



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 4/25/2018 (4)					
4/25/2018 9:30 AM	150	VES	Boiler Room, Classroom, Hallway, Kitchen, Office, Other (Add to Description)	HVAC	Went through Metsays system at VES, made some changes to program and repaired 2 classroom units
4/25/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/25/2018 12:30 PM	120	BCHS	Classroom, Hallway	Electrical	Repairs to lighting in hallway 54 bld. and ISS classroom atrium area
4/25/2018 2:30 PM	90	BCHS	Boiler Room, Closet, Shop, Other (Add to Description)	Other (Provide Description)	Worked in boiler rooms and storage areas cleaning and straightening up areas
Start : 4/30/2018 (3)					
4/30/2018 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/30/2018 9:00 AM	60	BCHS	Boiler Room	Electrical, HVAC, Meeting - Others	Met and worked with Jimmy, of Trane Corp. and H&M Elec Techs at #2 mechanical room, Jimmy hooking pumps and boilers into MP581, Electricians installing conduit for parking lot job
4/30/2018 10:00 AM	450	VES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp to start up chiller, found lots of problems, manual valve at return end of chiller had failed letting water feed back into chiller, found that chiller flow switch was bad
Start : 5/1/2018 (3)					
5/1/2018 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/1/2018 9:00 AM	90	VES	Boiler Room	HVAC, Phone call - Others	Phone calls trying to locate parts and get ordered
5/1/2018 10:30 AM	360	VES	Boiler Room, Classroom, Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met & worked with Jeff of Carrier Corp., checked Band room, library, front office, cafeteria, and computer lab units for proper function.
Start : 5/2/2018 (2)					
5/2/2018 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/2/2018 9:00 AM	480	VES	Boiler Room	HVAC, Plumbing/Sewer, Water line	Repairs to chilled water lines feeding chiller, tightened leaking 2 1/2" lines that were loose from water line replacement, cut 3/4" line out to install unions and replace PRV valve to get water to fill lines and chiller, cleaned coil's on chiller
Start : 5/3/2018 (2)					
5/3/2018 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/3/2018 9:00 AM	450	VES	Boiler Room, Classroom, Grounds	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp installing new parts, start chiller, check for proper function
Start : 5/4/2018 (4)					
5/4/2018 8:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/4/2018 9:00 AM	90	VES	Boiler Room	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp. made sure chiller was functioning properly, also checked library unit for proper function
5/4/2018 10:30 AM	180	BCHS	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp to check science wing chiller and main lg chiller for proper function and operation
5/4/2018 1:30 PM	180	MES	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp. to check chiller and condensing units, also checked water meter and checked for leak, took meter reading, meter was not turning to match water bill.
Start : 5/7/2018 (4)					
5/7/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/7/2018 8:30 AM	210	BCHS	Classroom, Other (Add to Description)	HVAC	Cleaning coil's and filter change on classroom AHU's, Bandroom, Upper and lower atrium, auditorium and stage units
5/7/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/7/2018 12:30 PM	210	BCHS	Classroom	HVAC	Coil cleaning, change filters on AHU's upper and lower atrium, bandroom, auditorium and stage units
Start : 5/8/2018 (4)					
5/8/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/8/2018 8:30 AM	210	BCHS	Classroom, Hallway, Other (Add to Description)	HVAC	Cleaned coils and replaced filters on AHU's in Mertz section
5/8/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/8/2018 12:30 PM	210	BCHS	Classroom, Hallway, Other (Add to Description)	HVAC	Cleaned coils and replaced filters AHU's in Mertz and large air handler on stage
Start : 5/9/2018 (6)					
5/9/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/9/2018 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
5/9/2018 9:30 AM	90	MES	Grounds	Meeting - Others	Met with Mike McMullen, of PSA, at MES to check out MES water problem
5/9/2018 11:00 AM	90	SAB	Office	Meeting - Staff	

