



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 8/31/2016 (2)</b>					
8/31/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/31/2016 12:30 PM	210	BCHS	Grounds	Meeting - Staff, Other (Provide Description)	Met and worked with custodian mowing grass
<b>Start : 9/1/2016 (2)</b>					
9/1/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/1/2016 8:30 AM	450	BCHS	Grounds	Meeting - Staff	Met and worked with custodian mowing grass around BCHS
<b>Start : 9/2/2016 (4)</b>					
9/2/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/2/2016 8:30 AM	240	BCHS	Grounds	Other (Provide Description)	Mowed football field N to S, watered field
9/2/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/2/2016 1:00 PM	210	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repaired 2 sinks, installed 2 new faucets, and repaired urinal in boys restroom at football field
<b>Start : 9/5/2016 (1)</b>					
9/5/2016 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Holiday
<b>Start : 9/6/2016 (5)</b>					
9/6/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/6/2016 8:30 AM	210	BCHS	Kitchen	Auction, Meeting - Staff	Met and worked with custodian to remove refrigerator from Culinary Arts, and install one from charger cafe, had to take entry door off hinges to get out and in
9/6/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/6/2016 12:30 PM	120	BusGar	Other (Add to Description)	Auction, Other (Provide Description)	Moved auction items to bus garage from BCHS
9/6/2016 2:30 PM	90	BCHS	Classroom, Office	Other (Provide Description)	Repairs to 4 door locks in 54 bld, rooms B210, 2- B211, 1 in main office
<b>Start : 9/7/2016 (4)</b>					
9/7/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/7/2016 8:30 AM	60	BCHS	Gymnasium	Electrical, Meeting - Others	Met with H&M Elec. Techs at gymnasium lighting BCHS
9/7/2016 9:30 AM	180	VES	Classroom, Other (Add to Description)	HVAC, Other (Provide Description)	Repairs to HVAC at VES, Library, and 2 classrooms
9/7/2016 12:30 PM	240	BCHS	Boiler Room, Closet, Gymnasium, Kitchen	Auction, Meeting - Staff, Other (Provide Description)	Met and worked with custodian moving Auction items
<b>Start : 9/8/2016 (3)</b>					
9/8/2016 8:00 AM	60	BCHS	Closet, Gymnasium, Other (Add to Description)	Auction, Other (Provide Description)	Loaded auction items from BCHS
9/8/2016 9:00 AM	60	SAB	Office	Meeting - Staff	Met with Mrs. Hirsh regarding assistance to move auction items.
9/8/2016 10:00 AM	390	Other (Describe)	Classroom, Closet, Gymnasium, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Auction	Moved Auction items from MES and BCHS
<b>Start : 9/9/2016 (1)</b>					
9/9/2016 8:00 AM	570	Other (Describe)	Boiler Room, Classroom, Closet, Hallway, Kitchen, Locker Room, Other (Add to Description)	Auction, Other (Provide Description)	Moved Auction items from all 3 locations
<b>Start : 9/10/2016 (1)</b>					
9/10/2016 8:00 AM	480	BusGar	Other (Add to Description)	Auction, Other (Provide Description)	Worked Auction
<b>Start : 9/12/2016 (3)</b>					
9/12/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/12/2016 8:30 AM	390	BusGar	Grounds, Parking Lot, Shop	Auction	Loaded and Hauled unsold auction items to landfill, 5 loads
9/12/2016 3:00 PM	60	VES	Classroom, Other (Add to Description)	HVAC	Repairs to HVAC in Library, it had quit again, reset controls and functioning properly
<b>Start : 9/13/2016 (7)</b>					
9/13/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/13/2016 8:30 AM	180	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
9/13/2016 11:30 AM	30	BCHS	Hallway	Other (Provide Description)	Repairs to door in Mertz hallway
9/13/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/13/2016 12:30 PM	60	BCHS	Closet, Office	Meeting - Staff	Meeting with M. Hall and Mr. Ozols to get information and parts for H&M to install at locations

