



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 2/28/2018 (4)</b>					
2/28/2018 12:00 PM	90	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory	Cleaned and straightened up storage areas, boiler room storage closet, old stage, done inventory
2/28/2018 1:30 PM	60	BCHS	Office	Inventory, Parts Ordering, Phone call - Others	Worked in office inventory and ordering supplies
2/28/2018 2:30 PM	60	BCHS	Boiler Room	Meeting - Staff	Met with Keith, custodian from VES to get and load supplies needed at VES
2/28/2018 3:30 PM	30	BCHS	Office	Email, Logs, Purchase Orders	Worked in office on PC
<b>Start : 3/1/2018 (8)</b>					
3/1/2018 8:00 AM	90	VES	Boiler Room	HVAC	Installed new PRV valve on boiler lines at VES boiler room.
3/1/2018 9:30 AM	30	BCHS	Shop	Meeting - Others	Met with Area Access Tech, to let them into auto shop for repairs to handicap lift
3/1/2018 10:00 AM	30	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Techs to let them in to Atrium Area boiler room for parts install on domestic water heater, and to do PMC on boilers
3/1/2018 10:30 AM	90	BCHS	Shop	Meeting - Others	Met and stayed with Area Access Techs. to figure out problem with handicap lift, both contactors burnt up, and he also thinks wiring is wrong
3/1/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/1/2018 12:30 PM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Scott of Valley Boiler to look at problem with boiler #2 in main boiler room, motor starter racing, told him to order new motor starter.
3/1/2018 1:30 PM	90	BCHS	Parking Lot, Shop	Other (Provide Description)	Installed snow plow on maintenance truck for possible snow and tree limbs and debris, also got chain saw out to check for function and put in maintenance truck for possibility of trees from high winds, fueled up truck
3/1/2018 3:00 PM	60	BCHS	Boiler Room, Grounds	Meeting - Others	Met with Davenport Energy delivery truck to receive heating oil for 6000 gal. tank at atrium area
<b>Start : 3/2/2018 (1)</b>					
3/2/2018 8:00 AM	270	Other (Describe)	Other (Add to Description)	Electrical, Meeting - Others	School closed. Came to meet with Valley Boiler & Mech Techs, but they ended up not coming, checked BCHS and VES schools to be sure power was on, Mr. Perry had talked with Mrs. Hicklin and things were ok at MES, went back home.
<b>Start : 3/5/2018 (8)</b>					
3/5/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
3/5/2018 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Scott of Valley Boiler for PM's on boilers both boiler rooms
3/5/2018 9:30 AM	60	BCHS	Shop	Electrical, Meeting - Others	Met and worked with H&M Elec. at auto shop for contracted electrical work to upgrade auto shop.
3/5/2018 10:30 AM	30	BCHS	Boiler Room	Fuel Tank Measurement, Phone call - Others	Fuel tank measurement and ordered heating for 12,000 gal tank at BCHS main boiler room
3/5/2018 11:00 AM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory	Inventory of custodial supplies, ordered supplies from Oliver Dist
3/5/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/5/2018 12:30 PM	60	BCHS	Office	Email, Logs, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
3/5/2018 1:30 PM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Received call from Scott, Valley Boiler to come to main boiler room to look at a problem with boiler #2, need to order parts
<b>Start : 3/6/2018 (7)</b>					
3/6/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
3/6/2018 8:30 AM	30	BCHS	Hallway	Phone call - Others, Water line	Phone call to Kevin Barnett with Commercial Fyre Fighters to see if he was coming to fix leaking sprinkler line at MES
3/6/2018 9:00 AM	180	VES	Office, Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to comode flush valves in office area, checked water flow problem in nurses station
3/6/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
3/6/2018 12:30 PM	90	BusGar	Shop	Meeting - Staff	Called to bus garage for repairs to maintenance truck
3/6/2018 2:00 PM	60	BCHS	Office	Parts Ordering, Phone call - Others	Phone call to State Elec Supply trying to locate some elec parts, had to order, none in stock
3/6/2018 3:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Reports	Worked in office on PC
<b>Start : 3/7/2018 (1)</b>					
3/7/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Day
<b>Start : 3/8/2018 (2)</b>					
3/8/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
3/8/2018 8:30 AM	450	Other (Describe)	Boiler Room, Classroom, Closet, Hallway, Kitchen,	Meeting - Others	Met with Kevin of Commercial Fyre Fyters to check leak on sprinkler line, found it was on water feed line not sprinkler at MES, also done sprinkler flow inspection at MES, BCHS, and VES

Office, Shop, Other (Add to Description)

Start : 3/9/2018 (4)

3/9/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
3/9/2018 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
3/9/2018 9:30 AM	240	VES	Classroom	HVAC	Repairs to HVAC at VES 2 classrooms, cleaned strainers changed actuators.
3/9/2018 1:30 PM	150	Other (Describe)	Road, Other (Add to Description)	Parts Pickup	Went to Covington to pick up ordered parts at State Elec Supply, also stopped at Fisher Auto Parts to pick up belts for HVAC

Start : 3/12/2018 (1)

3/12/2018 7:00 AM	540	Other (Describe)	Grounds, Parking Lot, Road	Other (Provide Description)	School Closed, Snow Removal at BCHS, and SAB
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Start : 3/13/2018 (1)

