



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 5/17/2016 (1)					
5/17/2016 12:30 PM	210	BCHS	Grounds	Other (Provide Description)	Mowed Grass
Start : 6/6/2016 (5)					
6/6/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/6/2016 8:30 AM	180	BCHS	Other (Add to Description)	Meeting - Staff	Grass mowing at BCHS
6/6/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/6/2016 12:00 PM	180	BCHS	Parking Lot	Other (Provide Description)	Used 2305 JohnDeere with bucket to move concrete barriers from Mertz parking area.
6/6/2016 3:00 PM	120	SAB	Parking Lot	Other (Provide Description)	Hauled 2305 JohnDeere with bucket from BCHS to SAB to remove concrete parking barriers from lot for paving
Start : 6/7/2016 (5)					
6/7/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/7/2016 8:30 AM	60	SAB	Parking Lot	Other (Provide Description)	Finished moving concrete barriers from parking lot for paving, also hauled tractor back to BCHS
6/7/2016 9:30 AM	210	BCHS	Parking Lot	Other (Provide Description)	Removed bucket attachment from 2305 JD and installed mowing deck, hauled 2305 from BCHS to VES
6/7/2016 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/7/2016 1:30 PM	150	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Met and worked with custodians to move furniture at BCHS
Start : 6/8/2016 (4)					
6/8/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/8/2016 8:30 AM	120	MES	Parking Lot	Meeting - Staff, Other (Provide Description)	Went to MES to pick up Z Track mower to bring to BCHS to use. It needs repairs, going to haul it to Harvest Equip in Lewisburg WV.
6/8/2016 10:30 AM	300	BCHS	Grounds	Other (Provide Description)	Grass mowing at BCHS
6/8/2016 3:30 PM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled Z Track mower to Harvest Equip in Lewisburg WV for repairs
Start : 6/9/2016 (4)					
6/9/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/9/2016 8:30 AM	240	BCHS	Grounds	Other (Provide Description)	At request of Mike Albino, Ballard Sports, and Mrs. Hirsh I had to fertiize softball field 6 Bags, hooked in another sprinkler and watered field
6/9/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/9/2016 1:00 PM	240	BCHS	Grounds	Other (Provide Description)	Mowed Grass
Start : 6/10/2016 (6)					
6/10/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/10/2016 8:30 AM	90	BCHS	Grounds	Other (Provide Description)	Moving water sprinklers and watering fields
6/10/2016 10:00 AM	120	BCHS	Grounds	Other (Provide Description)	Mowing Grass
6/10/2016 12:00 PM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Lunch Break
6/10/2016 12:30 PM	180	BCHS	Grounds	Other (Provide Description)	Mowed Grass
6/10/2016 3:30 PM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 2305 John Deere Tractor from VES to Harvest Equip. in Lewisburg WV for estimate on repairs
Start : 6/13/2016 (8)					
6/13/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/13/2016 8:00 AM	90	BCHS	Grounds, Parking Lot	Meeting - Others	Met and worked with custodians to move 2 trucks from Auto Shop so parking lot could be paved
6/13/2016 9:30 AM	60	BCHS	Grounds	Other (Provide Description)	Moved sprinklers around on fields for watering
6/13/2016 10:30 AM	90	BCHS	Grounds	Other (Provide Description)	Mowed Grass
6/13/2016 12:00 PM	30	BCHS	Grounds	Lunch	Lunch Break
6/13/2016 12:30 PM	90	VES	Boiler Room	HVAC	Went to VES to check chiller, received call that building was warm, ran diagnostic check on controls of chiller it checked ok.
6/13/2016 2:00 PM	90	BCHS	Grounds	Other (Provide Description)	Move sprinklers around on fields for watering
6/13/2016 3:30 PM	150	BCHS	Grounds	Other (Provide Description)	Mowed grass
Start : 6/14/2016 (10)					
6/14/2016 7:30 AM	30	BCHS	Grounds	Other (Provide Description)	Turned water on to sprinklers
6/14/2016 8:00 AM	90	BCHS	Grounds, Parking Lot	Meeting - Others	Met with Luke of BSC Paving, to check hole under sidewalk, had him to pull section up to see what was causing problem, found hole just going straight down, contacted Mrs. Hirsh and Business Manager to check hole and check football field bare spots

