



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 7/23/2018 (2)</b>					
7/23/2018 12:30 PM	60	BCHS	Boiler Room	Electrical	Repairs to lighting in boiler room
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
<b>Start : 7/24/2018 (8)</b>					
7/24/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
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
7/24/2018 9:00 AM	120	BCHS	Shop	Other (Provide Description)	Repairs to Jakes JD Mower, cleaned water separator, cleaned air filter, tractor engine sounded like it had a miss while running
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 that's on that unit
7/24/2018 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/24/2018 1:00 PM	90	BCHS	Boiler Room, Grounds, Gymnasium, Hallway	Other (Provide Description)	Loaded and hauled some trash away for custodians
7/24/2018 2:30 PM	60	BCHS	Boiler Room	HVAC	Repairs to HVAC pump leaking in boiler room
7/24/2018 3:30 PM	120	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians to move furniture back into rooms, BCHS
<b>Start : 7/26/2018 (7)</b>					
7/26/2018 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
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
7/26/2018 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
7/26/2018 12:00 PM	90	MES	Kitchen	Meeting - Staff, Other (Provide Description)	Loaded new kitchen breakfast server cabinet and hauled to MES
7/26/2018 1:30 PM	60	BCHS	Classroom, Hallway	HVAC, Other (Provide Description)	Repairs to HVAC unit at bandroom and hallway unit
7/26/2018 2:30 PM	120	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians moving furniture for stripping and waxing
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
<b>Start : 7/30/2018 (9)</b>					
7/30/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
7/30/2018 8:30 AM	90	Other (Describe)	Shop, Other (Add to Description)	Meeting - Staff	Met with Transportation Supervisor to take Maintenance truck to Magic City at Covington to drop off for repairs
7/30/2018 10:00 AM	60	BusGar	Shop	Meeting - Staff	Helped Transportation Supervisor move some items and put in storage shed, also picked up vehicle to use while mine is in shop
7/30/2018 11:00 AM	60	VES	Office	Meeting - Staff	Meeting with Principal at VES to discuss some items to be done there
7/30/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
7/30/2018 12:30 PM	90	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians at BCHS moving furniture back into place
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.
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
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
<b>Start : 7/31/2018 (6)</b>					
7/31/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
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
7/31/2018 10:00 AM	150	MES	Boiler Room	Other (Provide Description), Water line	Received call from MES Principal about leak in waterline at boiler room, inspected & found sprinkler line leaking, called Commercial Fire Fyters to repair, met with Jay from CFF
7/31/2018 12:30 PM	30	Other (Describe)	Other (Add to Description)	Lunch	Lunch Break
7/31/2018 1:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager to get some paper work filled out
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
<b>Start : 8/1/2018 (4)</b>					
8/1/2018 8:00 AM	120	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
8/1/2018 10:00 AM	150	SAB	Office	Inservice - Presentation, Inservice - Attendance	Attended inservice with custodians, and lunch

