



















Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 2/1/2018 (6)					
2/1/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/1/2018 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/1/2018 9:30 AM	60	BCHS	Shop	Electrical, Meeting - Staff	Checked electrical problem in auto shop
2/1/2018 10:30 AM	90	SAB	Office	Meeting - Staff, Other (Provide Description)	Delivered paperwork to business manager, meeting Justin and with Mrs. Hirsh
2/1/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/1/2018 12:30 PM	210	MES	Shop	Meeting - Staff, Other (Provide Description)	Hauled custodial supplies and mail to MES, met with David to look at some items to be repaired or replaced
Start : 2/2/2018 (1)					
2/2/2018 7:00 AM	480	BCHS	Grounds, Parking Lot, Other (Add to Description)	Meeting - Staff	Snow removal at SAB, cleaned deck, Snow removal at BCHS, parking lot, sidewalks, fuel dock
Start : 2/5/2018 (1)					
2/5/2018 7:00 AM	480	BCHS	Grounds, Parking Lot, Other (Add to Description)	Meeting - Staff	Snow removal at SAB and BCHS, road, parking lot, sidewalks
Start : 2/6/2018 (5)					
2/6/2018 7:00 AM	180	Other (Describe)	Road, Other (Add to Description)	Other (Provide Description)	Snow removal bus turn arounds on Rt. 601, Rt. 600, Mt Valley Rd. and Momaw Rd.
2/6/2018 10:00 AM	150	Other (Describe)	Boiler Room, Hallway, Shop	Meeting - Staff	Met with Mr. Eddie Ryder to look at BCHS auto shop, elevator, and then VES boilers, and some other items.
2/6/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/6/2018 1:00 PM	90	BCHS	Boiler Room, Other (Add to Description)	Meeting - Others	Met with Oliver Dist. delivery truck unloaded supplies, put them away in storage areas
2/6/2018 2:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 2/7/2018 (8)					
2/7/2018 8:00 AM	60	BCHS	Grounds, Parking Lot, Other (Add to Description)	Meeting - Staff	Met and worked with custodian to check walks and lots apply icemelt in some areas
2/7/2018 9:00 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mr. Perry
2/7/2018 9:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/7/2018 10:00 AM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/7/2018 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/7/2018 12:00 PM	60	BCHS	Boiler Room	Electrical	Repairs to lighting in main boiler room
2/7/2018 1:00 PM	150	BCHS	Boiler Room	HVAC	Oiled and greased pumps in both boiler rooms
2/7/2018 3:30 PM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 2/8/2018 (1)					
2/8/2018 8:00 AM	480	BCHS		Leave - Vacation	Vacation Leave

			Other (Add to Description)		
Start : 2/9/2018 (1)					
2/9/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 2/12/2018 (4)					
2/12/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/12/2018 8:30 AM	210	BCHS	Kitchen	Water line	Contacted by charger cafe staff that cold water line is producing hot water, tracing problem out, checked lines from boiler room , checked check valves with thermometer heat gun, found no problem there, went back to kitchen tracing lines found problem
2/12/2018 12:00 PM	60	BCHS	Shop	Meeting - Others, Meeting - Staff	Met with UPS tractor trailer delivery truck to unload lg paint storage non flammable cabinet for auto shop, put inside and set in place, weight 640 lbs.
2/12/2018 1:00 PM	210	BCHS	Classroom, Kitchen	HVAC, Phone call - Staff	Called to Culinary Arts kitchen for pink fluid leaking from overhead heat unit, cleaned up mess, had to clean unit out glycol all over inside unit, having to leave open to let unit drain out until tomorrow
Start : 2/13/2018 (4)					
2/13/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/13/2018 8:30 AM	210	BCHS	Classroom, Kitchen	HVAC	Back to culinary arts room kitchen to clean up where unit leaked out overnight, washed unit out inside, cleaned up floor and cabinets.
2/13/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/13/2018 12:30 PM	210	BCHS	Boiler Room	HVAC, Other (Provide Description), Water line	Filled glycol water mixture tank in boiler room, reset pump, had to work on pump, filled loop lines and expansion tank, emptied & refilled tank with mixture.
Start : 2/14/2018 (5)					
2/14/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/14/2018 8:30 AM	180	BCHS	Boiler Room	HVAC, Water line	Boiler Room Atrium area Found alarm on glycol feeder tank, checked found tank empty, turned pump off, refilled with glycol water mix, leaving tank off to confirm where we lost glycol, searching for leak in atrium area.
2/14/2018 11:30 AM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description), Phone call - Staff	Received call from Mr. Perry to see if I could take some items that the BETA Team forgot to load and meet bus at Dollar Store in Goshen, loaded items and hauled to Goshen, met bus, dropped items off, back to BCHS
2/14/2018 1:00 PM	120	BCHS	Classroom	HVAC	Repairs to HVAC units in rooms B103 and B109 science wing, belt and filters on one and filters and valve on other one
2/14/2018 3:00 PM	60	BCHS	Boiler Room, Classroom, Hallway	HVAC	Back to searching for glycol leak on atrium area end, classrooms, hallways, stage, locker rooms, ISS room, etc.
Start : 2/15/2018 (10)					
2/15/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/15/2018 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC
2/15/2018 9:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Business manager at SAB
2/15/2018 10:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mr. Perry
2/15/2018 11:00 AM	60	BCHS	Grounds, Parking Lot	Meeting - Others	Met with Davenport Energy and signed for gas and deisel fuel at BCHS
2/15/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/15/2018 12:30 PM	60	BCHS	Boiler Room	HVAC, Water line	Repairs to waterline in atrium area boiler room, bleed expansion tank
2/15/2018 1:30 PM	60	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to help clean cafeteria & kitchen

