



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 6/21/2018 (2)					
6/21/2018 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
6/21/2018 12:00 PM	300	BCHS	Classroom, Hallway, Kitchen, Office	Meeting - Staff	Worked with custodians moving furniture
Start : 6/25/2018 (1)					
6/25/2018 7:00 AM	600	BCHS	Grounds	Meeting - Staff	Met and worked with BCHS custodian mowing grass to help him get caught up. He mowed hillsides and I mowed football, softball and baseball field, and other flats with zero turn mower.
Start : 6/26/2018 (1)					
6/26/2018 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave (*)
Start : 6/27/2018 (1)					
6/27/2018 7:00 AM	600	MES	Classroom, Closet, Gymnasium, Kitchen	Meeting - Staff	Met and worked with custodians moving furniture at MES, for carpet cleaning and floor stripping and waxing
Start : 6/28/2018 (2)					
6/28/2018 7:00 AM	360	VES	Classroom, Gymnasium, Hallway, Kitchen, Office	Meeting - Staff	Met and worked with custodians at VES moving furniture for carpet cleaning and floor stripping and waxing
6/28/2018 1:00 PM	240	BCHS	Grounds	Meeting - Staff	Met and worked with BCHS Custodian, mowing at BCHS
Start : 7/2/2018 (1)					
7/2/2018 7:30 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 7/3/2018 (1)					
7/3/2018 7:30 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 7/4/2018 (1)					
7/4/2018 7:30 AM	600	BCHS	Other (Add to Description)	Other (Provide Description)	Holiday
Start : 7/5/2018 (1)					
7/5/2018 7:30 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 7/9/2018 (2)					
7/9/2018 7:00 AM	300	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
7/9/2018 12:00 PM	300	BCHS	Road, Other (Add to Description)	Parts Pickup	Came to BCHS picked up truck and trailer, loaded 2305 JD Mower to take to Burns in Hillsboro, picked up 1025R JD Mower delivered back to BCHS
Start : 7/10/2018 (1)					
7/10/2018 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave
Start : 7/11/2018 (3)					
7/11/2018 7:00 AM	300	BusGar	Grounds, Parking Lot, Shop	Meeting - Others	Met and worked with Safety Kleen to pick up chemicals, oil's and anti-freeze, fill out paper work for this and signed
7/11/2018 12:00 PM	30	BusGar	Other (Add to Description)	Lunch	Lunch Break
7/11/2018 12:30 PM	270	Other (Describe)	Other (Add to Description)	Electrical, Parts Pickup	Went to Covington to pick up tires for hand truck at Tractor Supply, Oliver Dist. Fisher Auto Parts, State Elec. Supply, delivered supplies back to BCHS unloaded & put away
Start : 7/12/2018 (2)					
7/12/2018 7:00 AM	540	BusGar	Shop, Other (Add to Description)	Plumbing/Sewer, Water line	Removed cracked comode and installed new comode, replaced waterline, hold down flange, bolts, also removed old water fountain and installed new one, replaced waterline and drain line
7/12/2018 4:00 PM	60	BusGar	Shop	Other (Provide Description)	Broke hand truck tires down and replaced with new tube and tires for BCHS hand truck for moving furniture
Start : 7/16/2018 (1)					
7/16/2018 7:00 AM	630	BCHS	Other (Add to Description)	Leave - Sick	Death in family
Start : 7/17/2018 (1)					

