



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 9/30/2016 (1)					
9/30/2016 12:00 AM	11,519	BCHS	Other (Add to Description)	Leave - Vacation	VACATION
Start : 10/3/2016 (1)					
10/3/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	VACATION
Start : 10/4/2016 (1)					
10/4/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	VACATION
Start : 10/5/2016 (1)					
10/5/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	VACATION
Start : 10/6/2016 (1)					
10/6/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	VACATION
Start : 10/7/2016 (1)					
10/7/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	VACATION
Start : 10/10/2016 (4)					
10/10/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Check
10/10/2016 8:30 AM	120	BCHS	Hallway, Other (Add to Description)	Electrical, Plumbing/Sewer, Water line	Unclogged 2 comodes in girls restroom in 54 bld., repaired leak on comode in boys restroom in 54 bld., also repaired elevator in Atrium area not working, reset controls and checked for proper function
10/10/2016 10:30 AM	210	BusGar	Parking Lot	Electrical, Other (Provide Description)	Called to bus garage, paper delivery truck hooked power line feeding bus garage line torn down, contacted BARC Electric, met and worked with BARC Techs to reinstall and get power back on
10/10/2016 2:00 PM	150	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to help custodian clean cafeteria and haul trash to dump, also hauled mail to SAB, also met with Mrs. Hirsh
Start : 10/11/2016 (8)					
10/11/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/11/2016 8:30 AM	60	BCHS	Closet	Meeting - Staff, Other (Provide Description)	Repairs to floor mopper, complete line clogged up
10/11/2016 9:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/11/2016 10:30 AM	30	Other (Describe)	Other (Add to Description)	Electrical	Went to BCBS to pick up regular bulbs and pump
10/11/2016 11:00 AM	30	BCHS	Boiler Room, Hallway, Kitchen	Electrical	Installed new bulbs where needed in boiler room and kitchen
10/11/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/11/2016 12:00 PM	120	BCHS	Kitchen	Meeting - Staff, Other (Provide Description)	Worked in kitchen restacking food in refridgerator and freezer for kitchen lady's, getting ready for load of food coming in tomorrow
10/11/2016 2:00 PM	120	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Straightened up storage closets and boiler room storage, emptied box and trash cans, hauled to dump
Start : 10/12/2016 (4)					
10/12/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/12/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/12/2016 9:30 AM	120	BCHS	Boiler Room, Classroom, Gymnasium, Hallway, Kitchen, Shop	Other (Provide Description)	Worked on Fire Marshal List of violations
10/12/2016 11:30 AM	270	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Covington to pick up ordered parts at State Elec Supply, Fisher Auto Parts and Oliver Distrib. brought back dropped some supplies off at VES Bus Garage and brought rest to BCHS unloaded and put away
Start : 10/13/2016 (5)					
10/13/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/13/2016 8:30 AM	120	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC in science wing, band hallway
10/13/2016 10:30 AM	60	VES	Boiler Room	HVAC	Recieved call from custodian at VES that boilers would not light, checked out, not getting gas where Ameri Gas was in and worked on lines, placed call to Valley Boiler to come bleed lines and start boilers
10/13/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/13/2016 12:00 PM	240	BCHS	Grounds	Other (Provide Description)	Mowed football field N-S, mowed 2nd time to remove clippings off field
Start : 10/14/2016 (6)					
10/14/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/14/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC

