

**Town of Hanover DPW
Building Operations Group
Closed Work Order Report
07/01/2012 - 05/19/2013**

Cedar School

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4135	1st Floor hall near exit near music room The fire alarm box does not sound when cover is pulled off. Time Available: any Action Taken: turned on cover switch	Medium Complete	06/15/2012 07/02/2012	17
4049	1st Floor gymnasium There are two metal (vertical) blue bars on the wall that I would like removed. They are attached to the wall with lag bolts. They were placed on the wall for a pull up bar that never operated properly. Time Available: 24/7/365 Action Taken: removed	Medium Complete	05/15/2012 07/02/2012	48
4040	Roof roof vents many roof vent fans not working Time Available: any Action Taken: all units to be done over the summer	Medium Complete	05/08/2012 07/02/2012	55
3980	room 32 The filter is hanging out from the heater, as the heat/cool air blows out air, he falls out further. Action Taken: repaired	Medium Complete	04/09/2012 07/02/2012	84
3964	Basketball Court gym A major crack has formed in a wall of the gym. We need an engineer to look at it. Time Available: any Action Taken: inspected not a problem	Medium Complete	04/02/2012 07/02/2012	91
3914	1st Floor kitchen milk cooler handle is broken Time Available: any Action Taken: repaired	Medium Complete	03/14/2012 07/02/2012	110

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3905	1st Floor 1st grade girls rm soap dispenser broken Time Available: any Action Taken: repaired	Medium Complete	03/09/2012 07/02/2012	115
3904	Classroom 4 Ants coming out from interior wall in room 4. Time Available: any/asao Action Taken: called waltham chem	Medium Complete	03/08/2012 07/02/2012	116
4159	Classroom 6 Please fix the bookshelf by the main door. The shelf fell out and needs some new brackets. The shelf is laying down on the bookcase. Action Taken: REPAIRED	Medium Complete	06/28/2012 07/03/2012	5
4161	Playground Outside Gym Broken steering wheel off playground equipment is in principal old office for replacement back on equipment. Action Taken: REINSTALLED	Medium Complete	06/28/2012 07/03/2012	5
4170	Classroom 27 Replace missing doors on cabinets over the closet Tiles rusted over near American flag Action Taken: DOORS GONE...TILES PAINTED	Medium Complete	06/28/2012 07/03/2012	5
4048	1st Floor Gymnasium The threshold (metal) on the right side of door C-5 (the door that leads to the outside) is no longer attached to the floor. The three screws are that should be holding it into the floor are gone. Time Available: 24/7/365 Action Taken: REPAIRED	Medium Complete	05/15/2012 07/03/2012	49

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3602	Cafeteria cafe The plugs on the front of the stage and the wall opposite the cash register need to be fixed. Risa wants them fixed soon. Time Available: any Action Taken: repaired	Medium Complete	11/18/2011 07/09/2012	234
3459	1st Floor 15 put up a coat rack on the door between my room and the library. All the parts are on the window ledge/shelf Time Available: whenever Action Taken: done	Medium Complete	09/19/2011 07/09/2012	294
3418	Boiler Room BOILER ROOM ZAMBONI MACHINE LEAKEING CLEANING SOLUTION FROM CLEAN WATER TANK Time Available: ANY Action Taken: needs new tank looking to order tank or machine	Medium Complete	09/07/2011 07/09/2012	306
3357	1st Floor boiler room The floor scrubber is leaking water pretty bad from the soap tank Time Available: any Action Taken: looking at new machines	Medium Complete	06/22/2011 07/11/2012	385
2204	Cafeteria Kitchen Shelf in pantry broken- back aisle on right. Action Taken: repaired	Medium Complete	06/23/2010 07/11/2012	749
2205	Cafeteria Kitchen Fix window between kitchen and teacher's room Action Taken: replaced	Medium Complete	06/23/2010 07/11/2012	749

