



Maintenance » Maintenance Director Log Monthly Report

<input type="checkbox"/> Start	Minutes	Building	Area	Topic	Short Description
Start : 1/26/2017 (1)					
1/26/2017 12:00 PM	240	MES	Classroom, Office	Other (Provide Description)	Repairs to door locks on 3 doors at MES
Start : 1/30/2017 (4)					
1/30/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/30/2017 8:30 AM	300	Other (Describe)	Grounds, Parking Lot, Road, Other (Add to Description)	Other (Provide Description)	Snow Removal at SAB, and BCHS
1/30/2017 1:30 PM	60	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
1/30/2017 2:30 PM	90	Other (Describe)	Other (Add to Description)	Other (Provide Description)	Checked 3 bus turn arounds at Mt. Grove side.
Start : 1/31/2017 (4)					
1/31/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
1/31/2017 8:30 AM	150	BCHS	Boiler Room	Plumbing/Sewer	Worked on clogged sewer line in restroom at boiler room, backed up in floor drains, cleaned up area will have to pull comode to snake line
1/31/2017 11:00 AM	90	VES	Grounds, Parking Lot, Other (Add to Description)	Meeting - Others	Met with Luis, of Xpert Foundations at VES Gym to look at saw cut and dug at corner of foundation, discussed layout of work
1/31/2017 12:30 PM	210	BCHS	Office, Other (Add to Description)	Electrical, Meeting - Others	Met and worked with James of Lee Hartman and Sons to check and repair Bogen Time Clock System, reset system.
Start : 2/1/2017 (5)					
2/1/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/1/2017 8:30 AM	60	VES	Gymnasium	Meeting - Staff	Custodian and I went to VES to pickup trailer and load lift from VES Gym and take to BCHS for HVAC repairs in carpentry shop
2/1/2017 9:30 AM	150	BCHS	Shop	HVAC, Meeting - Others	Met and worked with James, of Radford Mech for motor and fan blade replacement on 3 HVAC units in Carpentry shop
2/1/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/1/2017 12:30 PM	210	BCHS	Boiler Room, Other (Add to Description)	Plumbing/Sewer	Comode in boiler room restroom stopped up, attempted to snake lines, could not get unclogged, pulled comode to snake, still could not get open, will try high pressure blow out tomorrow
Start : 2/2/2017 (5)					
2/2/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/2/2017 8:30 AM	150	BCHS	Boiler Room	Plumbing/Sewer	Connected 2 water hose pressure blowers to sewer drain and floor drain to blow out line, took loose and snaked again, also blowed line again, went to manhole finally got line unclogged,
2/2/2017 11:00 AM	90	VES	Grounds, Gymnasium, Parking Lot	Meeting - Others	Called to VES to meet with luis about dampness in ground, and to discuss where drains could be put out on hillside.
2/2/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/2/2017 1:00 PM	210	BCHS	Boiler Room	Plumbing/Sewer	When I pulled comode old cast iron flange was broke had to cut it out and replace with replacement flange, pour concrete around opening and reinstall comode check for proper function
Start : 2/3/2017 (7)					
2/3/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/3/2017 8:30 AM	150	VES	Hallway, Office	Electrical, Water line	Called to VES to check electrical out at Daphney's desk, found breaker was tripped, found burnt wire in receptical box, replaced wire, checked for function, repaired water fountain in hallway next to office
2/3/2017 11:00 AM	60	VES	Gymnasium, Parking Lot	Meeting - Others	Met with Luis, of Xpert Foundations to inspect progress on gym foundation
2/3/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/3/2017 12:30 PM	120	BCHS	Grounds	Meeting - Others	Met with Davenport Energy delivery truck to recieve Gas and onroad Diesel for transportation at BCHS lot, also recieved heating oil for 6000 gal tank at atrium area boiler room
2/3/2017 2:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/3/2017 3:00 PM	90	BCHS	Boiler Room, Grounds	HVAC, Meeting - Others, Other (Provide Description)	Met with Davenport Energy delivery truck to recieve 2500 gal heating oil for 12000 gal tank, will be recieving tanker load sometime Monday
Start : 2/6/2017 (8)					
2/6/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/6/2017 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/6/2017 9:30 AM	60	VES	Gymnasium	Meeting - Others	Meeting with Luis, of Xpert Foundation finishing up footer work and welding in gym
2/6/2017 10:30 AM	90	VES		HVAC, Other (Provide Description), Water line	Checked HVAC on PC, ran through system to check for temps and any malfunctions, also checked water softener for proper operation

