload supplies and put away
5/31/2016 2:00 PM	60	BCHS	Office	Meeting - Staff	Met with custodians to talk with them about things to be done while I am gone on vacation, and things to help workers on football field.
5/31/2016 3:00 PM	60	BusGar	Parking Lot	Meeting - Staff	Met and worked with Trans. Director to get trailer ready to go to Roanoke to pick up car
Start : 6/1/2016 (1)					
6/1/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 6/2/2016 (1)					
6/2/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 6/3/2016 (1)					
6/3/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave

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