



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 6/28/2016 (8)					
6/28/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/28/2016 8:00 AM	90	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians moving furniture
6/28/2016 9:30 AM	60	BCHS	Shop	Meeting - Others	Met with Oliver Dist. delivery truck, unloaded supplies and put away
6/28/2016 10:30 AM	90	VES	Kitchen, Other (Add to Description)	Meeting - Staff	Hauled supplies and new backpack Vacuume to custodians at VES
6/28/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/28/2016 12:30 PM	60	BCHS	Office	Phone call - Others, Phone call - Staff	Received call from Town & Country about carpet cleaning & new installation, contacted VES & MES principals about setting up times for cleaning & installation.
6/28/2016 1:30 PM	90	BCHS	Parking Lot, Shop	Other (Provide Description)	Cleaned and checked over Z-Trak mower and 1025R mower, oils, fluids, belts, filters, and cleaned
6/28/2016 3:00 PM	150	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians, setting furniture back into rooms
Start : 6/29/2016 (6)					
6/29/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/29/2016 8:00 AM	120	BCHS	Grounds	Other (Provide Description)	Moving water sprinklers around and watering fields
6/29/2016 10:00 AM	120	BCHS	Grounds	Other (Provide Description)	Grass mowing at BCHS
6/29/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/29/2016 12:30 PM	120	BCHS	Grounds	Other (Provide Description)	Mowed grass at BCHS
6/29/2016 2:30 PM	180	SAB	Grounds, Parking Lot	Meeting - Staff	Met and worked with Justin Rider at SAB to remove tools, mowers and other items from storage shed, hauled to BCHS shop and unloaded
Start : 6/30/2016 (4)					
6/30/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/30/2016 8:00 AM	330	BCHS	Grounds	Other (Provide Description)	Mowed football field NW to SE, also mowed softball field N to S, watering fields
6/30/2016 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/30/2016 2:00 PM	210	BCHS	Grounds	Other (Provide Description)	Mowed grass on other BCHS hills and fields
Start : 7/4/2016 (1)					
7/4/2016 7:30 AM	600	BCHS	Other (Add to Description)	Leave - Administrative, Other (Provide Description)	Off for 4th of July Holiday
Start : 7/5/2016 (4)					
7/5/2016 7:30 AM	270	BCHS	Grounds	Other (Provide Description)	Mowed football field and softball field E to W, worked on bald spots, watering fields
7/5/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/5/2016 12:30 PM	90	BCHS	Grounds	Other (Provide Description)	Finished up Football field and softball field, moved sprinklers around
7/5/2016 2:00 PM	210	BCHS	Grounds	Meeting - Staff	Met and worked with custodian mowing other grass on hills and flats
Start : 7/6/2016 (3)					
7/6/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Boiler and chiller check
7/6/2016 8:00 AM	90	BCHS	Boiler Room	HVAC	Found problem with compressor at atrium area for HVAC controls, hooked small compressor in line to run controls
7/6/2016 9:30 AM	480	Other (Describe)	Boiler Room, Classroom, Closet, Kitchen, Locker Room, Shop	Meeting - Others	Met and worked with Commercial Fyer Fighters Inc. for sprinkler flow inspection and 3 year test of dry system, at BCHS, MES, VES
Start : 7/7/2016 (6)					
7/7/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/7/2016 8:00 AM	240	BCHS	Grounds	Other (Provide Description)	Mowed grass on football field, N to S
7/7/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/7/2016 12:30 PM	60	BCHS	Grounds	Other (Provide Description)	Finished up mowing on softball field and watering fields
7/7/2016 1:30 PM	90	VES	Grounds	Meeting - Others	Hauled 1025R John Deere tractor to VES for custodian to cut grass, also hauled X300 mower for custodian to cut grass
7/7/2016 3:00 PM	150	BCHS	Grounds	Other (Provide Description)	Mowing grass on rest of BCHS
Start : 7/11/2016 (5)					
7/11/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily boiler chiller check
7/11/2016 8:00 AM	60	VES	Parking Lot	Other (Provide Description)	Went to VES and picked up 1025R JD mower, brought back to BCHS for custodian to cut grass
7/11/2016 9:00 AM	300	BCHS	Grounds	Other (Provide Description)	Mowed football field, because of heavy rain over the weekend had to mow it twice, also mowed softball field, moved sprinklers to water fields
7/11/2016 2:00 PM	180	BCHS	Grounds	Meeting - Others	

7/11/2016 5:00 PM	30	BCHS	Office	Phone call - Others	Met with Mike Albino and crew from Ballard Sports at football field to inspect bald spots on field, at Request of Mike Albino I mowed football field again to remove clippings off field Called Ted to check status of sprinkler reel, will be delivered Tuesday
Start : 7/12/2016 (7)					
7/12/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/12/2016 8:00 AM	120	SAB	Grounds	Meeting - Staff	Met with Business Manager at SAB to look at trees to be cut for new building, cut them down, called back to BCHS to meet with Ballard Sports about field problems.