					Meeting with Business Manager and then meeting with Justin and Mrs. Hirsh about water problem at MES
5/9/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/9/2018 1:00 PM	180	BCHS	Grounds	HVAC	Cleaned coil's on science wing Chiller unit
Start : 5/10/2018 (6)					
5/10/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/10/2018 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC
5/10/2018 9:30 AM	120	VES	Classroom	HVAC	Repairs to HVAC in room 112 at VES
5/10/2018 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/10/2018 12:00 PM	60	BCHS	Other (Add to Description)	Other (Provide Description)	Repairs to door lock on old stage, part broke on inside of lock, checked to see if we have an old lock or need to order parts.
5/10/2018 1:00 PM	180	BCHS	Shop	Plumbing/Sewer, Water line	Repairs to urinal and water line in auto shop
Start : 5/11/2018 (5)					
5/11/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/11/2018 8:30 AM	210	BCHS	Boiler Room	HVAC	Cleaning coils on Chillers and AHU's
5/11/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/11/2018 12:30 PM	120	BCHS	Boiler Room	HVAC	Cleaning Coil's on Chillers and AHU's
5/11/2018 2:30 PM	120	BusGar	Shop	Electrical, Other (Provide Description)	Parts arrived for compressor at bus garage, installed new parts, check valves still popping off, calling Atlantic Compressor Inc. to send someone to check out problem
Start : 5/14/2018 (7)					
5/14/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/14/2018 8:30 AM	60	BCHS	Boiler Room, Classroom, Office	Meeting - Staff	Meeting with employees to get vehicles moved for tanker load of heating oil coming in
5/14/2018 9:30 AM	60	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, also making list of custodial supplies for summer cleaning
5/14/2018 10:30 AM	90	BCHS	Grounds	Fuel Reports, Meeting - Others	Received transport load of heating oil from Davenport Energy
5/14/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/14/2018 12:30 PM	90	BCHS	Office	Electrical	Repairs to vacuum cleaner, ordering on off switch
5/14/2018 2:00 PM	120	MES	Boiler Room, Classroom, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Other (Provide Description), Water line	Went to MES to get count for water samples to order bottles.
Start : 5/15/2018 (6)					
5/15/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/15/2018 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, ordered water bottles for samples lead testing
5/15/2018 10:00 AM	120	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC in Mertz hallway and room A127
5/15/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/15/2018 12:30 PM	60	BCHS	Kitchen	Electrical	Repairs to lighting in teacher break room
5/15/2018 1:30 PM	150	BCHS	Boiler Room	HVAC	Repairs to water leak on heated water supply line in boiler room, also greased and oiled pumps
Start : 5/16/2018 (1)					
5/16/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	*Vacation Leave
Start : 5/17/2018 (8)					
5/17/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/17/2018 8:30 AM	90	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC at atrium area and auditorium
5/17/2018 10:00 AM	60	BCHS	Closet, Hallway, Other (Add to Description)	Other (Provide Description)	Repairs to door lock auditorium and restroom on stage
5/17/2018 11:00 AM	60	BCHS	Boiler Room, Closet, Shop	Inventory	Inventory for custodial supplies for summer cleaning
5/17/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/17/2018 12:30 PM	60	VES	Boiler Room	HVAC	Went to VES to check HVAC reported that warm in certain areas.
5/17/2018 1:30 PM	90	BusGar	Shop	Phone call - Others	Gathering information for Atlantic Compressor for them to bring parts for repairs, also met with Sharon Fry at bus garage to get invoices, she also helped me send pictures to Atlantic Compressor
5/17/2018 3:00 PM	60	BCHS	Office	Other (Provide Description), Phone call - Staff	Worked in office gathering information requested by Business Manager
Start : 5/18/2018 (3)					
5/18/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/18/2018 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
5/18/2018 9:30 AM	450	BusGar	Shop	Meeting - Others, Other (Provide Description)	Met and worked with David, Atlantic Compressors Inc., for service and repairs to 2 air compressors for bus garage, David suggested replacing lg main air compressor due to fact that it has major problems.
Start : 5/21/2018 (7)					
5/21/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check