8/1/2018 12:30 PM	120	BCHS	Classroom	HVAC	Repairs to HVAC in science wing area
8/1/2018 2:30 PM	90	BCHS	Classroom, Hallway, Office	Meeting - Staff	Met and worked with custodians at BCHS moving furniture
<b>Start : 8/2/2018 (6)</b>					
8/2/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/2/2018 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC
8/2/2018 9:00 AM	120	BCHS	Closet, Other (Add to Description)	HVAC	Repairs to science wing chiller, air flow problems, tripped out on low pressure temp, reset controls fixed air problem on compressor
8/2/2018 11:00 AM	60	MES	Boiler Room	Meeting - Others	Met with Jay of Commercial Fyer Fighters for temporary repair to leaking line in boiler room
8/2/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/2/2018 12:30 PM	210	BCHS	Classroom, Hallway	Meeting - Staff	Met and worked with custodians moving furniture BCHS
<b>Start : 8/3/2018 (5)</b>					
8/3/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/3/2018 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
8/3/2018 9:30 AM	150	VES	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinals and sinks at VES boys restroom middle section
8/3/2018 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/3/2018 12:30 PM	210	VES	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to urinals and sinks, also repairs to comodes and sinks in girls restroom middle section
<b>Start : 8/6/2018 (5)</b>					
8/6/2018 8:00 AM	330	BCHS	Boiler Room	HVAC, Other (Provide Description)	Repairs to all 3 boilers in main boiler room, also clean fuel pump filter resevore, and primary and secondary filters for fuel pump to boilers, replaced filters on all 3 boilers
8/6/2018 1:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/6/2018 2:00 PM	60	VES	Kitchen	HVAC, Meeting - Others	Met and worked with James of Radford Mech. at VES Kitchen on AC unit
8/6/2018 3:00 PM	30	BusGar	Shop	Meeting - Staff	Meeting with Transportation Supervisor
8/6/2018 3:30 PM	30	VES	Office	Meeting - Staff	Meeting with Principal
<b>Start : 8/7/2018 (1)</b>					
8/7/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Dr. App.
<b>Start : 8/8/2018 (8)</b>					
8/8/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/8/2018 8:30 AM	90	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
8/8/2018 10:00 AM	60	BCHS	Parking Lot	Other (Provide Description)	Met delivery truck received computer items for Mr. Ozols
8/8/2018 11:00 AM	60	BCHS	Boiler Room	HVAC	Checked chiller, tripped out
8/8/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/8/2018 12:30 PM	120	BCHS	Hallway	Meeting - Others	Met and worked with Lee of Prestige Mech removing and installing new water fountain in lower mertz
8/8/2018 2:30 PM	60	BCHS	Boiler Room, Closet, Shop	Meeting - Staff	Worked BCHS custodian to move and haul debrie
8/8/2018 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Staff, Purchase Orders	Worked in office on PC
<b>Start : 8/9/2018 (1)</b>					
8/9/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 8/10/2018 (1)</b>					
8/10/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 8/13/2018 (5)</b>					
8/13/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/13/2018 8:30 AM	210	BCHS	Boiler Room, Grounds, Shop, Other (Add to Description)	Meeting - Staff	Met and worked with custodians hauling, moving and cleaning outside
8/13/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/13/2018 12:30 PM	120	BCHS	Boiler Room, Closet, Hallway	Meeting - Staff	Worked with BCHS custodian stocking custodial closets with supplies
8/13/2018 2:30 PM	180	BCHS	Kitchen	Meeting - Staff	Worked with BCHS custodian to install glass panels on front of food server line
<b>Start : 8/14/2018 (4)</b>					
8/14/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/14/2018 8:30 AM	90	VES	Classroom, Hallway	HVAC	Checked out HVAC in classroom and cafeteria

