



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 1/3/2018 (2)</b>					
1/3/2018 8:00 AM	120	VES	Boiler Room, Other (Add to Description)	HVAC	Repairs to HVAC at VES, boiler out again, repairs to 2 classroom units
1/3/2018 10:00 AM	360	BCHS	Other (Add to Description)	Leave - Vacation	Left to take wife to Dr. App.
<b>Start : 1/4/2018 (1)</b>					
1/4/2018 8:00 AM	480	Other (Describe)	Boiler Room, Classroom, Closet, Hallway, Office	HVAC	HVAC repairs at BCHS, VES, and SAB
<b>Start : 1/5/2018 (2)</b>					
1/5/2018 8:00 AM	150	BCHS	Gymnasium, Hallway	HVAC	Repairs to HVAC at new gym and lower atrium
1/5/2018 10:30 AM	330	SAB	Boiler Room, Closet, Hallway	HVAC	Worked on heating at SAB, 2 units out, got both running
<b>Start : 1/8/2018 (5)</b>					
1/8/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/8/2018 8:30 AM	60	BCHS	Hallway	Electrical	Repairs to lighting in hallway
1/8/2018 9:30 AM	90	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler at VES boiler room
1/8/2018 11:00 AM	150	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/8/2018 1:30 PM	150	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech at VES boiler room installing new heat exchanger
<b>Start : 1/9/2018 (5)</b>					
1/9/2018 8:00 AM	210	BCHS	Parking Lot, Road	Meeting - Staff, Other (Provide Description)	Met and worked with custodians ice removal, also repairs to 1025R John Deere snow plow, took walk behind spreader to SAB installed ice melt on hill going into board office
1/9/2018 11:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/9/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/9/2018 12:30 PM	180	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech at BCHS, on boilers
1/9/2018 3:30 PM	30	BusGar	Parking Lot	Other (Provide Description)	Picked up trailer to haul JD tractor to RH Burns, Hillsboro WV for repairs
<b>Start : 1/10/2018 (2)</b>					
1/10/2018 8:00 AM	150	BCHS	Road, Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to RH Burns in Hillsboro WV to pick up JD tractor, delivered back to BCHS
1/10/2018 10:30 AM	330	Other (Describe)	Road, Shop	Parts Pickup	Went to Oliver Dist. picked up pallet of ice melt, State Elec. Supply picked up ordered parts for MES, delivered some ice melt and elec. parts to MES, brought rest of ice melt to BCHS and unloaded
<b>Start : 1/11/2018 (5)</b>					
1/11/2018 8:00 AM	150	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff of Valley Boiler to install rest of parts on boiler
1/11/2018 10:30 AM	90	BCHS	Closet, Hallway	Meeting - Others	Met and worked with ThyssenKrupp Elev. Engineer to get measurements and sizes for pricing of elevator
1/11/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/11/2018 12:30 PM	30	BusGar	Parking Lot, Other (Add to Description)	Other (Provide Description)	Hauled trailer back to bus garage
1/11/2018 1:00 PM	210	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech install parts and starting boiler, checked for proper function
<b>Start : 1/12/2018 (6)</b>					
1/12/2018 8:00 AM	60	BCHS	Boiler Room, Classroom	HVAC	Daily Boiler Chiller Check, also checked classrooms for proper heating
1/12/2018 9:00 AM	120	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
1/12/2018 11:00 AM	90	SAB	Office	Electrical, Meeting - Staff	Met and worked with Justin at SAB, installed new parts on laminator, checked for proper function, also checked heating while there
1/12/2018 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
1/12/2018 1:00 PM	150	BusGar	Shop	HVAC	Repairs to furnace at bus garage, found broke wire on thermostat control and manual and auto switch in wrong position, also thermostat was set on manual fan mode.
1/12/2018 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC
<b>Start : 1/15/2018 (5)</b>					
1/15/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check