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2207	1st Floor Guidance The lock on the door is not functioning properly. Several times a week it is left unlocked, but then locks on its own. Action Taken: repaired	Medium Complete	06/23/2010 07/11/2012	749
2208	1st Floor 34 The top cabinet above the toy sink needs to be screwed or bolted to the bottom cabinet. Action Taken: done	Medium Complete	06/23/2010 07/11/2012	749
2209	1st Floor 37 Repaint spots on walls. Action Taken: painted room	Medium Complete	06/23/2010 07/11/2012	749
2210	1st Floor 37 Clock has a loud tick. Sometimes does not work. Action Taken: replaced	Medium Complete	06/23/2010 07/11/2012	749
2211	1st Floor 36 Paint walls (touch up) Action Taken: painted	Medium Complete	06/23/2010 07/11/2012	749
2212	1st Floor 36 wash rug Action Taken: done	Medium Complete	06/23/2010 07/11/2012	749

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2213	1st Floor 36 Check ventilation system. Action Taken: changed filters and cleaned	Medium Complete	06/23/2010 07/11/2012	749
2214	1st Floor 36 Check/replace window screens. Action Taken: replaced damaged screens	Medium Complete	06/23/2010 07/11/2012	749
2215	1st Floor 19 Clock broken. Action Taken: replaced	Medium Complete	06/23/2010 07/11/2012	749
2216	1st Floor 19 Heater/vent filter needs to be installed. Action Taken: replaced	Medium Complete	06/23/2010 07/11/2012	749
2217	1st Floor 23 Ledge of whiteboard pulls out of wall. Action Taken: glued and screwed	Medium Complete	06/23/2010 07/11/2012	749
2218	1st Floor 28A Repair thermometer (indoor/outdoor) Action Taken: replaced	Medium Complete	06/23/2010 07/11/2012	749

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2219	1st Floor 28A Broken hooks in student closet. Action Taken: replaced	Medium Complete	06/23/2010 07/11/2012	749
2220	1st Floor 28A Clean rug. Action Taken: cleaned	Medium Complete	06/23/2010 07/11/2012	749
2222	1st Floor 29A Paint chipping off the metal cabinets and closet. Action Taken: painted	Medium Complete	06/23/2010 07/11/2012	749
2223	1st Floor 5 2 chairs in hall have loose seat screws. Action Taken: repaired	Medium Complete	06/23/2010 07/11/2012	749
2224	1st Floor 12 Water fountain at sink does not work. Action Taken: contractor repair	Medium Complete	06/23/2010 07/11/2012	749
2225	1st Floor 12 White board (front of room) needs gluing at the seam. Both pieces are loose. Action Taken: repaired with liquid nails -screws	Medium Complete	06/23/2010 07/11/2012	749

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2226	1st Floor 3 Secure whiteboard with some screws. The adhesive is coming loose. Action Taken: secured	Medium Complete	06/23/2010 07/11/2012	749
2227	1st Floor 10 Install paper towel holder. Action Taken: installed	Medium Complete	06/23/2010 07/11/2012	749
2228	1st Floor 9 Glue down white board. The center of it pulls away when writing on it. Action Taken: repaired	Medium Complete	06/23/2010 07/11/2012	749
4160	Classroom 37 Door does not lock Action Taken: tested the both locks to both doors in room and worked fine	Medium Complete	06/28/2012 08/01/2012	34
3802	1st Floor Gymnasium closet A ceiling pipe (appears to be part of sprinkler system) in the gymnasium closet has a large amount of rust on it Time Available: 24/7/365 Action Taken: needs contractor to repair	Medium Complete	01/19/2012 08/01/2012	195
4234	1st Floor library water leaking from uni vent Action Taken: drill hole through wall and replumb condensate pan and drain	Medium Complete	08/03/2012 08/03/2012	0