5/21/2018 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with Katie Keyser about custodial accident.
5/21/2018 9:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/21/2018 10:00 AM	60	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to PSA building on Rt 687 to pick up water sample bottles for lead testing.
5/21/2018 11:00 AM	60	BCHS	Office	Phone call - Others	Phone conversations with Mike, PSA and Tech with REIC Lab on how to fill out paperwork, samples and how long we can hold before sending in
5/21/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/21/2018 12:30 PM	210	BCHS	Shop	Other (Provide Description)	Repairs to zero turn mower, carburetor fell off, had to rethread bolt holes, find bolts to fit and reinstall
Start : 5/22/2018 (6)					
5/22/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/22/2018 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/22/2018 9:30 AM	120	BusGar	Shop	Meeting - Others	Met with Bill Rimer, Atlantic Compressor, to look at & get measurements, size, to price replacing compressor
5/22/2018 11:30 AM	30	BCHS	Office	Meeting - Staff	Met with custodian from VES, brought vacuum cleaner for me to check out, found bad plugin, will have to pick one up and repair
5/22/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/22/2018 12:30 PM	210	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC, researching parts and other items, getting quotes, invoices and information for Business Manager for year end close out.
Start : 5/23/2018 (6)					
5/23/2018 8:00 AM	60	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, boiler 2 in alarm, reset controls tripped out again, #1 boiler pump leaking, bad bearing seal, also shut boiler one down, calling Valley Boiler to repair
5/23/2018 9:00 AM	90	BCHS	Kitchen	Other (Provide Description)	Taking more measurements for kitchen replacement line, phone conversation with Larry, of Galley Line trying to make something work out for kitchen
5/23/2018 10:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
5/23/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/23/2018 12:30 PM	150	VES	Boiler Room	HVAC	Worked on HVAC for cafeteria area, installed new belt and reset controls NEW
5/23/2018 3:00 PM	60	VES	Shop	Electrical	Repairs to vacuum cleaner for VES custodian, short in wire, replaced wire ends NEW
Start : 5/24/2018 (5)					
5/24/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
5/24/2018 8:30 AM	120	BCHS	Office	Email, Inventory, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, also getting information for year end close out at request of Business Manager NEW
5/24/2018 10:30 AM	90	BCHS	Boiler Room	HVAC	Contacted by kitchen that there was no hot water, found boilers out, diagnose and found main fuel pump had shorted, tripped breakers, switched to pump #2, got boilers up and running NEW
5/24/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
5/24/2018 12:30 PM	210	BCHS	Shop	Plumbing/Sewer, Water line	Repairs to water line, have to find parts to repair, ordering parts, water line in tunnel under carpenter shop NEW
Start : 5/25/2018 (1)					
5/25/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	*Vacation Leave NEW
Start : 5/28/2018 (7)					
5/28/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
5/28/2018 8:30 AM	60	BCHS	Other (Add to Description)	Electrical	Repairs to electrical lighting switch on stage, replaced switch NEW
5/28/2018 9:30 AM	90	BCHS	Shop	Other (Provide Description)	Repairs to 455 JD mower. NEW
5/28/2018 11:00 AM	60	BCHS	Office	Meeting - Staff	Meeting with Business Manager at SAB NEW
5/28/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
5/28/2018 12:30 PM	150	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory	Inventory of custodial supplies for summer cleaning supplies and ordered from Oliver Dist. NEW
5/28/2018 3:00 PM	60	BCHS	Boiler Room, Closet, Shop	Meeting - Staff	Met and worked with custodian to load and haul some trash, empty boxes, and pallets from boiler rooms and storage areas NEW
Start : 5/29/2018 (8)					
5/29/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
5/29/2018 8:30 AM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, more close out items for Business Manager NEW
5/29/2018 9:30 AM	150	BCHS	Closet	HVAC	Chiller at Science wing electrical room out, checked unit found tripped off on low water pressure, added water to system, reset and checked for proper function NEW
5/29/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
5/29/2018 12:30 PM	60	BCHS	Shop	Other (Provide Description)	Repairs to door and lock at hallway entrance at auto shop NEW
5/29/2018 1:30 PM	60	BCHS	Classroom	HVAC	Water in floor at Jane McMullens room, found HVAC drain clogged, unclogged drain, changed filters, started unit back up, checked for proper function NEW
5/29/2018 2:30 PM	120	BCHS	Shop	Plumbing/Sewer, Water line	Repairs to water line under carpenter shop NEW

5/29/2018 4:30 PM	120	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hooked up lawn tractor trailer, went to RH Burns in Hillsboro WV, picked up 1025R JD mower that was there for repairs NEW
Start : 5/30/2018 (2)					
5/30/2018 7:30 AM	120	BCHS	Shop	Other (Provide Description)	Delivered JD mower to BCHS NEW
5/30/2018 9:30 AM	390	BCHS	Other (Add to Description)	Leave - Vacation	*Vacation Leave PM NEW
Start : 5/31/2018 (4)					
5/31/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
5/31/2018 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW
5/31/2018 9:30 AM	150	BCHS	Other (Add to Description)	HVAC, Other (Provide Description)	Repairs to HVAC unit on stage, drain stopped up leaked on floor, also adjusting screen to level up NEW
5/31/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW

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