1/15/2018 8:30 AM	150	BCHS	Hallway	Other (Provide Description)	Repairs to 2 lockers in upper 54 bld. and repairs to 2 lockers 8th grade hall
1/15/2018 11:00 AM	60	BCHS	Parking Lot	Electrical	Repairs to electrical outlets for buses at BCHS parking lot
1/15/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/15/2018 12:30 PM	210	BCHS	Boiler Room, Classroom, Closet	HVAC	Repairs to HVAC at BCHS science wing
<b>Start : 1/16/2018 (5)</b>					
1/16/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/16/2018 8:30 AM	60	BCHS	Office	Email, Inventory, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/16/2018 9:30 AM	150	BCHS	Classroom, Other (Add to Description)	Plumbing/Sewer, Water line	Plumbing repairs at BCHS, restroom across from main office and mop sink in custodial closet
1/16/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/16/2018 12:30 PM	210	Other (Describe)	Parking Lot, Road, Other (Add to Description)	Other (Provide Description), Phone call - Staff	Recieved call from Daniel at bus garage to see if I could come pick up lg trailer and go to MES to pick up custodial truck, break line busted, picked trailer up and hauled truck to bus garage
<b>Start : 1/17/2018 (1)</b>					
1/17/2018 8:00 AM	480	Other (Describe)	Grounds, Parking Lot, Road	Other (Provide Description)	Snow Removal at SAB, BCHS, VES
<b>Start : 1/18/2018 (3)</b>					
1/18/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/18/2018 8:30 AM	120	BCHS	Other (Add to Description)	Meeting - Staff	Met and worked with custodian, put ice melt out, move some supplies around
1/18/2018 10:30 AM	360	VES	Classroom	HVAC	Repairs to HVAC in room 101, had to take plumbing apart and clean strainer basket and flush heating coil
<b>Start : 1/19/2018 (5)</b>					
1/19/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/19/2018 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/19/2018 9:30 AM	180	MES	Boiler Room, Closet	HVAC	Repairs to HVAC at MES, hooked into Metsays to check function of units
1/19/2018 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
1/19/2018 1:00 PM	180	VES	Boiler Room, Classroom	HVAC	Repairs to HVAC at VES, hooked into Metsays and checked for function
<b>Start : 1/22/2018 (7)</b>					
1/22/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/22/2018 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
1/22/2018 9:00 AM	120	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Valley Boiler Tech to let him in boiler room for installation of new parts for domestic water boiler at atrium area end
1/22/2018 11:00 AM	150	VES	Closet	Electrical, HVAC	Repairs to exhaust fan in mechanical closet at VES Gym
1/22/2018 1:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
1/22/2018 2:00 PM	90	VES	Closet, Gymnasium	Plumbing/Sewer, Water line	Repairs to leaking water valve and union in mechanical room closet at VES Gym
1/22/2018 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
<b>Start : 1/23/2018 (7)</b>					
1/23/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/23/2018 8:30 AM	60	BCHS	Hallway, Kitchen	Electrical	Repairs to lighting in cafeteria and main hallway BCHS
1/23/2018 9:30 AM	60	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to leaking urinal at BCHS boys restroom
1/23/2018 10:30 AM	30	BCHS	Hallway	Other (Provide Description)	Repairs to door girls restroom mertz
1/23/2018 11:00 AM	90	BCHS	Classroom	Meeting - Staff, Other (Provide Description)	Met and worked with Mr. Hall and Mr. Gyre to download programs from old computer to new computer
1/23/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/23/2018 1:00 PM	180	SAB	Office	Meeting - Staff	Met and worked with Justin Rider and Mr. Ozols to download and install programs off old computer to new computer
<b>Start : 1/24/2018 (2)</b>					
1/24/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/24/2018 8:30 AM	450	Other (Describe)	Kitchen	Meeting - Others	Met and worked with Josh of Fire Safety Products for semi annual fire supression system inspection at BCHS charger cafe, culinary arts kitchen, VES kitchen and MES kitchen
<b>Start : 1/25/2018 (4)</b>					
1/25/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/25/2018 8:30 AM	90	BCHS	Hallway, Office	Electrical	Repairs to lighting in main hallway and office
1/25/2018 10:00 AM	300	BCHS	Classroom, Other (Add to Description)	Other (Provide Description)	Repairs to 3 doors in band room, one door missing handles on both sides, one door adjustment, one broken lock, had to go to MES to pick up old locks to replace this lock
1/25/2018 3:00 PM	60	BCHS	Office	Electrical	Repairs to vacuum cleaner, BCHS

☰ **Start : 1/26/2018 (6)**

1/26/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/26/2018 8:30 AM	90	SAB	Office	Meeting - Staff	Meeting with Business Manager, Sharon Fry, Mrs. Hirsh
1/26/2018 10:00 AM	120	BCHS	Kitchen, Other (Add to Description)	HVAC, Other (Provide Description)	Filter change on certain HVAC units BCHS
1/26/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
1/26/2018 12:30 PM	120	BCHS	Boiler Room	Other (Provide Description)	Cleaning and moving in boiler room at Atrium
1/26/2018 2:30 PM	90	BCHS	Grounds	Other (Provide Description)	Unloaded parts from maintenance truck, cleaned maintenance truck

☰ **Start : 1/29/2018 (7)**

1/29/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/29/2018 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC
1/29/2018 9:30 AM	60	VES	Gymnasium	Electrical, HVAC	Repairs to HVAC in gymnasium at VES, found electrical breaker shut off
1/29/2018 10:30 AM	60	BCHS	Boiler Room, Closet, Shop	Other (Provide Description), Parts Pickup	Came back to BCHS to pick up filters and parts to go back to VES at 11:30 when children are out of gym to change filters and clean units <span>NEW</span>
1/29/2018 11:30 AM	180	VES	Gymnasium	HVAC	Went back to VES gym, changed filters, cleaned units, reset timer controls, also repaired basketball cross brace on back of back board <span>NEW</span>
1/29/2018 2:30 PM	60	BCHS	Parking Lot, Shop	Other (Provide Description)	Came back to BCHS and found dust collector over flowed at carpentry shop, cleaned up Mrs. Jenkins car where it had blown all over it, cleaned out of parking lot <span>NEW</span>
1/29/2018 3:30 PM	30	BCHS	Parking Lot	Other (Provide Description)	Installed snow plow on maintenance truck <span>NEW</span>

☰ **Start : 1/30/2018 (7)**

1/30/2018 7:00 AM	180	Other (Describe)	Grounds, Parking Lot	Meeting - Staff	Met and worked with custodian at BCHS for snow removal, also went to SAB and shoveled deck and walk way put down ice melt <span>NEW</span>
1/30/2018 10:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check <span>NEW</span>
1/30/2018 10:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager and custodian about some invoices <span>NEW</span>
1/30/2018 11:30 AM	60	BCHS	Boiler Room, Closet, Office	Inventory, Meeting - Staff	Met with custodian to inventory supplies, to make order <span>NEW</span>
1/30/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break <span>NEW</span>
1/30/2018 1:00 PM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Worked in office on PC, ordered custodial supplies <span>NEW</span>
1/30/2018 2:30 PM	30	BCHS	Parking Lot	Other (Provide Description)	Removed snow plow off maintenance truck <span>NEW</span>

☰ **Start : 1/31/2018 (1)**

1/31/2018 8:00 AM	480	Other (Describe)	Other (Add to Description)	Leave - Vacation	Vacation Leave <span>NEW</span>
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