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4163	Classroom 29 Light in walk in closet not working. Was school duded during year by Mike Berry. Someone came, they put a new lightbulb in. Not working again. Action Taken:	Medium Complete	06/28/2012 08/03/2012	36
4036	Cafeteria cafeteria chair rack wheel needs fixing. It is scraping my floor. Also bring back the Cedar schools 2 new chair racks. Time Available: any Action Taken: Dispose of un-repairable chair rack.	Medium Complete	05/07/2012 08/13/2012	98
4181	1st Floor TePee Bathroom Bob and John, I neglected to mention on our walk through last week that the toilet in the TePee bathroom needs to be replaced with a regular sized toilet. The one that is currently in there is not appropriate for the students who will be using that bathro Action Taken: replaced	Medium Complete	07/10/2012 08/15/2012	36
4166	Classroom 8 Please paint above the clock. It has been peeled away by a poster that was up there before moving into this room. It looks horrible. Thank you. Action Taken: repainted	Medium Complete	06/28/2012 08/15/2012	48
2345	20 We need our phone hooked up. Action Taken:	Medium Complete	09/08/2010 08/15/2012	707

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2202	Cafeteria Kitchen Recheck roof leak in cafeteria. Roofing tar is coming through again. Action Taken: contractor repair	Medium Complete	06/23/2010 08/15/2012	784
2203	Cafeteria Kitchen Fix roof leak over back tables (slicer area) Action Taken: contractor repair	Medium Complete	06/23/2010 08/15/2012	784
2206	Art Room Art Room Replace or add safety corners on art tables. Action Taken: repaired	Medium Complete	06/23/2010 08/15/2012	784
2229	1st Floor 18 Room 17 & 18 share a phone line. Please install one in each area. See me for location in room 18, please. Action Taken:	Medium Complete	06/23/2010 08/15/2012	784
1312	1st Floor Room 36 ** Paint walls Action Taken: painted	Medium Complete	06/25/2009 08/15/2012	1,147
1302	1st Floor Room 29A Paint is chipping off the cabinets. They need to be repainted. Action Taken: done	Medium Complete	06/24/2009 08/15/2012	1,148

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4246	Office Main Office Please shorten the # of rings on all of our phone lines so calls into Cedar School go to directory. Action Taken: tech responded	Medium Complete	08/07/2012 08/17/2012	10
4230	Office Main Office Our bell schedule needs to be reprogrammed by Simplex due Cedar School being on the later schedule this year. I will leave a copy of the new schedule taped to the Simplex clock in the office in case we are not here when they come out. Action Taken: done by simplex tech	Medium Complete	08/02/2012 08/20/2012	18
4169	Classroom 27 Repaint cabinets - Rust especially near sink Repaint wall over blackboard Action Taken: painted	Medium Complete	06/28/2012 08/23/2012	56
4285	Hallway/Corridor near music room light needs new ballast Time Available: any Action Taken: Replace 2 lamp ballast.	Medium Complete	08/20/2012 08/24/2012	4
4165	Classroom 11 Move/install phone from room 4 to room 11 Action Taken: done	Medium Complete	06/28/2012 08/24/2012	57
4164	Classroom 11 Whiteboard to cover existing blackboard in rm 11 (already spoke to Risa regarding this) Action Taken:	Medium Complete	06/28/2012 08/28/2012	61

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3396	1st Floor 13 heater vent grate broken Time Available: any Action Taken:	Medium Complete	07/13/2011 08/28/2012	412
3386	Gymnasium Gymnasium curtain- right side wire not rolling on its spool properly, causing mechanism to stick when raising or lowering. Time Available: Summer Action Taken: Remove sticky tape residue, and check for proper operation.	Medium Complete	06/23/2011 08/28/2012	432
3189	1st Floor Gymnasium The curtain in the gymnasium is not operating properly. There are creases in the vinyl that are causing the right side of the curtain (as one views it from the gym entrance) to raise slightly higher than the left. This causes the wire (that is connected Action Taken: Remove sticky tape residue on cable, and check for proper operation.	Medium Complete	04/15/2011 08/28/2012	501
4248	Classroom 4 Please move telephone from Room 4 to Room 11 Action Taken:	Medium Complete	08/07/2012 09/05/2012	29
4168	Classroom 10 Please mount paper towel holder next to sink. Right now it is on top of the cabinet next to the sink. Thank you. Action Taken:	Medium Complete	06/28/2012 09/05/2012	69
4341	1st Floor Gymnasium There is a scissor lift that has been in the gym since September 4. It is blocking the exit and has become a safety hazard to the students (I realize it is there to fix it the window issue above - I almost had two accidents yesterday). However, its prese Action Taken: Move to maint. shop.	Medium Complete	09/06/2012 09/06/2012	0