10/14/2016 9:00 AM	120	BCHS	Boiler Room, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Electrical	Dealt with power outage, starting items back up when generator starts, power outage was a BARC problem
10/14/2016 11:00 AM	90	VES	Boiler Room	Other (Provide Description), Water line	Recieved call from custodian that water softner was out of salt, went to BCBS picked up 15 bags and put in system, checked system for proper function
10/14/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/14/2016 1:00 PM	180	BCHS	Boiler Room, Kitchen, Shop	Electrical, Other (Provide Description)	Power back on, reset items that will not reset themselves when power goes out and comes back on, also changed some batteries in exit lights and exit signs that were out during power outage
Start : 10/17/2016 (10)					
10/17/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/17/2016 8:30 AM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC
10/17/2016 9:00 AM	150	BCHS	Hallway, Locker Room	Electrical, Other (Provide Description)	Worked on Fire Marshal list of violations, also after power was out last week some battery backup lights did not recharge, replaced batteries in 6 different emergency lights and 4 emergency exit signs
10/17/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/17/2016 12:00 PM	30	BCHS	Kitchen	Meeting - Staff	1 custodian short on day shift, met and worked with other custodian to clean and wipe tables between lunches and remove trash
10/17/2016 12:30 PM	30	BCHS	Hallway, Locker Room, Other (Add to Description)	Electrical	Worked on lighting in hallways and locker room
10/17/2016 1:00 PM	30	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to clean and wipe tables remove trash
10/17/2016 1:30 PM	30	BCHS	Hallway, Locker Room	Electrical	Worked on lighting in hallways and locker room
10/17/2016 2:00 PM	90	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to clean tables, sweep and mop cafeteria, sweep and clean kitchen, remove all trash and haul trash to landfill
10/17/2016 3:30 PM	120	BCHS	Kitchen	Meeting - Others, Plumbing/Sewer	Met and worked with Scott, of Duncans Septic Service to pump tank at kitchen and unclogg line from tank to main sewer line, drains were backing up in kitchen
Start : 10/18/2016 (6)					
10/18/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/18/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/18/2016 9:00 AM	60	BCHS	Hallway, Office	Other (Provide Description)	Repairs to 2 door knobs, 1 in office complex loose and 1 exterior door had broke turn clip inside
10/18/2016 10:00 AM	240	BCHS	Other (Add to Description)	Other (Provide Description)	Installed new toilet paper holders in girls locker room, boys locker room and football locker room, also replaced some lights in locker rooms
10/18/2016 2:00 PM	60	BCHS	Other (Add to Description)	Plumbing/Sewer	Unclogged toilet in boys restroom across from main office
10/18/2016 3:00 PM	60	BCHS	Closet, Office	Inventory, Other (Provide Description)	Moved supplies around in storage at my office cleaned and inventory
Start : 10/19/2016 (7)					
10/19/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/19/2016 8:30 AM	90	BCHS	Shop	HVAC	Met and worked with James, of Radford Mech. to work on 4 heat units in carpentry shop, dilectical unions leaking.
10/19/2016 10:00 AM	120	BCHS	Boiler Room	Meeting - Staff	Met and worked with custodians to move supplies from boiler room storage to stage area storage
10/19/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/19/2016 12:30 PM	60	BCHS	Classroom, Closet, Shop	HVAC, Meeting - Others	Met and worked with James of Radford Mech for repairs to HVAC units in shops and science wing units
10/19/2016 1:30 PM	90	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Moved supplies from boiler room storage to stage area storage, cleaned boiler room area
10/19/2016 3:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 10/20/2016 (6)					
10/20/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/20/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
10/20/2016 9:30 AM	30	BCHS	Hallway	Other (Provide Description)	Repairs to door at rear entrance to stage
10/20/2016 10:00 AM	210	VES	Boiler Room, Gymnasium	HVAC, Meeting - Staff	Went to VES to check boilers, reset gas valves got #1 boiler fired, could not get #2 to fire, contacting Valley Boiler with problem, also checked out gym floor with custodian, hooved up spot next to wall, checked outside along asphalt,
10/20/2016 1:30 PM	60	VES	Gymnasium, Hallway	Other (Provide Description)	Made list of possible items to put in budget, 3 doors on boiler room buildings, double door entrance to gym, 3 doors in breezeway between gym and main bld.
10/20/2016 2:30 PM	90	BCHS	Closet	Other (Provide Description)	Installed ceiling tiles in server room A136, installed electrical cord in carpentry class path that was on fire marshal list
Start : 10/21/2016 (7)					
10/21/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/21/2016 8:30 AM	60	BCHS	Gymnasium, Kitchen	Meeting - Staff	Met and worked with custodian to move some tables and chairs
10/21/2016 9:30 AM	180	BCHS	Closet, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to move items and clean science wing electrical room, hauled load of junk to landfill
10/21/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break

10/21/2016 1:00 PM	30	BCHS	Locker Room	Electrical	Replaced bulbs in light in boys locker room
10/21/2016 1:30 PM	120	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	One custodian short, helped custodian wipe tables, sweep floor and mop cafeteria, also sweep and mopped kitchen, loaded and hauled trash to landfill
10/21/2016 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Purchase Orders	Worked in office on PC

Start : 10/24/2016 (8)

10/24/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/24/2016 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Parts Pickup, Phone call - Others, Purchase Orders	Worked in office on PC NEW
10/24/2016 9:30 AM	120	BCHS	Closet, Hallway, Other (Add to Description)	Other (Provide Description)	Removed and installed ceiling tiles in bandroom storage closets, that were full of holes, removed and replaced ceiling tiles in band hallway that were stained and damaged from HVAC leak NEW
10/24/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
10/24/2016 12:00 PM	30	BCHS	Kitchen, Other (Add to Description)	Meeting - Others	One custodian short out sick, helped other custodian to wipe tables and remove trash from cafeteria NEW
10/24/2016 12:30 PM	60	BCHS	Hallway	Other (Provide Description)	Removed and installed ceiling tiles in hallway that were water stained, and reinstalled some that were out of track NEW
10/24/2016 1:30 PM	120	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to wipe tables, sweep and mop cafeteria and kitchen, and haul trash to landfill NEW
10/24/2016 3:30 PM	30	SAB	Other (Add to Description)	Other (Provide Description)	Delivered mail to SAB and picked up mail for BCHS NEW

Start : 10/25/2016 (8)

10/25/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
10/25/2016 8:30 AM	30	BCHS	Other (Add to Description)	Electrical, Other (Provide Description)	Went on roof at principal's request to check camera, cleaned lense NEW
10/25/2016 9:00 AM	30	BCHS	Hallway	Other (Provide Description)	Repairs to door in lower mertz NEW
10/25/2016 9:30 AM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Others	Met with Oliver Dist. delivery truck to unload ordered supplies and put them away where they belong NEW
10/25/2016 10:30 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders and mail to SAB, meeting with Business Manager NEW
10/25/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
10/25/2016 12:00 PM	210	MES	Kitchen, Shop	Meeting - Staff	Hauled some supplies to custodian at MES, also checked and picked up slide tray rail from kitchen took to Louies Welding Shop for repairs NEW
10/25/2016 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC NEW

Start : 10/26/2016 (1)

10/26/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
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Add new event