7/12/2016 10:00 AM	30	SAB	Office	Meeting - Others, Meeting - Staff	Met with Mike Albino and Mrs. Hirsh about football field problems, instructed to meet with Mrs. Rowe.
7/12/2016 10:30 AM	60	BCHS	Office	Meeting - Others, Meeting - Staff	Meeting with Mrs Rowe and Mike Albino at office to discuss plan for football field repairs and plan of action
7/12/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/12/2016 12:00 PM	90	BCHS	Grounds	Electrical, Meeting - Others	Met with Ted delivering water reel, unloaded and set up.
7/12/2016 1:30 PM	570	BCHS	Grounds	Electrical, Meeting - Others	Met with Mike Albino, Jack Lindsey of Lindsey Elec. attempting to get water reel hooked up and going, found control box was bad, tried new start capacitors, Jack sent worker to CMC in Roanoke to pickup control box, hooked up water for minute and quit.
Start : 7/13/2016 (4)					
7/13/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/13/2016 8:00 AM	60	BCHS	Office	Other (Provide Description), Phone call - Others, Phone call - Staff	Phone conversation with Lindsey Elec and others, pulled out pump and found out pump is also bad, making arrangements with Jack to pull pump and install new one and also to install pressure tank and switches.
7/13/2016 9:00 AM	450	SAB	Grounds	Meeting - Staff	Met and worked with 2 custodians from BCHS at SAB to tear down old building and haul off, also cut 2 trees up and hauled them off
7/13/2016 4:30 PM	330	BCHS	Grounds	Electrical, Meeting - Others, Meeting - Staff, Plumbing/Sewer, Water line	Met and worked with Jack, Mike and crew, Cox Const. to install new pump and hookup, got water going around 9:00 pm, hooked up water reel and set it up and watered field till 10:00 pm
Start : 7/14/2016 (6)					
7/14/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/14/2016 8:00 AM	240	BCHS	Grounds	Other (Provide Description)	Mowed football field E to W, mowed 2nd time to remove clippings from field, pulled out water reel and watered field
7/14/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/14/2016 12:30 PM	90	BCHS	Grounds	Other (Provide Description)	Mowed softball field NW to SE set up sprinkler and watered field
7/14/2016 2:00 PM	60	VES	Parking Lot	Other (Provide Description)	Loaded and hauled 1025R JD mower to VES for custodian to use
7/14/2016 3:00 PM	150	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Left early went home, time for working over previous days
Start : 7/18/2016 (5)					
7/18/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/18/2016 8:00 AM	60	VES	Parking Lot	Other (Provide Description)	Went to VES to haul 1025R JD tractor back to BCHS so custodian could cut grass
7/18/2016 9:00 AM	300	BCHS	Grounds	Other (Provide Description)	Mowed football field NE to SW, cut 2nd time to remove clippings from field, pulled out water reel and watered field, also cut softball field N to S, set up sprinkler and watered field
7/18/2016 2:00 PM	60	BCHS	Hallway	HVAC	Repairs to HVAC unit in Mertz hallway, drain stopped up leaking in hallway
7/18/2016 3:00 PM	150	BCHS	Grounds	Meeting - Staff, Other (Provide Description)	Helped custodian cut on other grass around BCHS
Start : 7/19/2016 (4)					
7/19/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/19/2016 8:00 AM	240	BCHS	Grounds	Meeting - Staff	Met and worked with custodian cutting grass at BCHS hills and other areas
7/19/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/19/2016 12:30 PM	300	BCHS	Grounds	Meeting - Staff, Other (Provide Description)	Grass mowing at BCHS with custodian
Start : 7/20/2016 (7)					
7/20/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/20/2016 8:00 AM	90	BCHS	Grounds	Water line	Watered football field and softball field