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4335	Administration Area Front Door The bell for our front door is not ringing in the office. We have no way of unlocking the door through the telephone unless it rings. Time Available: asap Action Taken:	Emergency Complete	09/05/2012 09/06/2012	1
4008	Playground rear playground There is a huge hole in the fence which looks dangerou (sharp edges). Time Available: any Action Taken: new fence	Medium Complete	04/26/2012 09/06/2012	133
4387	1st Floor I have a bulletin board that needs to be hung in the staff room. Action Taken:	Medium Complete	09/12/2012 09/18/2012	6
4371	Administration Area Front Door Front foyer mat is lifted at edges causing a trip hazard. Time Available: asap Action Taken: repaired	Emergency Complete	09/10/2012 09/18/2012	8
3367	Room 36 Touch up walls (plaster seems to be peeling away) Time Available: Summer Action Taken: room to be repainted this summer	Medium Complete	06/23/2011 09/18/2012	453
3332	9 Could someone please replace the wands that close the blinds? I spoke with Tony a while back and I'm sure he's just gotten busy and forgotten. They'll need a high ladder to hook them up. They were never replaced when the blinds were hung back up after the Action Taken: cannot replace wands the part they attach to is broken and we do not have replacement parts	Medium Complete	06/07/2011 09/18/2012	469

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4380	Classroom 23 Install screw hook, may need drill to left of classroom door. Time Available: before or after school Action Taken:	Medium Complete	09/11/2012 09/25/2012	14
4162	Classroom 32 Heater vent is constantly falling off. Action Taken: heater grill needs to be welded	Medium Complete	06/28/2012 09/26/2012	90
4468	Grounds playgrounds Fill in the holes at the end of the slide and under the swings on all playgrounds. There are bees around the trash barrels the area needs to be sprayed. Action Taken:	Medium Complete	09/25/2012 09/28/2012	3
4385	Playground Sand Box on 1st grade playground out back needs to be removed. It has become the local litter box. Action Taken:	Medium Complete	09/12/2012 09/28/2012	16
4435	1st Floor 35 there is a hole in the wall from a door being slammed into the rubber stop. Time Available: any Action Taken: fabricate install and paint wood door stop. hole was 6"-4" from door pushing round rubber stop through the wall	Medium Complete	09/20/2012 10/07/2012	17
4552	22 Need to mount plastic strip for Smart board. Steve Ryerson has placed mounting strip on back chalkboard where we are mounting the smart board Time Available: before or afterschool Action Taken:	Medium Complete	10/09/2012 10/10/2012	1

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4530	1st Floor 28A The clock needs fixing. Time Available: any Action Taken: Replace with new system clock.	Medium Complete	10/04/2012 10/10/2012	6
4531	1st Floor teachers rm The heat is not comming on. Time Available: any Action Taken: started boilers	Medium Complete	10/04/2012 10/10/2012	6
4514	1st Floor library Soap dispencer needs to be swapped out for one of the newer models. Time Available: any Action Taken: removed a hand sanitizer dispenser from library. the school nurse told tom b. and myself that she was giving the lady a big bottle of it and not to install one .	Medium Complete	10/02/2012 10/12/2012	10
4388	Classroom 5 There is a screw sticking out of one of the blue plastic chairs in my classroom. The broken chair is in front of the blackboard. Thank you! Time Available: any Action Taken: repaired with new nut and bolt	Medium Complete	09/12/2012 10/15/2012	33
4611	Art Room Art Room closet/kiln The ventilation system for the kiln at Cedar school needs to be checked THOROUGHLY. I recommend that Tony Nardella from Boston Kiln is scheduled to come and check the system and provide any needed maintainence for the kiln. 617-926-1802 Time Available: m Action Taken:	Medium Complete	10/17/2012 10/17/2012	0