9/13/2016 1:30 PM	60	SAB	Office	Meeting - Staff	Called to SAB to meet with Business Manager and Mr. Ozols
9/13/2016 2:30 PM	90	BCHS	Gymnasium	Electrical, Meeting - Others	Meeting with H&M Elec. Techs at BCHS gym to check out lighting and discuss operation and when job would be finished, also removed ball from ceiling and steel rafters
<b>Start : 9/14/2016 (4)</b>					
9/14/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/14/2016 8:30 AM	90	VES	Classroom	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs at VES for removal and installation of projecters, and also to check electrical problem in band room
9/14/2016 10:00 AM	120	SAB	Office, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec Techs at SAB for repairs to outside lighting
9/14/2016 12:00 PM	300	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with Jimmy Hooker of Trane Corp for repairs to HVAC in various locations
<b>Start : 9/15/2016 (6)</b>					
9/15/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/15/2016 8:30 AM	210	MES	Classroom	Electrical, Meeting - Others	Met and worked with H&M Elec Techs at MES to remove and install new projector in Mrs. Sizemore room, and to remove and install projector in Mr. Crawford room
9/15/2016 12:00 PM	30	MES	Other (Add to Description)	Lunch	Lunch Break
9/15/2016 12:30 PM	90	SAB	Office	Meeting - Staff	Met with Mr. Ozols and Justin Rider about new phone
9/15/2016 2:00 PM	60	BCHS	Hallway	HVAC	Repairs to HVAC for band room and upper atrium
9/15/2016 3:00 PM	90	BCHS	Gymnasium	Electrical, Other (Provide Description)	Loaded the rest of the lighting from old gym, moved lifts, and other items from gym to get ready for school dance
<b>Start : 9/16/2016 (6)</b>					
9/16/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/16/2016 8:30 AM	330	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Universal Sprinkler for sprinkler flow testing at VES, BCHS, MES
9/16/2016 2:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Justin Rider and Mr. Ozols at SAB concerning new cell phone
9/16/2016 3:00 PM	60	BCHS	Boiler Room, Classroom	HVAC, Meeting - Others	Met and worked with Jimmy of Trane Corp. to install new parts on HVAC at BCHS
9/16/2016 4:00 PM	60	BCHS	Hallway	Other (Provide Description)	Checking elevator, not working in atrium area, will call ThyssenKrupp Elevator on Monday for repair, stuck 6inchs below 1st floor, inner doors wont shut
9/16/2016 5:00 PM	30	SAB	Office	Meeting - Staff, Other (Provide Description)	Hauled supplies to custodian at SAB
<b>Start : 9/19/2016 (7)</b>					
9/19/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/19/2016 8:30 AM	120	BCHS	Gymnasium	Meeting - Staff	Met and worked with custodian to move tables and chairs back to cafeteria from gymnasium
9/19/2016 10:30 AM	90	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
9/19/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/19/2016 12:30 PM	60	SAB	Office, Parking Lot	Meeting - Others	Met with Skyline Door and Hardware at SAB unloading materials for door projects at SAB
9/19/2016 1:30 PM	90	SAB	Shop	Meeting - Staff, Other (Provide Description)	Cleaned and washed maintenance truck, also had mechanic to service truck, was due for oil change and fluids
9/19/2016 3:00 PM	90	BCHS	Hallway	Meeting - Others	Met and worked with Martin of ThyssenKrupp elevator service to repair elevator in atrium area
<b>Start : 9/20/2016 (7)</b>					
9/20/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/20/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
9/20/2016 9:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mrs. Rowe
9/20/2016 10:00 AM	120	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Other (Provide Description)	Fire extinguisher inspection
9/20/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
9/20/2016 12:30 PM	60	BCHS	Hallway	Other (Provide Description)	Replaced ceiling tiles at lower Mertz hallway.
