



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 5/31/2018 (1)					
5/31/2018 12:30 PM	210	BCHS	Classroom, Hallway, Other (Add to Description)	HVAC	Repairs to HVAC, Bandroom unit, upper Atrium unit, reset Bard Units in Auditorium. NEW
Start : 6/1/2018 (7)					
6/1/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
6/1/2018 8:30 AM	90	BCHS	Classroom	HVAC	Repairs to HVAC in room A135 NEW
6/1/2018 10:00 AM	60	BCHS	Boiler Room	Meeting - Staff	Met and worked with custodian to move some supplies from boiler room to stage area NEW
6/1/2018 11:00 AM	60	BCHS	Shop	Other (Provide Description)	Repairs to mower at BCHS NEW
6/1/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/1/2018 12:30 PM	60	BCHS	Boiler Room	HVAC	Repairs to pump in main boiler room NEW
6/1/2018 1:30 PM	150	BCHS	Other (Add to Description)	Other (Provide Description)	Took off time worked over on 5/29/18 NEW
Start : 6/4/2018 (7)					
6/4/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/4/2018 8:30 AM	60	VES	Boiler Room	HVAC, Meeting - Others	Met with Valley Boiler Techs, to replace valves and strainers, having to take different approach, new strainers are longer than old ones, have to cut piping down in length
6/4/2018 9:30 AM	60	Other (Describe)	Road	Electrical	Reset caution lights at BCHS, and VES, off for summer
6/4/2018 10:30 AM	90	BusGar	Shop	Electrical, Other (Provide Description)	Worked on old air compressor to unhook electrical, airlines and mounts to be ready to move this one out to install new one
6/4/2018 12:00 PM	30	BusGar	Other (Add to Description)	Lunch	Lunch Break
6/4/2018 12:30 PM	150	BusGar	Shop	Electrical, Other (Provide Description)	Got everything removed from air compressor, moved old air compressor to door way to lift out with tractor
6/4/2018 3:00 PM	60	BCHS	Parking Lot	Meeting - Others	Meeting with Chris Sweggart dropping off County Sprayer, lesson on how to operate.
Start : 6/5/2018 (1)					
6/5/2018 8:00 AM	480	BusGar	Shop	Meeting - Others	Met and worked with Atlantic Compressor Techs to remove and install new main air compressor at bus garage
Start : 6/6/2018 (1)					
6/6/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 6/7/2018 (7)					
6/7/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/7/2018 8:30 AM	60	BCHS	Gymnasium, Other (Add to Description)	Meeting - Staff	Meeting with custodians about summer cleaning
6/7/2018 9:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC -P.O.'s/Invoices
6/7/2018 11:00 AM	60	BCHS	Office	Other (Provide Description)	Preparing paper for water samples
6/7/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/7/2018 12:30 PM	150	VES	Hallway	Plumbing/Sewer, Water line	Worked on water fountains at VES, took valves apart, cleaned valves, attempted to adjust, need to see if i can find pressure regulator for lines.
6/7/2018 3:00 PM	60	BusGar	Shop	Meeting - Staff	Helped mechanic move some items that I had moved when installing new compressor
Start : 6/8/2018 (6)					
6/8/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/8/2018 8:30 AM	120	BCHS	Office, Other (Add to Description)	Email, Logs, Meeting - Staff, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC -P.O.'s/Invoices
6/8/2018 10:30 AM	60	BCHS	Shop	Meeting - Staff	Met with custodian Ron, to check out 1025R JD mower, will have to take it for repairs
6/8/2018 11:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Luis Sanchez about dock at MES.
6/8/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/8/2018 12:30 PM	210	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Gathered water samples for lead testing at Bus Garage and Valley Elementary School
Start : 6/11/2018 (4)					
6/11/2018 7:00 AM	120	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Purchase Orders	Working on items for business manager -P.O.'s/Invoices NEW
6/11/2018 9:00 AM	210	MES	Classroom, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop, Other (Add to Description)	Water line	Gathering water samples for lead testing, chain of custody paper work for MES NEW