			Boiler Room, Classroom, Other (Add to Description)		
2/6/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/6/2017 12:30 PM	90	BCHS	Classroom	HVAC	Repairs to 2 classroom units in mertz, heating valves were not responding, reset both units and are heating, rooms A107 & A128
2/6/2017 2:00 PM	60	BCHS	Hallway	Other (Provide Description)	Adjustments to door closer in lower mertz hallway to exterior, change in weather makes closers not function properly
2/6/2017 3:00 PM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory, Phone call - Staff	Checked inventory of custodial supplies, checked with custodians at MES and VES to see what they need, ordered what is needed
Start : 2/7/2017 (6)					
2/7/2017 8:00 AM	30	BCHS	Boiler Room	HVAC, Other (Provide Description)	Daily Boiler Chiller Check
2/7/2017 8:30 AM	60	BCHS	Classroom, Office	HVAC	Recieved call about a couple of rooms that were cold, checked classroom units, also checked Tracer Summit System adjusted system temps from computer system
2/7/2017 9:30 AM	150	BCHS	Classroom, Shop	Other (Provide Description)	Recieved call from Elec. Shop Teacher that he could not unlock outside door from shop, tore it apart and found cylinder was broke, edge of door was bent and inner part of lock was broke, repaired edge of door installed new cylinder and lock.
2/7/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/7/2017 12:30 PM	150	BCHS	Office, Other (Add to Description)	Other (Provide Description)	Worked on right office door lock in library, remove lock from door and it functions properly, install back in door and will not function, cleaned and oiled lock parts and still does not lock, ordering new one, also repaired door lock on server room
2/7/2017 3:00 PM	90	BCHS	Classroom, Other (Add to Description)	HVAC, Meeting - Staff	Met with evening shift custodian at Mertz section about water in classroom floor, found leaking valve on old heat system, shut supply off and helped custodian clean up mess
Start : 2/8/2017 (4)					
2/8/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/8/2017 8:30 AM	150	BCHS	Boiler Room, Closet, Gymnasium, Other (Add to Description)	Meeting - Staff	Met and worked with dayshift custodian to clean up storage areas, straighten up and haul out trash and empty box's
2/8/2017 11:00 AM	180	BCHS	Road, Other (Add to Description)	Other (Provide Description), Parts Pickup	Received call from Jamie at State Elec. Supply to pick up ordered parts, also went to pick up ordered supplies at Oliver Dist., went to Fisher Auto Parts to pick up belts for HVAC
2/8/2017 2:00 PM	120	BCHS	Office	Email, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
Start : 2/9/2017 (5)					
2/9/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/9/2017 8:30 AM	60	SAB	Office	Meeting - Staff	Delivered purchase orders to Business Manager, also discussed door locks at MES
2/9/2017 9:30 AM	150	BCHS	Closet, Shop	Meeting - Staff	Met and worked with custodian to gather up junk and debris from carpentry shop, elec. shop and auto shop, hauled to landfill
2/9/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/9/2017 12:30 PM	210	BCHS	Office	Email, Fuel Reports, Inventory, Logs, Maintenance Request Review, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC, went through pile of maintenance request that reappeared in system, went through and closed them out again, spoke with Mr. Ozols about how they reappeared, must have picked them back up when he changed computer system over to new.
Start : 2/10/2017 (6)					
2/10/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/10/2017 8:30 AM	210	BCHS	Classroom, Hallway, Office	HVAC	Loss of communication to Tracer Summit, traced each unit starting at hallway from office, went through each classroom to find problem
2/10/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/10/2017 12:30 PM	60	SAB	Hallway	HVAC	Problems with thermostat on first floor unit, picked up batteries and changed out
2/10/2017 1:30 PM	60	BCHS	Boiler Room	Other (Provide Description), Water line	Repairs to valve in boiler room, packing leaking, caused from warm temps, lines cool down and then hot again, causes shrinkage on packings
2/10/2017 2:30 PM	90	BCHS	Boiler Room	HVAC, Other (Provide Description)	Clean inline strainers on boiler fuel line to boilers from pump, get settlement from receiving heating oil
Start : 2/13/2017 (8)					
2/13/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/13/2017 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/13/2017 9:30 AM	30	BCHS	Other (Add to Description)	Other (Provide Description)	Gathered up mail to take to SAB
2/13/2017 10:00 AM	60	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh about door locks at MES, foundation project at VES gym, door locks at BCHS, and some other items
2/13/2017 11:00 AM	60	BCHS	Hallway	Other (Provide Description)	Placed ceiling tiles back in place that get blown up in ceiling from hard winds
2/13/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/13/2017 12:30 PM	120	BCHS	Office	HVAC, Parts Ordering, Phone call - Others	Checking for count of filters needed for HVAC for all 3 locations, and order
2/13/2017 2:30 PM	90	BCHS	Other (Add to Description)	Plumbing/Sewer, Water line	Repairs to toilet flush valve leaking in boys upper Mertz restroom

