



<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 11/29/2017 (1)					
11/29/2017 1:00 PM	210	VES	Classroom, Closet, Hallway	HVAC, Meeting - Others	Met and worked with James, of Radford Mech, on band room unit, library outside unit, and went to BCHS to repair air compressor at auto shop
Start : 11/30/2017 (6)					
11/30/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
11/30/2017 8:30 AM	150	BCHS	Classroom, Hallway, Office	Other (Provide Description)	Repair, replace, door locks classroom, office, 3 locks
11/30/2017 11:00 AM	30	BCHS	Office	Phone call - Staff	Phone conversation with Mrs. Hirsh
11/30/2017 11:30 AM	60	BCHS	Closet	Other (Provide Description)	Repairs to floor mopping machine
11/30/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
11/30/2017 1:00 PM	180	BCHS	Classroom	Plumbing/Sewer	Repairs to comode leaking, replaced all gaskets, seals, vacuum breaker, spud and gaskets
Start : 12/1/2017 (1)					
12/1/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 12/4/2017 (8)					
12/4/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/4/2017 8:30 AM	60	BCHS	Shop	Meeting - Staff	Met with Mr. Whittington at auto shop to look at some items that need to be done for review
12/4/2017 9:30 AM	90	BCHS	Office	HVAC	Received complaints of temps to warm, checked through Tracer Summit System, reset some temps, made sure operating and functioning properly
12/4/2017 11:00 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
12/4/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/4/2017 12:30 PM	60	BusGar	Shop	Plumbing/Sewer, Water line	Called to bus garage to check water fountain making loud noise, found fan motor and bearings out, old fountain checking to see if I can order parts, may have to replace fountain
12/4/2017 1:30 PM	30	VES	Parking Lot	Meeting - Staff	Met with day shift custodian to show him how to install snow plow on custodial truck
12/4/2017 2:00 PM	120	VES	Boiler Room	HVAC	Checked boilers at VES for proper function, checked other temps in school
Start : 12/5/2017 (6)					
12/5/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/5/2017 8:30 AM	60	BCHS	Boiler Room, Office	HVAC	Reset temps in various locations, complaints of some cold areas and some warm areas
12/5/2017 9:30 AM	60	BCHS	Boiler Room, Other (Add to Description)	Meeting - Others	Met and worked with Oliver Dist. delivery truck, unloaded supplies and put away
12/5/2017 10:30 AM	90	BCHS	Boiler Room, Shop	Meeting - Staff	Met and worked with custodians moving supplies and items around in different locations
12/5/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/5/2017 12:30 PM	210	MES	Boiler Room, Classroom, Shop	Electrical, HVAC, Meeting - Staff	Hauled supplies to David at MES, also while there checked some HVAC problems and electrical problem
Start : 12/6/2017 (1)					
12/6/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 12/7/2017 (1)					
12/7/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 12/8/2017 (1)					
12/8/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 12/11/2017 (5)					
12/11/2017 8:00 AM	180	BCHS	Boiler Room, Classroom, Hallway	HVAC	Daily Boiler Chiller Check, also repairs to HVAC temps in various locations
12/11/2017 11:00 AM	60	BCHS	Classroom, Hallway	Electrical	Lighting repairs in art classroom and hallway in Mertz
12/11/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/11/2017 12:30 PM	90	BCHS	Boiler Room, Closet	Electrical, HVAC, Other (Provide Description)	Cleaning and straightening up boiler room and science wing storage areas.
12/11/2017 2:00 PM	120	VES	Classroom, Hallway	HVAC	Called to VES for no heat in Tech Lab, checked out unit, would not light, called James of Radford Mech, He will be here Tue.
Start : 12/12/2017 (6)					

