













Maintenance » Maintenance Director Log Monthly Report

Start	Minutes	Building	Area	Topic	Short Description
<b>Start : 3/31/2017 (5)</b>					
3/31/2017 10:30 AM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Meeting - Staff	Met with custodian from VES to load supplies he needed for VES
3/31/2017 11:30 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Oliver Dist. office ordering supplies for schools, for Tuesday Delivery
3/31/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
3/31/2017 12:30 PM	120	MES	Grounds	Other (Provide Description)	Went to MES to inspect shingles on old out bld., Mrs. Hicklin called and said some had blown off, going to try to match color, will have to buy 1 bundle
3/31/2017 2:30 PM	90	BCHS	Boiler Room, Classroom, Office	HVAC	Received report that some rooms were very hot and some rooms were cold, checked system and reset some temps, it is that time of year that it is hard to control temps, with it being hot and cold outside
<b>Start : 4/3/2017 (1)</b>					
4/3/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Sick Leave, Took wife to Dr. App.
<b>Start : 4/4/2017 (8)</b>					
4/4/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/4/2017 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/4/2017 9:00 AM	180	BCHS	Boiler Room, Gymnasium	HVAC, Meeting - Others, Meeting - Staff	Meeting with John, of Johnson Controls, James, of Radford Mech, to discuss options of chiller replacement, and or Gymnasium HVAC, pricing and options
4/4/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/4/2017 12:30 PM	30	BCHS	Boiler Room, Classroom, Office	HVAC, Meeting - Others	Met with Kyle, of Trane Corp. to inspect and repair problems with air handler, chiller and tracer summit not functioning
4/4/2017 1:00 PM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh, Ronnie Liptrap Jr. at SAB
4/4/2017 2:00 PM	60	BCHS	Hallway	Meeting - Others	Met with Martin, of ThyssenKrupp Elevator Service for repairs to elevator and to program new phones in all 3 elevators
4/4/2017 3:00 PM	120	BCHS	Boiler Room, Classroom, Hallway, Office	HVAC	Got back with Kyle of Trane Corp, inspecting problems with HVAC, at BCHS
<b>Start : 4/5/2017 (5)</b>					
4/5/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily boiler chiller check
4/5/2017 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/5/2017 9:00 AM	60	BCHS	Closet, Other (Add to Description)	Electrical, Meeting - Staff	Met and worked with Katie, checking for power loss on part of server room control for door locks, found problem was something other to do with Mr.Ozols tech. stuff
4/5/2017 10:00 AM	60	BCHS	Boiler Room, Closet	Meeting - Others	Met with Oliver Dist Delivery truck to recieve ordered supplies and put them away in storage areas
4/5/2017 11:00 AM	330	BCHS	Boiler Room, Classroom, Hallway, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James, of Radford Mech for HVAC repairs, various locations at BCHS
<b>Start : 4/6/2017 (6)</b>					
4/6/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/6/2017 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
4/6/2017 9:00 AM	180	BCHS	Classroom, Hallway	HVAC	Checked temps at Atrium area thermostats, reset for summer time settings, started chiller, made sure functioning properly
4/6/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/6/2017 12:30 PM	150	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot with JD 1025R with bucket, filling some holes and back dragging lot
4/6/2017 3:00 PM	60	BCHS	Boiler Room	HVAC	Checked chiller at atrium area , found compressor not functioning properly, pressure switch not functioning, also compressor blow oil, may have to replace compressor
<b>Start : 4/7/2017 (6)</b>					
4/7/2017 8:00 AM	30	BCHS	Boiler Room	HVAC, Other (Provide Description)	Daily Boiler Chiller Check
4/7/2017 8:30 AM	60	BCHS	Office	Email, Inventory, Other (Provide Description), Parts Ordering, Purchase Orders	Worked in office on PC
4/7/2017 9:30 AM	150	BCHS	Parking Lot	Other (Provide Description)	Worked on parking lot with JD 1025R tractor
4/7/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/7/2017 12:30 PM	60	BCHS	Classroom	HVAC	Recieved call from band director that her room was warm, checked unit and found chilled water line valve off, also compressor pressure switch stuck
4/7/2017 1:30 PM	120	BCHS	Classroom, Hallway, Locker Room	Electrical	Worked on lighting, various area bulbs out and 2 ballast out.
<b>Start : 4/10/2017 (7)</b>					

