





Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 4/2/2018 (7)					
4/2/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/2/2018 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC
4/2/2018 9:00 AM	90	BCHS	Classroom, Gymnasium, Hallway	HVAC	Filter change on HVAC units
4/2/2018 10:30 AM	90	BCHS	Boiler Room, Grounds, Parking Lot	Electrical, Meeting - Others	Meeting with Tom Austin of Mattern & Craig in boiler room and parkinglot
4/2/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/2/2018 12:30 PM	120	BCHS	Classroom, Closet, Gymnasium, Hallway	HVAC	Filter change in HVAC units
4/2/2018 2:30 PM	90	VES	Boiler Room, Grounds, Other (Add to Description)	HVAC	Went to VES to check boilers, found #1 pump 53 coupler bad, shut this pump down and made sure pump 2 was in operation, everything seems to be operating properly, also removed some trash and debris from boiler room area and from building
Start : 4/3/2018 (6)					
4/3/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/3/2018 8:30 AM	60	BCHS	Kitchen	Meeting - Others	Met with Milk Delivery Truck to receive milk for school.
4/3/2018 9:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/3/2018 10:30 AM	150	VES	Boiler Room	HVAC	Went to VES took #1 pump motor loose changed coupler and religned pump check for proper operation
4/3/2018 1:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
4/3/2018 1:30 PM	150	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Replaced water line at football field concession stand, turned water back on for ball game Friday, checked for any other leaks.
Start : 4/4/2018 (1)					
4/4/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Leave, time traded for school closed and snow removal
Start : 4/5/2018 (2)					
4/5/2018 8:00 AM	240	BCHS	Other (Add to Description)	Leave - Vacation	Leave, time traded for school closed for snow removal
4/5/2018 12:00 PM	240	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 4/6/2018 (1)					
4/6/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 4/9/2018 (6)					
4/9/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/9/2018 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/9/2018 9:30 AM	150	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinal leak in auto shop and leaking sink in janitors closet
4/9/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/9/2018 12:30 PM	180	BCHS	Boiler Room, Locker Room, Other (Add to Description)	Electrical	Electrical repairs in science wing elec. room lighting in locker room, emergency light in boys locker room
4/9/2018 3:30 PM	30	BCHS	Office	Other (Provide Description), Parts Ordering	Researched some electrical parts and ordered
Start : 4/10/2018 (4)					
4/10/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/10/2018 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/10/2018 9:30 AM	300	Other (Describe)	Road, Shop, Other (Add to Description)	Other (Provide Description)	Loaded and hauled supplies to David at MES, while there checked out some HVAC problems, also checked roof on shed, going to need shingles or metal roofing installed.
4/10/2018 2:30 PM	90	SAB	Office	Meeting - Staff	Dropped off mail and some other items from MES, Met with Business Manager about some purchase order items
Start : 4/11/2018 (2)					
4/11/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/11/2018 8:30 AM	450	Other (Describe)	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Josh of Fire Safety Products for Fire Extinguisher inspections at MES, SAB, VES, and Bus Garage
Start : 4/12/2018 (2)					
4/12/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/12/2018 8:30 AM	450	BCHS	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Josh of Fire Safety Products for fire extinguisher inspection at BCHS, and Buses

Start : 4/13/2018 (5)					
4/13/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/13/2018 8:30 AM	120	Other (Describe)	Parking Lot	Meeting - Others	Met and worked with Josh of Fire Safety Products for Fire Extinguisher Inspections on buses we had missed.
4/13/2018 10:30 AM	90	VES	Other (Add to Description)	Meeting - Others	Meeting with Mike McMullen about water testing.
4/13/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
4/13/2018 12:30 PM	210	BusGar	Shop, Other (Add to Description)	Electrical	Repairs to lighting in bus garage toolroom, compressure room in out building.
Start : 4/16/2018 (1)					
4/16/2018 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Off, School Closed due to flooding
Start : 4/17/2018 (4)					
4/17/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/17/2018 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC
4/17/2018 9:00 AM	360	Other (Describe)	Boiler Room, Closet, Kitchen, Shop	Meeting - Others	Met and worked with Ron Neville, of Hartford Boiler Inspections, to inspect all pressure vessel, and boilers at all 3 locations.
4/17/2018 3:00 PM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
Start : 4/18/2018 (1)					
4/18/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 4/19/2018 (2)					
4/19/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/19/2018 8:30 AM	450	Other (Describe)	Boiler Room, Classroom, Closet, Grounds, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Meeting - Others	Met and worked with Josh of Fire Safety Products to reinstall fire extinguishers that had to go in for service, Bus Garage, Buses, BCHS, VES, SAB, and MES.
Start : 4/20/2018 (6)					
4/20/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/20/2018 8:30 AM	210	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Jimmy Hooker of Trane Corp. to repair some problems that he found Wed, and also some problems with air flow at atrium area HVAC.
4/20/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/20/2018 12:30 PM	90	Other (Describe)	Road, Other (Add to Description)	Parts Pickup	Went to State Elec. Supply to pick up lighting for stage, program Friday and Saturday.
4/20/2018 2:00 PM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Scott of Valley Boiler and Mech. for repairs to boiler #2, install new parts and check another problem on pump starters.
4/20/2018 3:00 PM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met back with Jimmy of Trane Corp. control timer out for atrium area HVAC connected to MP581 to control, will be back on Monday to get wired in and programmed
Start : 4/23/2018 (6)					
4/23/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/23/2018 8:30 AM	120	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, phone conversation with Business Manager, researching data for him
4/23/2018 10:30 AM	90	BCHS	Boiler Room	Electrical, HVAC, Meeting - Others	Met and worked with H&M Elec. Tech and Jimmy Hooker of Trane Corp, repairing problems in #2 boiler room, hooking into MP581, problems for old control timer not functioning.
4/23/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/23/2018 12:30 PM	120	BCHS	Office	Email, Logs, Meeting - Staff, Purchase Orders, Reports	Researching, and quotes directed by Business Manager
4/23/2018 2:30 PM	150	BCHS	Boiler Room	Electrical, HVAC, Meeting - Others	Worked with H&M, and Trane
Start : 4/24/2018 (7)					
4/24/2018 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, had to check items we hooked into MP581 at boiler room #2 to be sure everything is operating
4/24/2018 9:00 AM	60	BCHS	Classroom	Electrical	Repairs to lighting in Band room
4/24/2018 10:00 AM	90	SAB	Office	Meeting - Staff, Phone call - Others, Purchase Orders	Delivered purchase orders to Business manager, meeting with him for year end items and close out items
4/24/2018 11:30 AM	30	BCHS	Classroom	HVAC	Repairs to HVAC in A134
4/24/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/24/2018 12:30 PM	120	BCHS	Classroom	HVAC	Repairs to HVAC rooms A127, A128, and A117, Mertz section
4/24/2018 2:30 PM	90	BCHS	Classroom, Closet, Other (Add to Description)	HVAC	Repairs to HVAC unit in ceiling for band room
Start : 4/25/2018 (2)					
4/25/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
4/25/2018 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW
Start : 4/26/2018 (1)					

4/26/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave  NEW
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 **Start : 4/27/2018 (1)**

4/27/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave  NEW
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