9/20/2016 1:30 PM	180	Other (Describe)	Road, Other (Add to Description)	Parts Pickup	Went to State Elec. Supply at Covington to pick up lighting supplies, also went to Harvest Equipment at Lewisburg to pick up 1025R Johndeere tractor that was there for repairs
<b>Start : 9/21/2016 (7)</b>					
9/21/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/21/2016 8:30 AM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Unloaded 1025R tractor, unloaded lighting supplies in proper locations
9/21/2016 9:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
9/21/2016 10:30 AM	90	BCHS	Hallway	HVAC	Repairs to HVAC in upper atrium area
9/21/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

9/21/2016 12:30 PM	90	VES	Closet	Meeting - Staff, Other (Provide Description)	Hauled supplies to VES custodian
9/21/2016 2:00 PM	150	VES	Boiler Room, Classroom, Other (Add to Description)	HVAC	Checked chiller, some classrooms units and all temps from PC to be sure of proper operation
<b>Start : 9/22/2016 (1)</b>					
9/22/2016 8:00 AM	510	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with State Fire Marshal for yearly fire inspections at all 3 locations
<b>Start : 9/23/2016 (5)</b>					
9/23/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
9/23/2016 8:30 AM	210	VES	Classroom, Gymnasium, Hallway, Locker Room, Other (Add to Description)	Other (Provide Description)	Followed up on fire marshall violations, either corrected immediately or will be corrected by Oct. 22.
9/23/2016 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
9/23/2016 12:30 PM	90	VES	Parking Lot, Other (Add to Description)	Meeting - Others, Other (Provide Description)	Prepared maintenance truck for band trip to haul band equipment
9/23/2016 2:00 PM	120	Other (Describe)	Other (Add to Description)	Leave - Personal	Left for appointment
<b>Start : 9/26/2016 (8)</b>					
9/26/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check <span style="color: green;">NEW</span>
9/26/2016 8:30 AM	120	BCHS	Closet, Other (Add to Description)	Electrical, Meeting - Staff	Met and worked with custodian to remove some items out of electrical room closets at request of Fire Marshal inspection, and to also move items from gym closet at request of Principal <span style="color: green;">NEW</span> .
9/26/2016 10:30 AM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Met with custodian from MES to gather and load supplies for MES <span style="color: green;">NEW</span>
9/26/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break <span style="color: green;">NEW</span>
9/26/2016 12:00 PM	60	VES	Grounds, Parking Lot	Meeting - Others	Went to VES to pick up maintenance truck, and also to meet with Ameri Gas repairing leaks at tank farm. <span style="color: green;">NEW</span>
9/26/2016 1:00 PM	120	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to doors that were written up by Fire Marshal in auditorium and atrium area <span style="color: green;">NEW</span> .
9/26/2016 3:00 PM	60	BCHS	Classroom	HVAC	Repairs to HVAC in science wing classroom <span style="color: green;">NEW</span> .
9/26/2016 4:00 PM	90	VES	Grounds	Meeting - Others	Called to VES by Ameri Gas to shut off LP gas feed lines to VES so they could perform a pressure test on thier repairs <span style="color: green;">NEW</span>
<b>Start : 9/27/2016 (6)</b>					
9/27/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check <span style="color: green;">NEW</span> .
9/27/2016 8:30 AM	60	BCHS	Boiler Room, Shop, Other (Add to Description)	Meeting - Staff	Met and worked with custodian moving supplies from shop to storage areas and loaded trash from storage areas <span style="color: green;">NEW</span> .
9/27/2016 9:30 AM	150	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, E-Mails, phone messages, calls, logs, purchase orders and finding reports for Fire Marshall for sprinkler system, hood cleaning, elevator reports <span style="color: green;">NEW</span> .
9/27/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break <span style="color: green;">NEW</span> .
9/27/2016 12:30 PM	30	BCHS	Parking Lot	Other (Provide Description)	Repairs to Z-Trak mower <span style="color: green;">NEW</span> .
9/27/2016 1:00 PM	210	BCHS	Grounds	Other (Provide Description)	Mowed football field NW-SE, had to mow 2nd time to remove clippings from field <span style="color: green;">NEW</span> .
<b>Start : 9/30/2016 (1)</b>					
9/30/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Administrative, Other (Provide Description)	Traded work day from auction, Off.
<b>Start : 10/3/2016 (1)</b>					
10/3/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 10/4/2016 (1)</b>					
10/4/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 10/5/2016 (1)</b>					
10/5/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 10/6/2016 (1)</b>					
10/6/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 10/7/2016 (1)</b>					
10/7/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave

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