



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 10/26/2016 (3)					
10/26/2016 8:30 AM	210	BCHS	Classroom, Hallway, Shop, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with H&M Elec. Techs for electrical repairs and to install drop for carpentry shop classroom desk area, written up by fire marshal
10/26/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/26/2016 12:30 PM	90	BCHS	Shop	Meeting - Staff	Met with Mr. Skeens, and class at auto shop to remove other piping from pit NEW
Start : 10/27/2016 (7)					
10/27/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/27/2016 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW
10/27/2016 9:30 AM	120	BCHS	Locker Room, Other (Add to Description)	Other (Provide Description), Plumbing/Sewer, Water line	Unclogged comode in nurses station, also unclogged comode in locker room NEW
10/27/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
10/27/2016 12:00 PM	60	BCHS	Closet, Hallway	Other (Provide Description)	Repairs to door lock in library, and hallway door handle loose NEW
10/27/2016 1:00 PM	60	BCHS	Shop	Meeting - Staff	Met with Mrs. Hirsh, Roy Burns at auto shop to look at and discuss pit in floor
10/27/2016 2:00 PM	180	MES	Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec Techs at MES to remove and install new stove in kitchen
Start : 10/28/2016 (4)					
10/28/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/28/2016 8:30 AM	240	BCHS	Classroom, Shop, Other (Add to Description)	HVAC	Met and worked with James of Radford Mech for HVAC repairs in carpentry shop and science wing at BCHS
10/28/2016 12:30 PM	150	Other (Describe)	Kitchen	Other (Provide Description)	Went to Louies Welding shop picked up slide tray that was there for repairs hauled to MES and worked with custodian to reinstall on server line
10/28/2016 3:00 PM	90	BCHS	Other (Add to Description)	Meeting - Staff	Helped custodian finish cleaning kitchen, haul trash to land fill, we were custodian short
Start : 10/31/2016 (5)					
10/31/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
10/31/2016 8:30 AM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Went to Jack Lindsay's to pick up dump trailer to use for removal of shingles off restroom at football field
10/31/2016 10:00 AM	120	BCHS	Gymnasium, Hallway	Electrical, Meeting - Others	Met and worked with H&M Elec. Tech to show him electrical problems with emergency exit lights and also to look at gym lighting to install dimmer pack and where to place it out of reach of students
10/31/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
10/31/2016 12:30 PM	210	VES	Classroom, Hallway, Other (Add to Description)	Electrical, Meeting - Others, Other (Provide Description)	Met and worked with H&M Elec Techs to show them work to be done, and also installed door closers back on doors that were removed for carpet placement
Start : 11/1/2016 (8)					
11/1/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/1/2016 8:30 AM	60	BCHS	Office	Email, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
11/1/2016 9:30 AM	30	Other (Describe)	Grounds, Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Bath Co. Bld. Supply to pick up parts for Mr. Altizer for repairs to concession stand restroom roof
11/1/2016 10:00 AM	90	VES	Hallway, Other (Add to Description)	Meeting - Others	Meeting with Rich Light of Skyline Door and Hardware to inspect and measure door and frame openings to get pricing for budget, these four openings need to be replaced, doors and fixtures are all original materials when building was built
11/1/2016 11:30 AM	60	VES	Gymnasium	Meeting - Staff	Meeting with Mr. Sizemore and Mr. Ryder in gymnasium to discuss floor problem and some other issues
11/1/2016 12:30 PM	60	VES	Hallway	Meeting - Others	Back with Rich Light to discuss and measure openings and pick what fixtures to price with doors
11/1/2016 1:30 PM	120	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to State Elec. Supply, Covington, to pick up parts ordered.
11/1/2016 3:30 PM	120	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Was a custodian short, stayed over with day shift custodian to help gather trash, sweep, clean rooms, clean restrooms in 54 bld. section
Start : 11/2/2016 (6)					
11/2/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/2/2016 8:30 AM	60	BCHS	Other (Add to Description)	Plumbing/Sewer	Unclogged 2 commodes in restrooms in 54 bld.