7/17/2018 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Death in family
Start : 7/18/2018 (1)					
7/18/2018 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Sick	Death in family
Start : 7/19/2018 (1)					
7/19/2018 7:00 AM	600	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
Start : 7/23/2018 (5)					
7/23/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/23/2018 8:00 AM	240	BCHS	Office	Email, Inventory, Logs, Parts Ordering, Phone call - Others, Phone call - Staff	Worked in office on PC
7/23/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/23/2018 12:30 PM	60	BCHS	Boiler Room	Electrical	Repairs to lighting in boiler room NEW
7/23/2018 1:30 PM	240	BCHS	Classroom, Grounds, Hallway, Office, Shop	Meeting - Staff	Met and worked with custodians to move some furniture and load and haul trash from various locations NEW
Start : 7/24/2018 (8)					
7/24/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
7/24/2018 8:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager to reset up computer for new purchase orders and to work on some other problems with computer setup NEW
7/24/2018 9:00 AM	120	BCHS	Shop	Other (Provide Description)	Repairs to Jakes JD Mower, cleaned water seperator, cleaned air filter, tractor engine sounded like it had a miss while running NEW
7/24/2018 11:00 AM	90	BCHS	Classroom, Hallway, Other (Add to Description)	HVAC	Repairs to HVAC in science wing area found chiller had tripped out on low pressure, reset and checked 5 air handlers thats on that unit NEW
7/24/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
7/24/2018 1:00 PM	90	BCHS	Boiler Room, Grounds, Gymnasium, Hallway	Other (Provide Description)	Loaded and hauled some trash away for custodians NEW
7/24/2018 2:30 PM	60	BCHS	Boiler Room	HVAC	Repairs to HVAC pump leaking in boiler room NEW
7/24/2018 3:30 PM	120	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians to move furniture back into rooms, BCHS NEW
Start : 7/25/2018 (8)					
7/25/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/25/2018 8:00 AM	120	BCHS	Office	Email, Inventory, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
7/25/2018 10:00 AM	60	BCHS	Shop	Meeting - Staff	Met with a staff member to give him a ride to pick up 2 vehicles and picked up tires at bus garage for him to change.
7/25/2018 11:00 AM	60	BCHS	Parking Lot	Meeting - Others, Meeting - Staff	Meeting with Larry Plecker and Business Manager at parking lot to discuss items on parking lot.
7/25/2018 12:00 PM	60	Other (Describe)	Other (Add to Description)	Meeting - Staff	Meeting with Business Manager and new Transportation Director for lunch and to discuss some items that Josh and I need to do
7/25/2018 1:00 PM	90	BCHS	Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec Tech at Charger Cafe to prepare electrical for new serving line
7/25/2018 2:30 PM	120	BCHS	Kitchen	Meeting - Staff	Met and worked with Ron, and Jamie to put together some new kitchen equipment
7/25/2018 4:30 PM	60	BCHS	Hallway, Kitchen, Other (Add to Description)	Meeting - Staff	Worked with custodians to load and haul off empty box's from equipment and trash
Start : 7/26/2018 (7)					
7/26/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
7/26/2018 8:00 AM	210	BCHS	Kitchen	Electrical, Meeting - Others	Met and worked with H&M Elec Techs to help move kitchen line into place for Elec. wiring NEW
7/26/2018 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
7/26/2018 12:00 PM	90	MES	Kitchen	Meeting - Staff, Other (Provide Description)	Loaded new kitchen breakfast server cabinet and hauled to MES NEW
7/26/2018 1:30 PM	60	BCHS	Classroom, Hallway	HVAC, Other (Provide Description)	Repairs to HVAC unit at bandroom and hallway unit NEW
7/26/2018 2:30 PM	120	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians moving furniture for stripping and waxing NEW
7/26/2018 4:30 PM	60	BCHS	Kitchen	Electrical, Meeting - Others	Meeting with H&M Elec Tech to check on kitchen serving line job is complete and ready for operation, he showed me all electrical change and hookup, all functioning properly NEW
Start : 7/30/2018 (9)					
7/30/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
7/30/2018 8:30 AM	90	Other (Describe)	Shop, Other (Add to Description)	Meeting - Staff	Met with Transportation Director to take Maintenance truck to Magic City at Covington to drop off for repairs NEW
7/30/2018 10:00 AM	60	BusGar	Shop	Meeting - Staff	Helped Transportation Director move some items and put in storage shed, also picked up vehicle to use while mine is in shop NEW
7/30/2018 11:00 AM	60	VES	Office	Meeting - Staff	Meeting with Principal at VES to discuss some items to be done there NEW
7/30/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break NEW

7/30/2018 12:30 PM	90	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at BCHS moving furniture back into place NEW
7/30/2018 2:00 PM	30	BCHS	Kitchen	Meeting - Others	Meeting with Lee Bray of Prestige Mech. & Refrigeration working on stove in charger cafe. NEW
7/30/2018 2:30 PM	60	VES	Hallway	Plumbing/Sewer, Water line	Worked on water fountains at VES, one at cafeteria is leaking at coil, need to replace, checked one at gym needs to be replaced, attempted to put parts on 2 at office and have received wrong parts NEW
7/30/2018 3:30 PM	120	VES	Kitchen	Meeting - Others	Called Lee Bray to come to VES kitchen, freezer temps raised to 19 degree, Lee found that thermostat was acting up, reset and checked for proper function NEW
Start : 7/31/2018 (6)					
7/31/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
7/31/2018 8:30 AM	90	BCHS	Boiler Room, Other (Add to Description)	Inventory, Other (Provide Description)	Worked in boiler room storage area cleaning and moving items around into place, done some more inventory of supplies to order for school year NEW
7/31/2018 10:00 AM	150	MES	Boiler Room	Other (Provide Description), Water line	Received call from Principal at MES about leak in waterline at boiler room, went to inspect found sprinkler line leaking, called Commercial Fire Fyters to repair, met with Jay from CFF NEW
7/31/2018 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break NEW
7/31/2018 1:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager to get some paper work filled out NEW
7/31/2018 2:00 PM	120	BCHS	Boiler Room, Classroom, Hallway, Shop	Meeting - Staff	Met and worked with custodians in boiler room moving and cleaning NEW
Start : 8/1/2018 (2)					
8/1/2018 8:00 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW
8/1/2018 10:00 AM	150	SAB	Office	Inservice - Presentation, Inservice - Attendance	Attended inservice with custodians, and lunch NEW

[Add new event](#)