4/10/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/10/2017 8:30 AM	120	BCHS	Hallway	Meeting - Staff	Met and worked with custodian to replace and repair some light bulbs and fixtures in hallways
4/10/2017 10:30 AM	60	BCHS	Office	Email, Inventory, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, also called to get quotes on jobs that need to be done
4/10/2017 11:30 AM	60	BCHS	Hallway	Other (Provide Description)	Installed ceiling tiles back in hallway ceilings that had blown up into ceiling
4/10/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/10/2017 1:00 PM	90	BCHS	Parking Lot, Shop	Meeting - Staff	Met and worked with custodian to install mowing deck on other JD mower and check for proper function
4/10/2017 2:30 PM	120	BCHS	Grounds	Other (Provide Description)	Mowed grass on hillside next to softball field
<b>Start : 4/11/2017 (5)</b>					
4/11/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/11/2017 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/11/2017 9:00 AM	180	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Parking Lot, Shop, Other (Add to Description)	Meeting - Others	Met and worked with Josh of Fire Safety Products for Fire Extinguisher Inspection at BCHS
4/11/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/11/2017 12:30 PM	210	Other (Describe)	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Kitchen, Locker Room, Office, Shop	Meeting - Others	Met and worked with Josh of Fire Safety Products for Fire Extinguisher inspection, BCHS, Buses in lot, Bus Garage, and buses in bus garage lot
<b>Start : 4/12/2017 (4)</b>					
4/12/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/12/2017 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
4/12/2017 9:30 AM	330	VES	Boiler Room, Other (Add to Description)	HVAC	Worked with Jeff Shell of Carrier Corp to start Chiller at VES check system to make sure functioning properly
4/12/2017 3:00 PM	150	BCHS	Boiler Room, Closet	HVAC, Other (Provide Description)	Worked with Jeff Shell of Carrier at BCHS science wing to start and check chiller for proper function
<b>Start : 4/13/2017 (6)</b>					
4/13/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
4/13/2017 8:30 AM	60	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
4/13/2017 9:30 AM	60	BCHS	Classroom	HVAC	Repairs to HVAC in science wing at BCHS
4/13/2017 10:30 AM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description), Parts Pickup	Hooked up trailer, went to Neils Small Engine Repair to pick up John Deere Z-Trak mower that was there for repairs, brought back to BCHS unloaded
4/13/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
4/13/2017 12:30 PM	210	BCHS	Boiler Room, Classroom, Hallway, Locker Room	HVAC	Repairs to HVAC in atrium area band room, auditorium and hallways, also repairs to 2 classrooms at Mertz section, acuaturs malfunctioning.
<b>Start : 4/14/2017 (1)</b>					
4/14/2017 8:00 AM	480	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Good Friday Holiday
<b>Start : 4/17/2017 (1)</b>					
4/17/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 4/18/2017 (1)</b>					
4/18/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 4/19/2017 (1)</b>					
4/19/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 4/20/2017 (1)</b>					
4/20/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 4/21/2017 (1)</b>					
4/21/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Vacation	Vacation Leave
<b>Start : 4/24/2017 (6)</b>					
4/24/2017 8:00 AM	90	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check, also checked Tracer Summit system for any problems, and to see everything functioning properly
4/24/2017 9:30 AM	60	BCHS	Hallway, Locker Room	Electrical	Checked and installed batteries on door alarms at atrium area <b>NEW</b> .
4/24/2017 10:30 AM	90	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with James of Radford Mech for repairs to misc. HVAC and air compressor at atrium area <b>NEW</b> .
4/24/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break <b>NEW</b> .
4/24/2017 12:30 PM	150	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with James, of Radford Mech. for misc HVAC repairs at atrium area <b>NEW</b> .

4/24/2017 3:00 PM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC 
<b>Start : 4/25/2017 (9)</b>					
4/25/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check 
4/25/2017 8:30 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC 
4/25/2017 9:00 AM	60	BCHS	Boiler Room	HVAC	Boiler #2 in alarm, reset alarm and controls checked water flow, fuel pressure, and low water switch, started back up checked for proper function 
4/25/2017 10:00 AM	90	BCHS	Boiler Room	Meeting - Others	Met with David Oliver, of Oliver Dist. to receive ordered supplies, and for repairs to floor mopper 
4/25/2017 11:30 AM	60	BCHS	Boiler Room, Classroom, Closet, Gymnasium, Hallway, Locker Room	Meeting - Others	Met and worked with Josh, of Fire Safety Products to reinstall fire extinguishers back that were taken in for service 
4/25/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break 
4/25/2017 1:00 PM	120	BCHS	Boiler Room, Classroom, Gymnasium, Hallway, Locker Room, Shop	Meeting - Others	Met and worked with Josh, of Fire Safety Products to reinstall fire extinguishers that were taken for service 
4/25/2017 3:00 PM	30	BCHS	Boiler Room	HVAC	Checked boiler #2 to be sure it was still running. 
4/25/2017 3:30 PM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC 

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