11/2/2016 9:30 AM	120	BCHS	Classroom, Hallway	Electrical, Meeting - Others, Other (Provide Description)	Worked on fire marshal list of violations
11/2/2016 11:30 AM	30	BCHS		Lunch	Lunch Break

11/2/2016 12:00 PM	180	BCHS	Other (Add to Description) Grounds, Other (Add to Description)	Other (Provide Description)	Cleaned leaves and dibree from steps at courtyard to auditorium, unclogged drain, scraped moss and dirt from steps and landing, sprayed with bleach and washed down at Fire Marshal request
11/2/2016 3:00 PM	120	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Custodian short on evening shift, helped day shift clean 54 section
Start : 11/3/2016 (5)					
11/3/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/3/2016 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
11/3/2016 9:30 AM	180	MES	Classroom	Meeting - Staff	Called to MES children and teachers stuck in music room, went to help get them out, door lock was totally broke, removed window beside door to get them out, window broke from removal, helped custodian clean area up, got door open, removed door lock
11/3/2016 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/3/2016 1:00 PM	210	BCHS	Closet, Hallway, Kitchen, Other (Add to Description)	Meeting - Staff	Custodian short again today, met and worked with dayshift custodian cleaning cafeteria and kitchen, hauling trash to landfill, helped custodian catch up on other dayshift custodians duty's
Start : 11/4/2016 (5)					
11/4/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/4/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC.
11/4/2016 9:00 AM	180	BCHS	Grounds, Hallway, Kitchen	Meeting - Staff	Day shift custodian out sick, helped other day shift custodian clean restrooms, concession stand, empty trash cans, put in new liners, restock toilet paper and paper towels in restrooms, getting ready for last home football game
11/4/2016 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/4/2016 12:30 PM	270	BCHS	Classroom, Hallway, Kitchen, Shop, Other (Add to Description)	Meeting - Staff	2 custodians short today, helped dayshit custodian cafeteria duty, clean tables, sweep and mop cafeteria and kitchen, also stayed over to help clean mertz section where custodian was out.
Start : 11/7/2016 (3)					
11/7/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/7/2016 8:30 AM	330	BCHS	Grounds, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Football Field, Drained and winterized concession stand, boys and girls restrooms, anti freeze in comodes and urinals, turned heat on in all 3 locations, picked up trash cans, closed everything for winter
11/7/2016 2:00 PM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Left for Dr. Appointment
Start : 11/8/2016 (5)					
11/8/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/8/2016 8:30 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Jeff Shell, and Kevin Stengal of Carrier Corp. for input on chiller system at Atrium area boiler room. Discuss options
11/8/2016 10:00 AM	90	BCHS	Other (Add to Description)	Meeting - Staff	Met with custodian to unload Oliver Dist. delivery truck and put items away and loaded my truck to take supplies to VES
11/8/2016 11:30 AM	120	Other (Describe)	Other (Add to Description)	Meeting - Others, Meeting - Staff	Meeting with Jeff Shell, Kevin Stengal, and Justin Rider for Lunch, to discuss options and thoughts on replacement of chiller at Atrium area end.
11/8/2016 1:30 PM	210	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp at VES to winterize chiller, check system alarms, also checked for possible freon leaks so we don't have problems when we start up in spring
Start : 11/9/2016 (4)					
11/9/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/9/2016 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
11/9/2016 9:00 AM	120	SAB	Office	Meeting - Staff	Met with Mrs. Hirsh and Justin Rider regarding 2017-2018 Budget.