12/12/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/12/2017 8:30 AM	210	VES	Other (Add to Description)	Plumbing/Sewer, Water line	Worked on urinals not flushing at VES gym boy's restroom
12/12/2017 12:00 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
12/12/2017 12:30 PM	120	VES	Classroom, Other (Add to Description)	HVAC, Meeting - Others	Repairs to HVAC at VES Tech Lab, found bad evaporating fan and circuit relay, ordered parts.
12/12/2017 2:30 PM	60	BCHS	Shop	HVAC, Meeting - Others	Repairs to HVAC in auto shop
12/12/2017 3:30 PM	60	SAB	Office	HVAC	Repairs to 1st floor HVAC unit at SAB
Start : 12/13/2017 (6)					
12/13/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/13/2017 8:30 AM	150	BCHS	Classroom, Closet, Hallway, Locker Room, Other (Add to Description)	Other (Provide Description)	Worked on fire marshal list, repairs
12/13/2017 11:00 AM	60	BCHS	Classroom, Other (Add to Description)	HVAC	Checked HVAC unit in bandroom and units at auditorium BCHS
12/13/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/13/2017 12:30 PM	150	BCHS	Classroom, Kitchen	Meeting - Others	Met and worked with Josh of Hobart for repairs to steam table in Charger cafe and freezer at culinary arts
12/13/2017 3:00 PM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 12/14/2017 (7)					
12/14/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/14/2017 8:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager, on budget
12/14/2017 9:30 AM	90	BCHS	Hallway	Meeting - Staff, Plumbing/Sewer, Water line	Called to BCHS for water leak in hallway of Mertz, found water fountain line busted at cooler coil, got water shut off and helped cleanup mess
12/14/2017 11:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh about budget and some other items on her list
12/14/2017 12:00 PM	30	SAB	Other (Add to Description)	Lunch	Lunch Break
12/14/2017 12:30 PM	180	SAB	Office	Meeting - Staff	Met and worked with Business Manager to do budget for 18/19
12/14/2017 3:30 PM	60	BCHS	Boiler Room, Closet, Office	Electrical	Call from BCHS that night time lights were not coming on at correct time, checked 3 time clock setting, reset times
Start : 12/15/2017 (7)					
12/15/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/15/2017 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
12/15/2017 9:30 AM	60	BCHS	Grounds, Parking Lot	Fuel Tank Measurement, Meeting - Others, Other (Provide Description)	Met and worked with Rick Trogdon leak testing gas and deisel fuel tanks at BCHS
12/15/2017 10:30 AM	90	BCHS	Gymnasium, Hallway	HVAC	Repairs to HVAC in gymnasium and lower atrium hallway
12/15/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
12/15/2017 12:30 PM	150	BCHS	Classroom, Closet, Other (Add to Description)	HVAC	HVAC filter changing, big airhandler and some hallway units, Mertz hallway
12/15/2017 3:00 PM	60	BCHS	Closet, Office	Electrical	Repairs to vacuum cleaner, custodian said it would not work, clogged up, unclogged tube and reservoir checked for function
Start : 12/18/2017 (5)					
12/18/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/18/2017 8:30 AM	90	BCHS	Office	Email, Logs, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
12/18/2017 10:00 AM	120	VES	Classroom, Other (Add to Description)	Other (Provide Description)	Loaded and hauled lift to VES, unloaded, took it to band room, removed wifi unit from ceiling and installed new one, also replaced some ceiling tiles
12/18/2017 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
12/18/2017 12:30 PM	270	VES	Classroom, Closet, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech to install new parts on Renzor Furnace for Tech Lab
Start : 12/19/2017 (7)					
12/19/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/19/2017 8:30 AM	120	BCHS	Parking Lot, Shop	Other (Provide Description)	Installed snow blower on 455 Johndeere tractor, went to Bath Co. Building Supply, picked up 5gal of hydraulic fluid filled to point, checked tractor for proper function
12/19/2017 10:30 AM	150	VES	Kitchen	Meeting - Staff, Water line	Called to VES for water shooting out of faucet, found faucet handle had blown out spraying water everywhere, shut main water off went to BCHS to get parts
12/19/2017 1:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
12/19/2017 1:30 PM	90	BusGar	Shop	Meeting - Staff	Met and worked with Trans Director for repairs to maintenance truck
12/19/2017 3:00 PM	30	SAB	Office	Meeting - Staff	Met with Business Manager to install Omni Form on new computer
12/19/2017 3:30 PM	30	BCHS	Office	Email, Logs	Worked in office on PC
Start : 12/20/2017 (6)					
12/20/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/20/2017 8:30 AM	30	BCHS	Office	Email, Logs, Purchase Orders	Worked in office on PC

12/20/2017 9:00 AM	90	SAB	Office	Meeting - Staff	Delivered paper work to Business Manager, also meeting about budget items
12/20/2017 10:30 AM	240	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Picked up large trailer, went to Union Church MillWorks at Lowmoor to pick up donated lumber for carpentry shop
12/20/2017 2:30 PM	60	BCHS	Grounds	Meeting - Staff	Meeting with Mr. Perry, H&M Elect, and Lighting Co. on ball fields
12/20/2017 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC
Start : 12/21/2017 (4)					
12/21/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
12/21/2017 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
12/21/2017 9:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager
12/21/2017 10:30 AM	330	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech, installing rebuilt pump on #3 boiler circulator line, also repairs to HVAC unit for lower atrium
Start : 12/22/2017 (1)					
12/22/2017 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Vacation Leave
Start : 12/23/2017 (1)					
12/23/2017 8:00 AM	480	Other (Describe)	Kitchen	Meeting - Others	Meet and work with Fire Safety Products for kitchen hood cleaning at all 3 locations
Start : 12/25/2017 (1)					
12/25/2017 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 12/26/2017 (1)					
12/26/2017 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 12/27/2017 (1)					
12/27/2017 8:00 AM	480	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Star City Fire for Fire Alarm Testing at all 3 schools
Start : 12/28/2017 (1)					
12/28/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 12/29/2017 (1)					
12/29/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 1/1/2018 (1)					
1/1/2018 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 1/2/2018 (1)					
1/2/2018 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Holiday

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