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4612	Art Room Art Room The middle sink in the Art Room only has hot water. The cold water faucet does not work at all, I need cold water for the students please! Time Available: Mondays or Tuesdays Action Taken: replaced cold water Chicago stem/cartridge	Medium Complete	10/17/2012 10/18/2012	1
4632	Office office Carol would like to have a couple of screw hooks installed to hang clipboards on. She does not have the hooks. Time Available: any Action Taken:	Medium Complete	10/23/2012 10/23/2012	0
4573	1st Floor library The linoleum counter above the display case came loose. The glue let go. Time Available: before or after school Action Taken:	Medium Complete	10/12/2012 10/23/2012	11
4604	Administration Area Main Office Sliding glass window at my desk is sticking and hard to open Action Taken: repaired	Medium Complete	10/17/2012 10/24/2012	7
4654	Roof PM exhaust fans Action Taken: Replace all exhaust fan belts grease all bearings and motors and replace 2 motors.	Medium Complete	10/25/2012 10/25/2012	0
4613	Art Room Art Room The Art Room has 3 broken stools, please repair. They are inside the Art Room closet. Time Available: Mondays or Tuesdays Action Taken: drilled and bolted the seats down	Medium Complete	10/17/2012 10/30/2012	13

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4688	1st Floor room 11 Heater is blowing cool air. Time Available: any Action Taken:	Medium Complete	11/01/2012 11/01/2012	0
4674	1st Floor 22-23 The door handle between room 22 and 23 fell off. Time Available: any Action Taken: Repair door handle and re-install handle.	Medium Complete	10/30/2012 11/01/2012	2
4639	1st Floor teachers rm The heat is not working. It is set at 75 for weeks now and last week it worked for a few days then it quit. Time Available: any Action Taken: Checked teachers room gas fired RTU for proper operation. OK	Medium Complete	10/24/2012 11/01/2012	8
4750	Classroom 28 My classroom is extremely hot on a daily basis. Is there anyway to turn down the heat? We have needed to open the windows to stay in the classroom. Time Available: any time Action Taken: Lower set point in room.	Medium Complete	11/15/2012 11/16/2012	1
4694	1st Floor boiler rm bathroom toilet is loose. bolt is broken . Time Available: any Action Taken:	Medium Complete	11/02/2012 11/28/2012	26
4808	Hallway/Corridor Repair hallway bells. Action Taken: Diagnostic time spent trying to repair bells. Need an electrician to repair	Medium Complete	11/29/2012 11/29/2012	0

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4783	1st Floor teachers bathroom soap dispenser is defective. Time Available: any Action Taken: Prime new soap cartridge. Dispenser is OK.	Medium Complete	11/27/2012 11/29/2012	2
4167	Classroom 9 Window Blinds - Please attach wands to open and close blinds Action Taken: Attached wand to window blind.	Medium Complete	06/28/2012 11/29/2012	154
4576	1st Floor music The teachers near the music room report that they do not hear the 8:45 bell in the morning. Time Available: any Action Taken: Investigate no bells in north wing. Recommend electrician to repair.	Medium Complete	10/12/2012 12/03/2012	52
4577	Hallway/Corridor New Wing (PreK, K, Music, Gym) Our bell that rings to start and end school is not ringing in this area of the building. Time Available: ASAP Action Taken: Investigate no bells in east wing. Recommend electrician to repair.	Medium Complete	10/12/2012 12/03/2012	52
4041	Grounds outdoor flood lights many flood lights out around school Time Available: any Action Taken:	Medium Complete	05/08/2012 12/11/2012	217
4942	1st Floor Check all doors for proper operation, distribute all classroom keys to teachers and repair art room door. Action Taken: Check and repair all doors. Distribute all keys to teachers. Adjust and repair art room double doors.	Medium Complete	12/18/2012 12/18/2012	0

