



Maintenance ▶ Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 5/1/2017 (6)					
5/1/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/1/2017 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/1/2017 9:00 AM	120	VES	Classroom, Other (Add to Description)	Meeting - Others	Met and worked with Laura, of Town & Country Carpet to get pricing and measurements to remove carpet from teacher lounge and install tile, also looked at north end classrooms that carpet hasn't been changed.
5/1/2017 11:00 AM	150	BusGar	Shop	Meeting - Staff	Met and worked with Trans Director, to remove and install new tires, check all fluids, brakes, etc. on maintenance truck.
5/1/2017 1:30 PM	30	BusGar	Shop	Lunch	Lunch Break
5/1/2017 2:00 PM	120	BCHS	Classroom, Hallway, Other (Add to Description)	HVAC	Received call that band room was very warm, found pneumatic water valve stuck, also checked chiller for flow and air compressor for proper air flow
Start : 5/2/2017 (4)					
5/2/2017 8:00 AM	210	Other (Describe)	Gymnasium, Other (Add to Description)	Meeting - Others, Other (Provide Description)	Attended demonstration at Marlinton Elementary School of new gym floor finish, demonstrated by Oliver Dist.
5/2/2017 11:30 AM	240	BCHS	Boiler Room, Grounds	HVAC, Meeting - Others	Met and worked with Jeff Shell of Carrier Corp. to shut down lg. chiller and run diagnostic's on chiller to be sure of proper function
5/2/2017 3:30 PM	60	VES	Other (Add to Description)	Meeting - Others	Met with Laura, Town and Country Carpet, and principal to look at samples of tile and to get more measurements
5/2/2017 4:30 PM	30	BCHS	Office	Electrical, Logs, Phone call - Others, Phone call - Staff	Worked in office on PC
Start : 5/3/2017 (1)					
5/3/2017 8:00 AM	480	BCHS	Other (Add to Description)	Leave - Sick	Out Sick, took wife to Dr. App. for procedure.
Start : 5/4/2017 (4)					
5/4/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/4/2017 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/4/2017 9:30 AM	120	BCHS	Office	Meeting - Staff	Meeting with Principal, Mrs. Rowe, to discuss summer time schedules
5/4/2017 11:30 AM	270	BCHS	Other (Add to Description)	HVAC, Plumbing/Sewer, Water line	Worked on HVAC leak and flush valves in girls restroom at lower atrium
Start : 5/5/2017 (5)					
5/5/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/5/2017 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
5/5/2017 9:00 AM	210	BCHS	Other (Add to Description)	Meeting - Staff, Plumbing/Sewer, Water line	Met and worked with custodians to repair leaks on commodes and urinals in lower atrium boy's and girls restrooms, also unclogged drain on HVAC unit in girls restroom
5/5/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/5/2017 1:00 PM	270	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Kyle, of Trane Corp. to inspect and repair large chiller leaking water from underpan, found that damper had stuck closed not releasing air.
Start : 5/8/2017 (9)					
5/8/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/8/2017 8:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with 2 dayshift custodians to discuss summer work and furniture moving for carpet cleaning
5/8/2017 9:00 AM	60	BCHS	Office	Email, Logs, Other (Provide Description), Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/8/2017 10:00 AM	90	BCHS	Classroom, Other (Add to Description)	Other (Provide Description)	Repairs to doors in science wing, inner lock stem broke on 2 locks, 2 locks loose, one door knob plate screws out.
5/8/2017 11:30 AM	60	BCHS	Boiler Room, Grounds	Fuel Tank Measurement, Other (Provide Description)	Stuck fuel tanks, called MES for thier fuel measurement, ordered heating fuel from Davenport Energy
5/8/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/8/2017 1:00 PM	30	BCHS	Office	Phone call - Others	Phone conversation with Rich Light of Skyline Door about door and door lock projects
5/8/2017 1:30 PM	60	Other (Describe)	Grounds, Office	Meeting - Others	Met with Mark Nelson of Parks & Rec. at VES T-Ball Field to look at replacing benches, and also to check with them on gymnasium use at VES so we can refinish floor.
5/8/2017 2:30 PM	90	VES	Office	Meeting - Staff	Met with Mr. Sizemore to discuss times for setting up gym floor refinishing and carpet cleaning.
Start : 5/9/2017 (5)					
5/9/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/9/2017 8:30 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met and worked with Dan, of Valley Boiler to install some new parts on #2 boiler at atrium area end and to check boiler #2 alarming at 54 boiler room
5/9/2017 9:30 AM	120	BCHS	Parking Lot	Meeting - Staff	Met and worked with custodians to move junk cars from Mertz parking lot back to large parking lot

5/9/2017 11:30 AM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/9/2017 12:00 PM	270	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Kyle, of Trane Corp. to determine problems with large airhandler not functioning properly.