8/14/2018 10:00 AM	90	BCHS	Boiler Room, Other (Add to Description)	Meeting - Others	Met and worked with custodians to unload truck load of supplies from Oliver Dist
8/14/2018 11:30 AM	360	BCHS	Boiler Room, Kitchen	HVAC, Meeting - Others	Met and worked with James of Radford Mech, walkin refrigerator unit froze up, thawed out found someone had turned temp controller down to 26 degrees, repairs to science wing chiller that had tripping and locking out.
<b>Start : 8/15/2018 (7)</b>					
8/15/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/15/2018 8:30 AM	90	BCHS	Boiler Room, Classroom, Hallway	Electrical, Other (Provide Description)	Repairs to lighting at various areas BCHS
8/15/2018 10:00 AM	120	BCHS	Road	Electrical, Meeting - Others	Met and worked with Lindsay Elec. caution light on south end of BCHS, light burnt out, new one on order
8/15/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/15/2018 12:30 PM	90	VES	Boiler Room	HVAC	Went to VES checked main chiller, ran diagnostic on system hand held computer, all seemed to be functioning properly, also checked cafeteria unit for function
8/15/2018 2:00 PM	90	BCHS	Locker Room, Other (Add to Description)	HVAC	Checked air handler in boys locker room, has power but not running, checking duct detector, and freeze stat.
8/15/2018 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
<b>Start : 8/16/2018 (6)</b>					
8/16/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/16/2018 8:30 AM	90	Other (Describe)	Shop, Other (Add to Description)	Meeting - Staff	Followed Transportation Supervisor to Magic City at Covington to drop his truck off for recall repairs hauled him back to bus garage
8/16/2018 10:00 AM	150	VES	Classroom, Kitchen, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech for repairs to HVAC at VES cafeteria unit, classroom unit and repair drain from kitchen unit
8/16/2018 12:30 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
8/16/2018 1:00 PM	90	BCHS	Classroom, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech for repairs to HVAC at BCHS bandroom, boys locker room and to check chiller at science wing for proper function
8/16/2018 2:30 PM	120	Other (Describe)	Shop	Meeting - Staff	Transportation Supervisor called that his truck was done at Magic City, took him back to pick up his truck, also stopped by State Elec Supply and picked up light bulbs and back ordered supplies for BCHS VES MES, brought back to BCHS and unload
<b>Start : 8/17/2018 (1)</b>					
8/17/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave*
<b>Start : 8/20/2018 (6)</b>					
8/20/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/20/2018 8:30 AM	120	BCHS	Shop	Meeting - Staff	Worked with BCHS custodians on mowers, changed filters on Jake's mower, checked Ron's mower found deck gear box not functioning.
8/20/2018 10:30 AM	240	BCHS	Other (Add to Description)	Other (Provide Description)	Hooked to trailer, loaded Rons deck onto trailer, hauled it to RH Burns in Hillsboro WV. picked up 2305 JD tractor that was there for repairs, delivered it back to VES
8/20/2018 2:30 PM	30	VES	Kitchen, Shop	Meeting - Staff	Met with VES custodian about supplies on back order and gave him keys to mower
8/20/2018 3:00 PM	30	BCHS	Parking Lot	Other (Provide Description)	Unhooked trailer in court yard
8/20/2018 3:30 PM	30	BCHS	Office	Email, Other (Provide Description)	Picked up mail from main office, checked E-Mails and voice mails
<b>Start : 8/21/2018 (8)</b>					
8/21/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/21/2018 8:30 AM	90	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
8/21/2018 10:00 AM	90	BCHS	Classroom, Hallway	HVAC	Replaced heater in control panel for bandroom unit, checked for proper rotation of motor, reset thermostat control, checked unit for function, also checked upper atrium unit for temp setting
8/21/2018 11:30 AM	30	BCHS	Other (Add to Description)	Parts Pickup	Went to Bath County Building supply to pick up some parts
8/21/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/21/2018 12:30 PM	60	BCHS	Closet, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech, for HVAC repairs at BCHS, science wing chiller and classroom unit
8/21/2018 1:30 PM	120	BCHS	Boiler Room	Meeting - Others, Meeting - Staff	Worked with BCHS custodian and unloaded truckload of custodial supplies from Oliver Dist.
8/21/2018 3:30 PM	30	BusGar	Parking Lot	Other (Provide Description)	Drove custodial truck to bus garage filled it up with gas, can't get to pumps at BCHS due to parking lot work
<b>Start : 8/22/2018 (5)</b>					
8/22/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/22/2018 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
8/22/2018 9:30 AM	150	VES	Kitchen, Other (Add to Description)	Meeting - Staff, Other (Provide Description), Water line	Meeting with VES Principal, worked on water fountain in cafeteria, helped custodian put together breakfast cart for kitchen
8/22/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/22/2018 12:30 PM	210	BCHS	Boiler Room	HVAC	Removed and installed new pressure relief valve on boiler #2 in main boiler room, turned water back on to unit, went to start unit would not start, found fuse blown, replaced fuse blown again, will talk with Trane Tech about problem.

Start : 8/23/2018 (5)

8/23/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/23/2018 8:30 AM	210	BCHS	Boiler Room, Other (Add to Description)	Meeting - Staff	Met and worked with Jake moving summer floor cleaning supplies from stage storage to boiler room storage, also brought custodial supplies from boiler room storage to stage storage
8/23/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
8/23/2018 12:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff	Worked in office on PC
8/23/2018 1:00 PM	180	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Covington to pick up ordered supplies from State Elec. Supply, Fisher Auto Parts Tractor Supply and NAPA Auto Parts

Start : 8/24/2018 (5)

8/24/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/24/2018 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
8/24/2018 9:00 AM	90	VES	Office	Meeting - Staff	Meeting with Principal at VES to look at and discuss some items for repair.
8/24/2018 10:30 AM	150	BCHS	Boiler Room, Hallway	HVAC, Meeting - Others, Other (Provide Description), Water line	Met and worked with James of Radford Mech for repairs to drain trap primer, pump at boiler room
8/24/2018 1:00 PM	240	Other (Describe)	Road, Other (Add to Description)	Parts Pickup	Went to Lowes at Lexington to pick up ceiling tiles for BCHS, VES, and MES, also picked up electric pressure washer for MES, theirs burnt up over summer cleaning, brought back to BCHS unloaded.