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4962	Cafeteria Set up 250 chairs christmas performance. Action Taken: Set up 250 chairs with Jeff Dustin and Tom Blinstrub.	Medium Complete	12/20/2012 12/20/2012	0
4685	Art Room Art Room There are two large, white, portable display walls at the John Curtis Library in the large meeting room. They need to be moved to Cedar School as soon as possible, preferably this week. The walls are are very tall and heavy, and each wall requires at leas Action Taken: waiting for a location to deliver spoke with the principal and these are difficult to move they will not fit through a doorway they will need 2 men to move i will bring them when i know were they will live	Medium Complete	10/31/2012 12/20/2012	50
4785	Art Room art PLease pick up the two display boards at the John Curtis Library and deliver them to Cedar School. I have already requested this, and the boards are still at the library. My coworker contacted the DPW and was told it couldn't be done without a work order. Action Taken: spoke with principal and explained these are large and on wheels and 8 ft tall they will not roll through the doors but will require 2 men to flip over and carry, i was told to wait untill i hear were they will be living in the bld. before i deliver. wh	Medium Complete	11/27/2012 12/21/2012	24
5004	1st Floor bathroom near 29A Toilet is loose and leaking. Time Available: any Action Taken: replaced seal tyo toilet and rehung on wall. repaired two leaks on the flushometer as well	Medium Complete	01/02/2013 01/03/2013	1
5000	Cafeteria cafeteria There are 2 door locks in the cafe that need work. They are locked but if you push on the bar it sticks and in effect they are no longer locked. Time Available: any Action Taken: Clean, lubricate and adjust door closer assemblys.	Medium Complete	01/02/2013 01/04/2013	2

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5023	1st Floor 28A Room 28A univent not working. no fan,no blow. Time Available: anytime Action Taken: Repair electrical connection to univent motor.	Medium Complete	01/03/2013 01/07/2013	4
5025	1st Floor Rm. 37 Improper mix of hot & cold air - Too Cold. Time Available: anytime Action Taken: Repair face and bypass accuator mount. Check for proper operation.	Medium Complete	01/03/2013 01/07/2013	4
5005	Classroom 37 The blower in my classroom is blowing out cold air. Time Available: any time Action Taken: Repair face and bypass damper accuator mount. Check for proper operation.	Medium Complete	01/02/2013 01/07/2013	5
4947	Cafeteria cafe Major crack in the cement wall . Bob Murray needs to look at it. Time Available: any Action Taken: viewed keep an eye on it .	Medium Complete	12/19/2012 01/07/2013	19
4914	Art Room art I was told to submit a request... the heating system in the Art Room blows cold air most of the day. At random times, hot air comes out, and often cold air comes out, regardless of what the thermostat reads. Time Available: Mondays or Tuesdays Action Taken: Adjust system timer for correct occupied set point	Medium Complete	12/13/2012 01/07/2013	25
5050	1st Floor 34 Classroom sink is constantly dripping and causing the sink to fill up. Time Available: anytime Action Taken: rebuilt symmons self metering faucet with new cartridge	Emergency Complete	01/07/2013 01/08/2013	1

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5022	1st Floor Entire building The bells in the school are not ringing properly Action Taken: electrician repaired.	Medium Complete	01/03/2013 01/09/2013	6
5058	Administration Area Main Office Our bells are getting softer and softer. Time Available: ASAP Action Taken: All bells repaired by YES electric.	Medium Complete	01/08/2013 01/09/2013	1
4434	Boiler Room trash shed The trash shed door is lying on the ground. Time Available: any Action Taken: replaced section of trim to trash shed rehung trash shed door. reinforced shed door.	Medium Complete	09/20/2012 01/11/2013	113
5086	Boiler Room boiler rm the "Hydro motor gas valve" is leaking oil onto the floor. Time Available: ant Action Taken: Heating and cooling to repair. Was looked at by Al and Bob Murray	Medium Complete	01/15/2013 01/15/2013	0
5087	1st Floor boiler rm In the boiler rm you will find another art rm stool that needs to be bolted back together. Time Available: any Action Taken:	Medium Complete	01/15/2013 01/17/2013	2
5100	Classroom 28 The lightbulb is out in the Kids closet area. It needs to be replaced. Time Available: Anytime Action Taken: replaced light bulb	Medium Complete	01/17/2013 01/22/2013	5