Start : 5/10/2017 (5)					
5/10/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/10/2017 8:30 AM	90	BCHS	Grounds, Kitchen	Meeting - Staff	Met and worked with custodians to load and unload food from kitchen to football field for fun day.
5/10/2017 10:00 AM	120	BCHS	Other (Add to Description)	Other (Provide Description), Plumbing/Sewer, Water line	Repairs to comode and urinal leaks in atrium area.
5/10/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/10/2017 12:30 PM	210	BCHS	Locker Room, Other (Add to Description)	Plumbing/Sewer, Water line	Worked on comodes and urinals leaking in atrium area and locker rooms
Start : 5/11/2017 (5)					
5/11/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller check
5/11/2017 8:30 AM	210	BCHS	Office	Email, Other (Provide Description), Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Received call from Business Manager to get information, quotes and billing for summer projects
5/11/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/11/2017 12:30 PM	90	BCHS	Office	Email, Inventory, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC and finished up items that I was told to get for Business Manager
5/11/2017 2:00 PM	120	BCHS	Classroom, Closet, Other (Add to Description)	HVAC, Phone call - Others	Checked HVAC in science wing at BCHS, found chiller off, reset and checked classroom units for proper function
Start : 5/12/2017 (5)					
5/12/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/12/2017 8:30 AM	120	BCHS	Other (Add to Description)	Meeting - Others	Worked with custodians, loaded and hauled prom decorations to Homestead, unloaded and carried into ballroom
5/12/2017 10:30 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh
5/12/2017 11:30 AM	210	SAB	Office, Other (Add to Description)	Meeting - Staff	Met and worked with Selena, to go through all blue prints to find roof load and electrical tie ins for BCHS, VES, and MES, went through all prints and labeled them per school and reboxed.
5/12/2017 3:00 PM	150	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Kyle, of Trane Corp. for repairs to lg. airhandler, damper closing when it should be open.
Start : 5/15/2017 (6)					
5/15/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/15/2017 8:30 AM	90	BCHS	Other (Add to Description)	Phone call - Staff	Worked with custodians to go to Homestead, load and haul prom decorations back to BCHS and unload
5/15/2017 10:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
5/15/2017 10:30 AM	90	BCHS	Closet, Office, Other (Add to Description)	Other (Provide Description)	Searching for print of MES for BARC to check roof load and electrical tie in
5/15/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/15/2017 12:30 PM	210	Other (Describe)	Road	Other (Provide Description), Parts Pickup	Went to Covington, picked up back ordered parts from State Elec Supply, picked up belts at Fisher Auto Parts, and other supplies at Oliver Dist. Brought back to BCHS, unloaded and put away.
Start : 5/16/2017 (4)					
5/16/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/16/2017 8:30 AM	210	BCHS	Grounds	Meeting - Staff	Worked with custodians, helped them get caught up on grass mowing
5/16/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/16/2017 12:30 PM	270	BCHS	Grounds	Meeting - Staff	Met and worked with custodians mowing steep hillsides
Start : 5/17/2017 (4)					
5/17/2017 7:30 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/17/2017 8:00 AM	30	BCHS	Office	Email, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
5/17/2017 8:30 AM	240	VES	Boiler Room	HVAC	Call from VES that bld. was hot, checked out found chiller not running, main breaker tripped, reset and it tripped back out, called Jeff with Carrier Corp. discussed problem with him, tried again with him on phone, tripped out, he had me switch to comp. B
5/17/2017 12:30 PM	210	BCHS	Other (Add to Description)	Leave - Sick	Left for Dr. Appointment
Start : 5/18/2017 (2)					
5/18/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/18/2017 8:30 AM	480	VES	Boiler Room, Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp. to inspect problems with main chiller, chiller main breaker was tripped out the day before, found out that the problem was in the contactor for compressor A, would trip main when trying to start
Start : 5/19/2017 (5)					
5/19/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/19/2017 8:30 AM	90	VES	Boiler Room, Classroom, Grounds, Kitchen, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with Jeff, of Carrier Corp on other HVAC problems at VES, Bandroom, computer lab, library, and 3 classrooms, found bad actuator in room 101, systems control on bandroom.
5/19/2017 10:00 AM	120	SAB	Office	Meeting - Others, Meeting - Staff	Fuel Bid meeting at SAB. Met with Mrs.Hirsh, Justin Rider, Ronnie Liptrap Jr. on jobs progress and work to be scheduled to be done over summer.

5/19/2017 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
5/19/2017 12:30 PM	240	VES	Boiler Room, Classroom, Grounds, Other (Add to Description)	HVAC, Meeting - Others	Met back up with Jeff and went through all other problems on system
Start : 5/22/2017 (5)					
5/22/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/22/2017 8:30 AM	60	BCHS	Boiler Room	Meeting - Others	Met Oliver Dist. truck, unload supplies and put away.