6/11/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/11/2018 1:00 PM	270	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians moving furniture NEW
Start : 6/12/2018 (6)					
6/12/2018 7:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
6/12/2018 7:30 AM	180	BCHS	Classroom, Hallway, Office	Meeting - Staff	Met and worked with custodians putting furniture back in finished areas NEW
6/12/2018 10:30 AM	90	VES	Boiler Room	HVAC	Repairs to HVAC at VES, main chiller tripped out NEW
6/12/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/12/2018 12:30 PM	210	BCHS	Classroom, Hallway	HVAC	Repairs to HVAC at science wing and classrooms that chiller feeds NEW
6/12/2018 4:00 PM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC NEW
Start : 6/13/2018 (1)					
6/13/2018 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 6/14/2018 (5)					
6/14/2018 7:30 AM	270	BCHS	Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Parking Lot, Shop, Other (Add to Description)	Other (Provide Description), Water line	Gathering water samples at BCHS for lead testing NEW
6/14/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/14/2018 12:30 PM	120	BCHS	Other (Add to Description)	Other (Provide Description)	Chain of custody paper work for water samples NEW
6/14/2018 2:30 PM	120	BCHS	Grounds	Other (Provide Description), Water line	Pulled water reel to football field for watering, hooked all lines, turned on to check for proper function
6/14/2018 4:30 PM	60	BusGar	Parking Lot	Other (Provide Description)	Went to bus garage to pick up trailer, went to BCHS loaded Rons 1025R mower to take to RH Burns in Hillsboro WV for repairs NEW
Start : 6/15/2018 (4)					
6/15/2018 7:30 AM	360	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hauled 1025R JohnDeere mower to RH Burns at Hillsboro WV for repairs, Hauled trailer to Harvest Equip. at Lewisburg, dropped it off temporarily Hauled water samples to TEIC Lab at Beaver WV, back to Harvest Equip. picked up trailer and loaded 1025R JD
6/15/2018 1:30 PM	60	BCHS	Grounds, Other (Add to Description)	Other (Provide Description), Water line	Pulled hose reel out on football field, watered field
6/15/2018 2:30 PM	90	BCHS	Parking Lot	Other (Provide Description)	Mixed vegetation control liquid in County sprayer and sprayed fuel pump lot
6/15/2018 4:00 PM	60	BCHS	Gymnasium	Meeting - Others	Met with Tim of Prosource refinishing gym floor at VES and BCHS
Start : 6/18/2018 (13)					
6/18/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
6/18/2018 8:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW
6/18/2018 9:00 AM	30	BCHS	Office	Meeting - Staff	Meeting with Mr. Perry NEW
6/18/2018 9:30 AM	60	BCHS	Grounds	Water line	Moved water reel to different section of football field, reset and watered field NEW
6/18/2018 10:30 AM	60	BCHS	Parking Lot	Meeting - Others	Meeting with Plecker Const. at parking lot NEW
6/18/2018 11:30 AM	60	VES	Shop	Other (Provide Description)	Went to bus garage to inspect new mower before custodian starts running it, got serial numbers off tractor and deck, got manuals and paper work. NEW
6/18/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
6/18/2018 1:00 PM	60	BusGar	Shop	Other (Provide Description)	Hauled new water fountain to bus garage, dropped it off and checked to see what i need to hook it up NEW
6/18/2018 2:00 PM	30	VES	Kitchen	Meeting - Others	Meeting with Lee Bray, kitchen at VES to discuss freezer box and look at some other items NEW
6/18/2018 2:30 PM	30	BCHS	Boiler Room	Electrical, Meeting - Others	Meeting with Herold, of H&M Elec. to let him into boiler room to get holes through wall for electrical, also to get him water hose hookup. NEW
6/18/2018 3:00 PM	30	BCHS	Boiler Room	HVAC, Meeting - Others	Met with Scott of Valley Boiler at other boiler room for PM's on boilers NEW
6/18/2018 3:30 PM	90	VES	Hallway	Water line	Went to VES to work on 2 fountains at office, after taking one apart to install new parts found out that they had sent the wrong parts, put fountain back together NEW
6/18/2018 5:00 PM	30	BusGar	Other (Add to Description)	Meeting - Staff, Parts Pickup	Went to bus garage and got parts from Mechanic to repair fuel pump at BCHS, Gas pump is not working NEW
Start : 6/19/2018 (9)					
6/19/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
6/19/2018 8:00 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC NEW
6/19/2018 9:00 AM	30	BCHS	Boiler Room	Electrical, Meeting - Others	Met with H&M Elec. Tech at Atrium Boiler room NEW
6/19/2018 9:30 AM	60	BCHS	Boiler Room	Meeting - Others	Received supplies from Oliver Distributors NEW
6/19/2018 10:30 AM	60	VES	Grounds	Meeting - Staff	Received call from custodian at VES to come check new mower, part had fallen off of steering sector, we searched grounds for locknut and lock pin could not find. Calling Harvest Equipment about problem, this is a warranty issue NEW
6/19/2018 11:30 AM	30	VES	Grounds	Phone call - Others	Phone conversation with Service Manager at Harvest Equipment about parts, She informed that they had 1 mechanic out sick, 1 out on Road and in the shop, if I could bring it over that they would fix it right now NEW

6/19/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
6/19/2018 12:30 PM	30	SAB	Office	Meeting - Staff	Delivered some paper work to Business Manager for close out
6/19/2018 1:00 PM	270	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Hooked to trailer, loaded 1025R Mower headed to Harvest Equip. at Lewisburg, they installed new parts, checked some other items found some loose bolts, tightened them and installed lock pins, delivered back to VES and unloaded into tractor shed.

Start : 6/20/2018 (5)

6/20/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
6/20/2018 8:00 AM	30	BCHS	Boiler Room	Electrical, Meeting - Others	Met with H&M Elec Tech.
6/20/2018 8:30 AM	60	BCHS	Classroom, Hallway	Meeting - Staff	Met with custodian for him to show me some lighting problems in various locations
6/20/2018 9:30 AM	60	BCHS	Office	Meeting - Staff	Meeting with Principal about items in school and about field watering
6/20/2018 10:30 AM	60	BCHS	Office	Email, Logs, Other (Provide Description), Purchase Orders	Worked in office on PC, final items for Business Manager and typed logs.

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