11/9/2016 11:00 AM	360	VES	Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp to check and repair air ducts in teacher lounge, also checked chiller for leaks so we dont have problem at startup
Start : 11/10/2016 (2)					
11/10/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/10/2016 8:30 AM	450	Other (Describe)	Grounds, Other (Add to Description)	Meeting - Others, Other (Provide Description)	Met and worked with Colonal Roofing for repairs to roofs at all 3 locations, Took Tom Shrewsbury to all 3 locations to discuss pricing repairs for budget
Start : 11/11/2016 (1)					
11/11/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Dr. Appointment
Start : 11/14/2016 (5)					
11/14/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/14/2016 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
11/14/2016 9:30 AM	120	BCHS	Hallway, Locker Room	Electrical	Worked on emergency lighting in girls locker room and in upper atrium hallway NEW
11/14/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW

11/14/2016 12:00 PM	240	BCHS	Kitchen	Meeting - Staff	Met and worked with day shift custodian, we were one short, cleaning cafeteria tables between lunches, and cleaning cafeteria and kitchen, hauling trash NEW .
Start : 11/15/2016 (6)					
11/15/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/15/2016 8:30 AM	120	BCHS	Gymnasium	HVAC	Repairs to HVAC in gymnasium, used lift to reset freeze stats on units NEW .
11/15/2016 10:30 AM	60	BCHS	Boiler Room	Meeting - Others	Met Oliver Dist Truck to unload supplies NEW .
11/15/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW .
11/15/2016 12:00 PM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW .
11/15/2016 1:00 PM	180	Other (Describe)	Road, Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Covington, State Elec. Supply, Fisher Auto Parts, H&M Elec. Office, picked up ordered parts, Met with Rodney at H&M office to discuss dimmers and motion sensors in gym at BCHS NEW .
Start : 11/16/2016 (3)					
11/16/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/16/2016 8:30 AM	180	BCHS	Grounds, Other (Add to Description)	Other (Provide Description)	Gathered up hoses, sprinklers, and hose reel sprinkler from football field, drained hose sprinkler and put it all away in heated areas for the winter NEW .
11/16/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW .
Start : 11/17/2016 (3)					
11/17/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW .
11/17/2016 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW .
11/17/2016 9:00 AM	450	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp , and Jimmy Hooker of Trane Corp on HVAC problems in boiler room and Mertz Section, Main Chiller, and programing to work together from carrier chiller to Tracer Summit System NEW .
Start : 11/18/2016 (4)					
11/18/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW .
11/18/2016 8:30 AM	60	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC. NEW .
11/18/2016 9:30 AM	60	BCHS	Classroom, Shop	HVAC, Meeting - Others	Met and worked with James of Radford Mech. on HVAC issues at carpentry shop NEW .
11/18/2016 10:30 AM	330	BCHS	Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room	Meeting - Staff	Worked with custodian getting field ready for bands (JMU, VT, Bath County) to practice. Turned water back on, cleaned restrooms, put out trash cans, and rest of custodial duties. NEW .
Start : 11/21/2016 (1)					
11/21/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave NEW .
Start : 11/22/2016 (1)					
11/22/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave NEW .
Start : 11/23/2016 (1)					
11/23/2016 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave NEW .
Start : 11/24/2016 (1)					
11/24/2016 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Thanksgiving Holiday NEW .
Start : 11/25/2016 (1)					
11/25/2016 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Thanksgiving Holiday NEW .
Start : 11/28/2016 (7)					
11/28/2016 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW .
11/28/2016 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW .
11/28/2016 9:30 AM	60	BCHS	Grounds, Other (Add to Description)	Other (Provide Description)	Hooked up and moved ticket booth from football field to upper parking lot NEW .
11/28/2016 10:30 AM	60	BCHS	Shop	HVAC	Contacted by Mr. Altizer that heat was not working in shop. Checked Tracer Summit and shows it has heated water to shop, upon inspection found main acuator failed, opened by hand. It is heating now. NEW .
11/28/2016 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW .
11/28/2016 12:00 PM	30	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Helped custodian get ready for next lunch period. NEW .
11/28/2016 12:30 PM	210	BCHS	Classroom, Gymnasium, Hallway, Other (Add to Description)	HVAC	Worked on HVAC in atrium area resetting temps on hand controls, found 2 units with belts broke, replaced belts and checked for proper function NEW .

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