Start : 8/27/2018 (1)

8/27/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Dr. App.
-------------------	-----	------	----------------------------	--------------	----------------------

Start : 8/28/2018 (8)

8/28/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
8/28/2018 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Purchase Orders	Worked in office on PC <span style="color: green;">NEW</span>
8/28/2018 9:00 AM	90	VES	Kitchen	Electrical, HVAC	Went to VES to check reach in refrigerator, also checked HVAC <span style="color: green;">NEW</span>
8/28/2018 10:30 AM	90	BCHS	Boiler Room, Closet	Meeting - Others, Other (Provide Description)	Met with Oliver Dist. to unload supplies and put them away <span style="color: green;">NEW</span>
8/28/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break <span style="color: green;">NEW</span>
8/28/2018 12:30 PM	90	BCHS	Boiler Room	Electrical	Worked on lighting in boiler room, changed light bulbs, installed ballast <span style="color: green;">NEW</span>
8/28/2018 2:00 PM	90	BCHS	Boiler Room, Classroom, Other (Add to Description)	Other (Provide Description), Water line	Received call from Culinary Arts kitchen said she did not have hot water, traced out problem and found valves had been shut off for repairs in another location <span style="color: green;">NEW</span>
8/28/2018 3:30 PM	30	BCHS	Office	Meeting - Staff	Meeting with Principal <span style="color: green;">NEW</span>

Start : 8/29/2018 (8)

8/29/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler chiller check <span style="color: green;">NEW</span>
8/29/2018 8:30 AM	60	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC <span style="color: green;">NEW</span>
8/29/2018 9:30 AM	60	BCHS	Parking Lot	Electrical, Meeting - Others	Met and worked with Herold, of H&M Elec to move poles from fuel pump pad to other end of parking lot <span style="color: green;">NEW</span>
8/29/2018 10:30 AM	90	BCHS	Office	Meeting - Others	Meeting with Jim McQuail, Service Sales Representative for Trane Corp. <span style="color: green;">NEW</span>
8/29/2018 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break <span style="color: green;">NEW</span>
8/29/2018 12:30 PM	90	BCHS	Classroom, Locker Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech. boys locker room unit and control panel in boiler room atrium area end. <span style="color: green;">NEW</span>
8/29/2018 2:00 PM	60	VES	Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Delivered some ceiling tiles to custodians at VES and cut off a steel rebar from side steps with sawzaw. <span style="color: green;">NEW</span>
8/29/2018 3:00 PM	60	SAB	Office	Meeting - Staff, Purchase Orders	Delivered purchase orders to Business Manager and had meeting with him on other school items <span style="color: green;">NEW</span>

Start : 8/30/2018 (8)

8/30/2018 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check <span style="color: green;">NEW</span>
8/30/2018 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC <span style="color: green;">NEW</span>
8/30/2018 9:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Business Manager <span style="color: green;">NEW</span>
8/30/2018 10:30 AM	60	BusGar	Shop	Meeting - Staff	Bus Garage called, doors locked couldn't open, checked out new doors installed* <span style="color: green;">NEW</span>
8/30/2018 11:30 AM	150	BCHS	Hallway, Kitchen	HVAC	Repairs to HVAC at charger cafe, and repairs to bandroom unit <span style="color: green;">NEW</span>
8/30/2018 2:00 PM	30	BCHS	Boiler Room, Parking Lot	Electrical, Meeting - Others	Meeting with Herold, of H&M Elec. about lighting on parking lot <span style="color: green;">NEW</span>
8/30/2018 2:30 PM	30	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Went to Bath Co. Bld. Supply to pick up oil for z-track mower, and lock for diesel pump <span style="color: green;">NEW</span>
8/30/2018 3:00 PM	60	BCHS	Grounds	Other (Provide Description)	Went to football field to get mower running to load on trailer, it had broke down on the field <span style="color: green;">NEW</span>

Start : 8/31/2018 (1)

8/31/2018 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave*
-------------------	-----	------	----------------------------	--------------	-------------

Start : 9/3/2018 (1)

9/3/2018 8:00 AM

480 BCHS

Other (Add to  
Description)

Other (Provide Description)

Off for Holiday!  NEW

---

[Add new event](#)