2/15/2018 2:30 PM	30	BCHS	Office	Electrical, Phone call - Others	Phone conversation with Rodney of H&M Electric & Construction about auto shop repairs.
2/15/2018 3:00 PM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 2/16/2018 (7)					
2/16/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/16/2018 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with dayshift custodians
2/16/2018 9:00 AM	90	VES	Classroom	Electrical	Checked light in restroom at room 104, bad fixture, replaced fixture, now works
2/16/2018 10:30 AM	120	VES	Classroom	HVAC, Water line	Repairs to HVAC unit in room 102, heated water feed line clogged, cleaned strainer basket and valve, checked for proper function
2/16/2018 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/16/2018 1:00 PM	150	VES	Classroom	HVAC	Checked HVAC in rooms 110 & 111 for burnt smell, found laminator was on in room 110, getting smell from it into room 111, also checked HVAC unit in room 116
2/16/2018 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
Start : 2/19/2018 (8)					
2/19/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/19/2018 8:30 AM	120	BCHS	Classroom, Hallway, Shop	Electrical, Meeting - Others	Met and worked with Harold of H&M Elec. at auto shop checking shunt trip breakers, breakers are bad, will have to purchase new ones, also found problems with recepticals in art room, replaced 3, repairs to emergency light & ballast in main hallway
2/19/2018 10:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/19/2018 11:00 AM	90	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh and Justin Rider at SAB to discuss status of Maintenance projects.
2/19/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/19/2018 1:00 PM	60	BCHS	Hallway, Shop	Electrical, Meeting - Others	Met with Harold to show him some other electrical problems to check
2/19/2018 2:00 PM	60	BCHS	Closet	Other (Provide Description)	Repairs to floor mopping machine
2/19/2018 3:00 PM	60	VES	Kitchen	Plumbing/Sewer	Went to VES to check drain problem on food disposal not draining properly, called Duncans septic service to pump grease trap.
Start : 2/20/2018 (6)					
2/20/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
2/20/2018 8:30 AM	120	BCHS	Classroom, Gymnasium, Hallway, Locker Room, Other (Add to Description)	HVAC, Other (Provide Description)	Temperture adjustment in all of Atrium area and science wing 
2/20/2018 10:30 AM	90	BCHS	Hallway	Other (Provide Description)	Repairs to 3 lockers 2 in upper 54 bld. and 1 in 8th grade hallway 
2/20/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
2/20/2018 12:30 PM	120	BCHS	Boiler Room, Hallway, Office, Other (Add to Description)	Meeting - Others	Meeting with Andy Cocina of Wendel Energy Services looking at site for energy savings 
2/20/2018 2:30 PM	90	BCHS	Boiler Room, Closet, Hallway	Meeting - Staff	Met and worked with custodian to get empty boxes and trash from various locations at BCHS 
Start : 2/21/2018 (5)					
2/21/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/21/2018 8:30 AM	60	BCHS	Office	Email, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others,	Worked in office on PC 

				Phone call - Staff, Purchase Orders, Reports	
2/21/2018 9:30 AM	150	BCHS	Classroom, Hallway, Shop	Meeting - Others	Met and worked with Travis of Elevating Equipment Inspection Services for elevator yearly inspections 
2/21/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/21/2018 12:30 PM	210	VES	Kitchen	Plumbing/Sewer	Worked on drain line garbage disposal from kitchen checked at sink pulled cleanout cap, flushed line still backing up, will have to bring hose and line flush blower.
Start : 2/22/2018 (6)					
2/22/2018 8:00 AM	180	VES	Kitchen	Plumbing/Sewer	Flushed line with water hose blower hose hookup still backing up, contacting Mike with PSA to find where it empties into sewer at, might have to get Jack Lindsay with his high pressure line blower to clean line
2/22/2018 11:00 AM	60	BCHS	Grounds, Office	Fuel Tank Measurement, Phone call - Others	Got fuel tank measurements, called MES for measurement, called Whiting Jamison and ordered
2/22/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/22/2018 12:30 PM	60	VES	Grounds	Meeting - Others	Met with Timmy Plecker and crew to look at hole behind VES, discuss about digging and repairing. (John Cutright, GeoTechnics was on-site 2/14/18.) 
2/22/2018 1:30 PM	60	VES	Office	Meeting - Staff	Meeting with Principal at VES about hole, drain line and water fountains. 
2/22/2018 2:30 PM	90	VES	Kitchen, Parking Lot	Meeting - Others	Met and worked with Scott, of Duncans Septic Service to pump and clean grease trap at VES kitchen 
Start : 2/23/2018 (3)					
2/23/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
2/23/2018 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 
2/23/2018 9:30 AM	570	VES	Grounds, Kitchen, Parking Lot	Meeting - Others, Plumbing/Sewer	Met and worked with Jack, of Lindsay Repairs to blow out kitchen drain line, approx. 160 ft. repair broke line under dock at VES 
Start : 2/26/2018 (2)					
2/26/2018 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, also checked out circulating pump making noise 
2/26/2018 9:00 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 

[Add new event](#)