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5134	1st Floor water bubbler leaking Action Taken: took apart bubbler and found drain leaking and strainer on water line leaking. repaired drain , but drain tubing should be replaced. also robbed a part off a brand new bubbler to repair water line(per Jerry P.) Jerry to order replacement part for robbed b	Medium Complete	01/25/2013 01/25/2013	0
5128	1st Floor 3rd grade girls rm the toilet in the middle stall is hard to get it to flush. You have to move the handle several times before it will do anything. Time Available: any Action Taken: rebuilt flushometer. replaced handle, water closet flushometer repair kit, and vacuum breaker	Medium Complete	01/25/2013 01/28/2013	3
5113	Classroom 37 There is no heat blowing in the classroom. Time Available: ASAP Action Taken: Reset freezestat and check for proper operation.	Medium Complete	01/23/2013 01/28/2013	5
5119	1st Floor 3rd. &4th. grade hallway water cooler at end of hallway by the girls room, the drain is leaking on to the floor Time Available: any Action Taken: replaced strainer to water bubbler . reconnected drain elbow to ptrap. reinstalled strainer with new putty	Medium Complete	01/23/2013 01/28/2013	5
5171	1st Floor janitors closet Need paper towels , all out! Probably seven cases will do. Time Available: anytime Action Taken: done	Medium Complete	02/02/2013 02/05/2013	3
5138	Classroom 11 Heater continues to blow out cool air. The unheated hallway is warmer than our room. Last week's "fix" did not seem to work. Thank you. Time Available: any/asap Action Taken: Adjust outside air damper and room set point. Check for proper operation.	Medium Complete	01/28/2013 02/05/2013	8

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5112	Classroom 11 Heater/blower blows out cool air. Classroom next door is much warmer. On-going problem. Time Available: any Action Taken: Adjust face and bypass damper check for proper operation.	Medium Complete	01/23/2013 02/05/2013	13
5077	Classroom 28A The heat is unbearable in room 28A. It needs to be turned down if possible. It is an oven! Time Available: anytime Action Taken: Adjust face and bypass damper and check for proper operation.	Medium Complete	01/14/2013 02/05/2013	22
5158	1st Floor kitchen Roof leak near dishwasher Time Available: any Action Taken: went on roof found nothing visible there has not been a leak since the wind driven rain storm will keep a eye on it	Medium Complete	01/31/2013 02/06/2013	6
5192	Art Room Art Room The first sink in the art room by the door is draining VERY slowly. The custodian tried drain cleaner but it is still clogged. Please empty the trap for that first sink! Thanks so much! Time Available: MOn or Tues Action Taken: cleaned out 3 traps	Medium Complete	02/07/2013 02/14/2013	7
5206	1st Floor rm 34 the lock spins around. Had a lot of trouble unlocking it. Time Available: anytime Action Taken: Repair and adjust lockset.	Medium Complete	02/13/2013 02/21/2013	8
5207	1st Floor kitchen break room a teacher said one of the plug outlets kept failing(losing power). A few minutes later I smelt something burning. I think it was the outlet. Time Available: anytime Action Taken: Replace old worn plug outlet.	Medium Complete	02/13/2013 02/21/2013	8