6/14/2016 9:30 AM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
6/14/2016 10:00 AM	90	BCHS	Grounds, Parking Lot	Meeting - Staff	Met with Mrs. Hirsh and Business Manager at hole in Mertz parking lot and football field to check bare spots
6/14/2016 11:30 AM	60	BCHS	Office	Phone call - Others	At Mrs. Hirsh request I contacted Mike Albino of Ballard Sports about bare spots on football field. His recommendation was to loosen dirt and reseed and water. Called Mrs. Hirsh back about what Mike had directed to do, Mrs. Hirsh instructed me to do it.
6/14/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/14/2016 1:00 PM	60	BCHS	Grounds	Other (Provide Description)	Moved sprinklers around on field for watering
6/14/2016 2:00 PM	60	VES	Classroom, Hallway	Meeting - Staff	Met and worked with custodians to move furniture
6/14/2016 3:00 PM	60	VES	Kitchen	Meeting - Staff	Met with Mrs. Shiflett in kitchen to measure and check electrical hook ups for new equipment
6/14/2016 4:00 PM	90	VES	Parking Lot	Meeting - Others	Received call to come back to BCHS to meet with Luke of BSC Paving
Start : 6/15/2016 (6)					
6/15/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/15/2016 8:00 AM	60	BCHS	Grounds	Other (Provide Description)	Moved sprinklers for watering on fields
6/15/2016 9:00 AM	180	BCHS	Grounds, Other (Add to Description)	Other (Provide Description)	Repairs to some bald spots on football field
6/15/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/15/2016 12:30 PM	180	BCHS	Grounds	Other (Provide Description)	Repairs to bald spots on football field
6/15/2016 3:30 PM	120	SAB	Office	Meeting - Staff, Purchase Orders	Received call from Business Manager to get some things together and come to SAB to discuss finances and projects
Start : 6/16/2016 (7)					
6/16/2016 7:30 AM	150	BusGar	Parking Lot	Meeting - Staff	Met and worked with Trans Director and Mechanic to move equipment, vehicles, junk and other items from bus parking lot for paving
6/16/2016 10:00 AM	120	BCHS	Grounds	Other (Provide Description)	Moved sprinklers around on field for watering and also worked on bald spots on football field
6/16/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/16/2016 12:30 PM	60	BCHS	Grounds	Other (Provide Description)	Repairs to bald spots on football field
6/16/2016 1:30 PM	60	BusGar	Parking Lot	Meeting - Others	Met with Luke of BSC Paving to discuss repairs to bus parking lot
6/16/2016 2:30 PM	90	BCHS	Grounds	Other (Provide Description)	Moved sprinklers around on field for watering, also repairs to bald spots.
6/16/2016 4:00 PM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
Start : 6/20/2016 (5)					
6/20/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
6/20/2016 8:00 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW
6/20/2016 8:30 AM	210	BCHS	Grounds	Other (Provide Description)	Repairs to bald spots on football field NEW
6/20/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/20/2016 12:30 PM	330	BCHS	Grounds	Other (Provide Description)	Repairs to bald spots on field, and grass mowing NEW
Start : 6/21/2016 (3)					
6/21/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
6/21/2016 8:00 AM	150	BCHS	Gymnasium, Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs on electrical problems, also looked at some items for Mrs. Shiflett for ordering appliances for kitchens NEW
6/21/2016 5:30 PM	30	BCHS	Gymnasium	Other (Provide Description)	Received call from custodian that door latch at new gym was broke and would not lock, I went inspected and found that latch pin had come loose and I repaired it. NEW
Start : 6/22/2016 (8)					
6/22/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
6/22/2016 8:00 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, get Purchase orders for Business Manager NEW
6/22/2016 10:00 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager and also had meeting with Mrs. Hirsh NEW
6/22/2016 11:00 AM	60	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians stripping floors NEW
6/22/2016 12:00 PM	210	BCHS	Grounds	Other (Provide Description), Phone call - Others	Received call from Mike Albino, Ballard Sports, his workers were here and he advised me to mow football field so they could help out with seeding and fertilizing. I mowed grass as instructed to proper height by his mens advice NEW
6/22/2016 3:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/22/2016 4:00 PM	30	BCHS	Grounds	Meeting - Others	Met back with men from Ballard Sports as they were finishing up. NEW
6/22/2016 4:30 PM	60	SAB	Office	Meeting - Staff	At request of Business Manager went to SAB to fill out some other purchase orders and discuss other items NEW

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