Start : 2/14/2017 (7)

2/14/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/14/2017 8:30 AM	60	BCHS	Kitchen	Meeting - Staff	Met and worked with custodian to clean cafeteria after breakfast, one dayshift custodian out sick
2/14/2017 9:30 AM	30	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. Delivery truck to receive and put away supplies
2/14/2017 10:00 AM	120	BCHS	Kitchen	Meeting - Others	Worked with dayshift custodian to clean 54 bld, evening shift custodian was off evening before.
2/14/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/14/2017 12:30 PM	180	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Helped custodian between lunches wipe tables and gather trash, also helped clean cafeteria and kitchen after lunches were done
2/14/2017 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC

Start : 2/15/2017 (9)

2/15/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/15/2017 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/15/2017 9:00 AM	60	BCHS	Boiler Room, Other (Add to Description)	Meeting - Staff, Other (Provide Description)	Moved supplies from boiler room to stage area storage to be more accessible for custodians, also met with custodian from VES to give him some supplies
2/15/2017 10:00 AM	30	BCHS	Closet, Other (Add to Description)	Meeting - Staff	Meeting with Mr. Ozols at server room to see items to be connected for band room, coaches office in both locker rooms
2/15/2017 10:30 AM	60	BCHS	Office	Meeting - Staff, Other (Provide Description)	Repairs to vacuum cleaner for custodian
2/15/2017 11:30 AM	30	BCHS	Office	Electrical, Phone call - Others	Phone conversation with H&M Elec. to get set up for phone connections at BCHS and discuss other jobs to be done
2/15/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/15/2017 12:30 PM	180	BCHS	Boiler Room, Other (Add to Description)	HVAC, Other (Provide Description)	Problems with boiler at atrium area end, exhaust damper failed to open causing back combustion releasing exhaust into boiler room, also fumes into atrium area end, met with fire department and other authorities, set fan and opened doors to evacuate fumes.
2/15/2017 3:30 PM	120	BCHS	Classroom, Hallway, Other (Add to Description)	Meeting - Staff	Met with dayshift custodian to clean Mertz section for evening shift, custodian off

Start : 2/16/2017 (9)

2/16/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/16/2017 8:30 AM	30	BCHS	Office	Email, Logs, Other (Provide Description), Phone call - Others, Purchase Orders	Worked in office on PC
2/16/2017 9:00 AM	60	BCHS	Boiler Room, Other (Add to Description)	HVAC, Meeting - Others	Met with Dan, of Valley Boiler to access problem with boiler
2/16/2017 10:00 AM	60	BCHS	Classroom, Hallway	Other (Provide Description)	Repairs to 2 door locks in Mertz area
2/16/2017 11:00 AM	60	BCHS	Boiler Room	HVAC, Meeting - Others	Met back with Dan, of Valley Boiler, he is ordering parts to repair boiler
2/16/2017 12:00 PM	30	BCHS	Hallway, Office	Electrical, Meeting - Staff	Meeting with Mr. Ozols
2/16/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/16/2017 1:00 PM	150	BCHS	Classroom, Closet, Hallway	Other (Provide Description)	Replaced ceiling tiles in drumline band room, written up by fire marshal after I replaced some there after first visit
2/16/2017 3:30 PM	60	BCHS	Boiler Room, Closet	Electrical, Meeting - Staff	Helped evening shift custodian find some replacement bulbs for lighting, get 8ft step ladder

Start : 2/17/2017 (8)

2/17/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/17/2017 8:30 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC, Phone calls, messages, logs, purchase orders
2/17/2017 9:00 AM	60	BCHS	Shop	Electrical	Checked out electrical problem in carpentry shop, found breaker tripped, also replaced bulbs in lighting
2/17/2017 10:00 AM	60	BCHS	Boiler Room, Closet, Shop	Inventory, Other (Provide Description)	Inventory of supplies and ordered some supplies for custodians
2/17/2017 11:00 AM	60	VES	Grounds	Electrical	Repairs to outside light post and light in front of school, inner parts broke, had to gather up parts and rebuild
2/17/2017 12:00 PM	30	VES	Other (Add to Description)	Lunch	Lunch Break
2/17/2017 12:30 PM	180	VES	Classroom, Grounds	Electrical, Meeting - Staff	Finished up light post and also checked another light post not working, it needs new ballast, also installed HDMI cable in classrooms to projectors.
2/17/2017 3:30 PM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC

Start : 2/20/2017 (7)