5/22/2017 9:30 AM	30	BCHS	Office	Meeting - Staff	Meeting with custodians about summer time plans.
5/22/2017 10:00 AM	240	BCHS	Classroom, Locker Room, Other (Add to Description)	HVAC, Meeting - Others	Met and worked with James of Radford Mech. repairs to HVAC classroom units at science wing, auditorium unit, bandroom unit
5/22/2017 2:00 PM	120	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, also prepared items requested by Business Manager for year end closing
Start : 5/23/2017 (6)					
5/23/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/23/2017 8:30 AM	180	BCHS	Office	Email, Logs, Other (Provide Description), Parts Pickup, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked on items requested by business manager for year end close out
5/23/2017 11:30 AM	30	BCHS	Boiler Room	Meeting - Staff	Met with custodians to unload refrigerator from SAB into boiler room
5/23/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/23/2017 12:30 PM	60	BCHS	Other (Add to Description)	Electrical	Repairs to lighting in auditorium
5/23/2017 1:30 PM	180	BCHS	Shop	Other (Provide Description)	Repairs to hand held brush wacker, rotation gear locked up
Start : 5/24/2017 (2)					
5/24/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/24/2017 8:30 AM	540	Other (Describe)	Boiler Room, Classroom, Grounds, Hallway, Locker Room, Office, Shop	Electrical, HVAC, Meeting - Others, Other (Provide Description)	Met and worked with Carrier Corp. Salesman and Tech, Valley Boiler and Mech. H&M Elec.Radford Mec, Skyline Door and Hardware, meetings at BCHS, and VES
Start : 5/25/2017 (8)					
5/25/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
5/25/2017 8:30 AM	90	BCHS	Boiler Room, Closet, Office	Inventory, Phone call - Others	Inventory of supplies for summer time cleaning, ordered supplies needed
5/25/2017 10:00 AM	60	BCHS	Gymnasium	Electrical, Meeting - Others	Meeting with H&M Elec. at gymnasium installing dimmer pack on lighting
5/25/2017 11:00 AM	120	BCHS	Grounds, Other (Add to Description)	Meeting - Others	Met with gentlemen from BARC for Solar energy, roofs and ceilings
5/25/2017 1:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
5/25/2017 1:30 PM	60	BCHS	Shop	Meeting - Others	Met with Old Dominion Trucking received delivery for BCHS, unloaded in carpentry shop NEW
5/25/2017 2:30 PM	60	BCHS	Closet	Other (Provide Description)	Repairs to floor mopper, line clogged up. NEW
5/25/2017 3:30 PM	30	BCHS	Office	Other (Provide Description)	Repairs to vacuum cleaner, roller tangled with string and hair, also suction line clogged. NEW
Start : 5/26/2017 (9)					
5/26/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
5/26/2017 8:30 AM	60	BCHS	Grounds, Other (Add to Description)	Meeting - Others	Met with Colonial Roofing Techs, to show them some problem area on roof at BCHS, also some metal flashing that is loose NEW
5/26/2017 9:30 AM	30	BCHS	Classroom	HVAC	Reset temps in science wing area, classrooms cold NEW
5/26/2017 10:00 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager also discussed other projects that need to be done. NEW
5/26/2017 11:00 AM	60	SAB	Closet, Other (Add to Description)	HVAC	Repairs to HVAC at SAB NEW
5/26/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
5/26/2017 12:30 PM	60	BCHS	Classroom, Closet, Hallway	Electrical	Replaced lighting in various areas NEW
5/26/2017 1:30 PM	60	BCHS	Shop	Other (Provide Description)	Repairs to push mower, fueled mower and grass trimmer to take to SAB to help get caught up on grass mowing NEW
5/26/2017 2:30 PM	120	SAB	Grounds	Other (Provide Description)	Mowed grass and weed eating at SAB NEW
Start : 5/29/2017 (1)					
5/29/2017 8:00 AM	480	BCHS	Other (Add to Description)	Other (Provide Description)	Off for Memorial Holiday NEW
Start : 5/30/2017 (7)					
5/30/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
5/30/2017 8:30 AM	60	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC. NEW
5/30/2017 9:30 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager, discussion with him on other items that he needed for close out coming up NEW
5/30/2017 10:30 AM	120	BCHS	Grounds	Meeting - Staff	Met and worked with custodians to help them get caught up on grass mowing, rain from last week delayed mowing NEW
5/30/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break NEW
5/30/2017 1:00 PM	30	BCHS	Classroom	HVAC	Met with Kyle of Trane Corp. to replace electronic valve on HVAC unit in room A017 NEW
5/30/2017 1:30 PM	210	BCHS	Grounds	Other (Provide Description)	Mowing to help custodians get caught up NEW