3/13/2018 7:00 AM	240	Other (Describe)	Grounds, Parking Lot, Road	Meeting - Staff, Other (Provide Description)	School Closed, Snow Removal at BCHS, SAB, and bus turn arounds Rt. 600 and Rt. 601
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Start : 3/14/2018 (2)

3/14/2018 7:00 AM	270	Other (Describe)	Grounds, Parking Lot, Road	Meeting - Staff	School Closed, Snow removal BCHS, SAB, also had meeting with Mrs. Hirsh while at SAB
3/14/2018 11:30 AM	300	BCHS	Boiler Room, Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. for repairs to electrical control panel at Atrium area boiler room, Auditorium HVAC unit, and to check circulator pump in main boiler room

Start : 3/15/2018 (7)

3/15/2018 8:00 AM	120	BCHS	Boiler Room, Classroom, Hallway	HVAC, Other (Provide Description)	Daily Boiler Chiller Check, also repairs to unit in upper atrium, filter change in lower atrium
3/15/2018 10:00 AM	150	BCHS	Other (Add to Description)	Electrical, Other (Provide Description)	Repairs to lighting in auditorium
3/15/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/15/2018 1:00 PM	60	BCHS	Office	Phone call - Others	Phone conversation with Tom Austin of Mattern & Craig about electrical lighting for parking lot, gathering information and will contact him back
3/15/2018 2:00 PM	60	BCHS	Boiler Room, Closet, Hallway	Electrical, Meeting - Others	Met and worked with H&M Elec. Tech to establish area for electrical for Tom Austin, with Mattern & Craig, to be sure size of power and location where it can be pulled from and if we have space in box to pull it from
3/15/2018 3:00 PM	30	BCHS	Office	Electrical, Phone call - Others	Return call to Tom Austin with information of electrical for lighting and sending him some paper work
3/15/2018 3:30 PM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC

Start : 3/16/2018 (3)

3/16/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
3/16/2018 8:30 AM	90	VES	Grounds	Meeting - Others	Met with Plecker Const. at rear of VES working on hole and drain problem
3/16/2018 10:00 AM	420	BCHS	Boiler Room, Classroom, Hallway	HVAC, Meeting - Others	Met and worked with James, of Radford Mech and Lee Bray of Prestige Mech & Refrigeration, HVAC repairs at BCHS

Start : 3/19/2018 (4)

3/19/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
3/19/2018 8:30 AM	60	VES	Grounds	Meeting - Others	Meeting with Plecker Const. on drain line, they are finished, tied drain line into drop drain, Job is finished, gave them information where to send bill.
3/19/2018 9:30 AM	60	VES	Grounds	Meeting - Others	Meeting with Lou, of Louies Welding to get measurements for fabrication of door for plumbing chase from pipe job
3/19/2018 10:30 AM	330	BCHS	Grounds, Other (Add to Description)	Plumbing/Sewer, Water line	Turn water on to football field concession and restrooms, repairs to 3 comodones and repairs to water line in concession stand for soccer game

Start : 3/20/2018 (7)

3/20/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
3/20/2018 8:30 AM	60	BCHS	Other (Add to Description)	Other (Provide Description), Plumbing/Sewer, Water line	Shut water back off to football field concession and restrooms, drained lines, incimate weather coming back in to area
3/20/2018 9:30 AM	90	BCHS	Shop	Other (Provide Description)	Repairs to snow plow on 1026R John Deere tractor and checked all other equipment, ready for incoming weather
3/20/2018 11:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Mr. Perry about incoming weather to get plan for custodians
3/20/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/20/2018 12:30 PM	150	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
3/20/2018 3:00 PM	60	BCHS	Parking Lot	Other (Provide Description)	Installed snow plow on Maintenance Truck, fuel truck, ready for incoming weather

Start : 3/21/2018 (1)

3/21/2018 5:00 AM	600	Other (Describe)	Grounds, Parking Lot, Road	Other (Provide Description)	School Closed, Snow Removal at SAB, BCHS.
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Start : 3/22/2018 (2)

3/22/2018 7:30 AM	180	Other (Describe)	Road	Leave - Vacation, Other (Provide Description)	Vacation Leave, Came in to Plow Bus turn arounds Rt.601, Rt. 600, Lake Moomaw Rd. also BCHS cut drifts back
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3/22/2018 10:30 AM	330	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 3/23/2018 (1)</b>					
3/23/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 3/26/2018 (5)</b>					
3/26/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check <span>NEW</span>
3/26/2018 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC <span>NEW</span>
3/26/2018 9:30 AM	30	BCHS	Office	Other (Provide Description), Phone call - Others, Phone call - Staff	Received call from Principal at VES that fire alarm was going off on its own, twice this morning and once last week, called Star City Fire to come check out system. <span>NEW</span>
3/26/2018 10:00 AM	120	BCHS	Grounds	Other (Provide Description)	Trimmed tree at lower Mertz entrance, hauled off debris. <span>NEW</span>
3/26/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break <span>NEW</span>
<b>Start : 3/27/2018 (1)</b>					
3/27/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Trading time for snow removal <span>NEW</span>

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