7/20/2016 9:30 AM	60	VES	Classroom, Grounds, Gymnasium	Meeting - Others	Met with Dodson Pest Control for follow up termite control at VES
7/20/2016 10:30 AM	210	Other (Describe)	Kitchen	Electrical, Meeting - Others, Other (Provide Description)	Met with Josh of Fire Safety Products for hood supression system inspections at all 3 schools
7/20/2016 2:00 PM	60	VES	Parking Lot	Other (Provide Description)	Loaded and Hauled 1025R JD mower to VES for custodian to use
7/20/2016 3:00 PM	60	BCHS	Grounds	Other (Provide Description), Water line	Moved water reel and sprinkler around on fields and watered fields
7/20/2016 4:00 PM	90	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC, E-Mails, phone messages, calls, parts research, parts ordering, read mail.
Start : 7/21/2016 (5)					
7/21/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/21/2016 8:00 AM	240	BCHS	Grounds	Other (Provide Description)	Mowed football field SW to NE , pulled out reel and watered field, also cut softball field set up sprinkler and watered field
7/21/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

7/21/2016 12:30 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Harvest Equipment in Lewisburg WV to pickup new 1025R JohnDeere mower. Kept it at my house over weekend haul it to BCHS on Monday when I go in
7/21/2016 4:00 PM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Took off rest of day for time worked over week before
Start : 7/25/2016 (5)					
7/25/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/25/2016 8:00 AM	240	BCHS	Grounds	Other (Provide Description)	Mowed football field N to S, pulled out water reel and watered field, also cut softball field E to W, setup, turned sprinkler on for this field
7/25/2016 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/25/2016 12:30 PM	60	BCHS	Kitchen	Electrical, Meeting - Others	Met with H&M Elec Techs at BCHS kitchen for electrical connection for garbage disposal
7/25/2016 1:30 PM	240	VES	Classroom, Hallway	HVAC, Meeting - Others, Meeting - Staff	Met and worked with custodians at VES to move furniture from carpeted rooms for installation of new carpet, also met with Scott from GA. reinstalling carpet that was warranted, also repairs to 2 HVAC units leaking water where carpet was to be installed
Start : 7/26/2016 (5)					
7/26/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/26/2016 8:00 AM	180	BCHS	Grounds	Other (Provide Description)	Reseeded bald spots on football field, also repaired dips on side line, used 1025R JD Tractor with bucket, filled dips with top soil and seeded, reeled out water reel and watered field.
7/26/2016 11:00 AM	60	BCHS	Classroom, Hallway, Kitchen	Electrical, Meeting - Others	Met with H&M Elec Techs to show them scope of work to be done at BCHS
7/26/2016 12:00 PM	300	VES	Office	HVAC, Meeting - Others	Met and worked with Josh Hampton of Fire Safety Products for repairs to damper closed off due to broken linkage inside of damper in ceiling feeding conference room and outer office area
7/26/2016 5:00 PM	30	BCHS	Classroom, Hallway, Kitchen	Electrical, Meeting - Others	Met with H&M Elec Techs, finished up items I had them working on
Start : 7/27/2016 (3)					
7/27/2016 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/27/2016 8:00 AM	210	Other (Describe)	Gymnasium	Other (Provide Description)	Hooked up lg trailer went to MES to haul large lift to VES for H&M Elec to use on installing new LED lighting in gymnasium at VES
7/27/2016 11:30 AM	30	VES	Other (Add to Description)	Lunch	Lunch Break

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