2/20/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/20/2017 8:30 AM	90	BCHS	Hallway	HVAC, Water line	Checked water leak in hallway next to main office, dilectical union leaking from heated water line, happens when warm weather starts.
2/20/2017 10:00 AM	30	BCHS	Office	Email, Logs, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/20/2017 10:30 AM	90	BCHS	Hallway	HVAC, Other (Provide Description)	Replaced ceiling tiles around leak areas and some other stained tiles
2/20/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/20/2017 12:30 PM	60	BCHS	Shop	Meeting - Staff	Met and helped Anthony at auto shop, heat and get some bolts loose.
2/20/2017 1:30 PM	150	BCHS	Other (Add to Description)	Other (Provide Description)	Cleaned and worked on maintenance truck

☰ **Start : 2/21/2017 (4)**

2/21/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/21/2017 8:30 AM	30	BCHS	Office	Email, Logs, Parts Ordering, Parts Pickup, Phone call - Others	Worked in office on PC
2/21/2017 9:00 AM	60	BCHS	Boiler Room	Meeting - Others	Met with Oliver Dist. Delivery Truck to receive ordered supplies and put away
2/21/2017 10:00 AM	390	VES	Grounds, Other (Add to Description)	Meeting - Others	Met and worked with Josh of Fire Safety Products to install weather station at VES

☰ **Start : 2/22/2017 (3)**

2/22/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/22/2017 8:30 AM	90	Other (Describe)	Other (Add to Description)	Parts Pickup	Went to State Elec. Supply in Covington to pick up phone tie materials to hook up new phones in locations needed at BCHS
2/22/2017 10:00 AM	450	BCHS	Classroom, Other (Add to Description)	Meeting - Others, Phone System	Met and worked with Josh of Fire Safety Products to install cat 5 connectors to hook up phones at BCHS

☰ **Start : 2/23/2017 (8)**

2/23/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/23/2017 8:30 AM	120	BCHS	Closet, Office, Other (Add to Description)	Electrical, Meeting - Others, Phone System	Met and worked with Josh of Fire Safety Products to check why phone in coaches office will not work, determined wire broke inside installation, need to pull new wire from server room to boys locker room coaches office.
2/23/2017 10:30 AM	90	BCHS	Gymnasium, Hallway	Other (Provide Description)	Repairs to 2 exterior doors in gymnasium, and one exterior door in atrium section
2/23/2017 12:00 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/23/2017 12:30 PM	60	BCHS	Office	HVAC	Checked HVAC on Tracer Summit, had complaints of some rooms too cool and some too hot, reset some temps
2/23/2017 1:30 PM	60	BCHS	Boiler Room	HVAC	Worked in boiler room at atrium area where boiler malfunctioned cleaning up smoke dust in room
2/23/2017 2:30 PM	30	BCHS	Office	Phone call - Others, Phone call - Staff	Received call from Justin Rider about getting someone to work on doors at Court House, called Rich Light at Skyline Door and Hardware
2/23/2017 3:00 PM	90	Other (Describe)	Other (Add to Description)	Meeting - Others	Met and worked with G.Loan at Bath County Court House to get fire door open, bottom door latch stuck, we got door open and lock off bottom rod, top latch still works and locks door.

☰ **Start : 2/24/2017 (6)**

2/24/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/24/2017 8:30 AM	60	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders, Reports	Worked in office on PC
2/24/2017 9:30 AM	60	BCHS	Boiler Room, Hallway, Shop	Meeting - Staff	Met and worked with dayshift custodian to help gather trash from areas, one dayshift custodian out sick
2/24/2017 10:30 AM	120	SAB	Office	Meeting - Staff	Meeting with Mrs. Hirsh, Justin Rider, and Eddie Ryder at SAB to discuss door locks, gym floor, and some other projects.
2/24/2017 12:30 PM	30	BCHS	Other (Add to Description)	Lunch	Lunch Break
2/24/2017 1:00 PM	180	BCHS	Kitchen, Other (Add to Description)	Meeting - Staff	Met and worked with dayshift custodian to help clean cafeteria and kitchen, one dayshift custodian out sick

☰ **Start : 2/27/2017 (4)**

2/27/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check
2/27/2017 8:30 AM	30	BCHS	Office	Email, Logs, Parts Ordering, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC
2/27/2017 9:00 AM	30	BCHS	Office	Phone call - Others	Phone conversation with Rich Light of Skyline Door and Hardware about court house door repairs
2/27/2017 9:30 AM	60	BCHS	Boiler Room, Closet, Other (Add to Description)	Inventory, Parts Ordering, Phone call - Others	Inventory of supplies and materials, ordering NEW

☰ **Start : 2/28/2017 (2)**

2/28/2017 8:00 AM	30	BCHS	Boiler Room	HVAC	Daily Boiler Chiller Check NEW
2/28/2017 8:30 AM	30	BCHS	Office	Email, Phone call - Others, Phone call - Staff, Purchase Orders	Worked in office on PC NEW

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