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5178	1st Floor rm 25 pencil sharpener needs install. Drill needed. Time Available: anytime Action Taken: install pencil sharpener on metal bookcase with through bolts	Medium Complete	02/05/2013 02/25/2013	20
5152	Classroom 11 Thank you for working on the heat in room 11. I'm not complaining but wanted you to know that it is now very warm in our room. I know it must not be easy to dial these heating units in. Please stop by when you can to fine tune the heat. Thanks. Time Avail Action Taken: Adjust face and bypass damper and accuator.	Medium Complete	01/30/2013 02/25/2013	26
4975	1st Floor S-4 Need a door lock to be able to lock from inside, Bathroom that is next to Rm. 28. This bathroom doesn't have a lock on the inside This is an adult bathroom used by the teachers not students. Mrs. Lasordo and Miss Richardson would greatly appreciate this. Action Taken: Hanover Lock to install new deadbolt.	Medium Complete	12/26/2012 02/25/2013	61
5225	1st Floor cafeteria blower in cafe not working Time Available: any Action Taken: breaker tripped, reset	Medium Complete	02/22/2013 02/28/2013	6
5251	Kitchen kitchen break room The double sink is leaking when used. Time Available: anytime Action Taken: took strainer assembly apart and reinstalled. if leak shows up again strainer will need to be replaced.	Medium Complete	02/28/2013 03/01/2013	1
5254	1st Floor teachers bathroom 1st grade toilet is leaking again. Time Available: anytime Action Taken: flushed toilet a dozen times , did not find a leak. checked seal and flushometer and spud	Medium Complete	03/01/2013 03/04/2013	3

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5257	Cafeteria Cafe to Server room Please run a CAT5 line from the room above the cafeteria (that has a small server rack with one purple switch) to the server room above the gymnasium. In return you will have my undying friendship. Time Available: any Action Taken: Run 2 cat5 wires from server switch to server room.	Medium Complete	03/01/2013 03/04/2013	3
5260	1st Floor gym we need 25 folding tables for our science fair friday march 8. Put them in the gym through the back door.Thanks. Time Available: any Action Taken:	Medium Complete	03/04/2013 03/06/2013	2
5233	1st Floor Gymnasium After speaking with Mike Mayott, Fred White, and Tom Blinstrub I discovered that I am the only one with a key to raise/lower the divider in the gym. This thin metal "key" is shaped like a tuning fork and is about an inch long. One end of the key (the Y e Action Taken: Purchase and deliver safety switch keys.	Medium Complete	02/26/2013 03/11/2013	13
5318	Kitchen no water to dishwasher Action Taken: cleaned off float in dishwasher.	Medium Complete	03/12/2013 03/12/2013	0
5285	1st Floor rm 36 possible pipe leak in the wall. Time Available: any Action Taken: removed sink from wall. opened up wall to expose leak. had to open up wall in bathroom to repair leak. repaired leaking water line. installed an 8x8 access panel behind sink and an 8x8 access panel in bathroom where walls were opened up. also installed a	Medium Complete	03/06/2013 03/14/2013	8

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5313	Kitchen 0 Dish machine will not fill up. Please check drain for obstruction Time Available: 8-2 Action Taken:	Medium Complete	03/12/2013 03/15/2013	3
5316	Kitchen kitchen break room The dishwasher won't fill up. Time Available: anytime Action Taken:	Medium Complete	03/12/2013 03/15/2013	3
5027	1st Floor Music & Art Room Heat not working properly. Time Available: anytime Action Taken: contractor repair	Medium Complete	01/03/2013 03/18/2013	74
5361	1st Floor bathrooms We need soap dispenser refills for soap dispensers in bathrooms. (Symentry) for the push button foaming soap. Maybe three cases will do. Time Available: anytime Action Taken:	Medium Complete	03/20/2013 03/25/2013	5
5384	 locate and paint javelin area at cedar s. Action Taken: met with the AD. she liked the spot	Medium Complete	03/26/2013 03/26/2013	0
5385	 cut down fallen trees blow off field and sidelines recondition infield Action Taken: done	Medium Complete	03/26/2013 03/26/2013	0

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5403	layout bases cedar Action Taken: done	Medium Complete	03/28/2013 03/28/2013	0
5332	1st Floor boiler room The timeclock needs to be looked at.It prints light then dark and then light again. I have trouble reading the time/date. Time Available: anytime Action Taken: Adjust new printer ribbon.	Medium Complete	03/15/2013 04/02/2013	18
5295	1st Floor #37 The ceiling is leaking just above a teachers desk. Time Available: any Action Taken: Seasonal snow drifting issue.	Medium Complete	03/07/2013 04/04/2013	28
5425	1st Floor 1st grade boys rm the sink on the left won't stay running even for a second. Time Available: anytime Action Taken:	Medium Complete	04/03/2013 04/05/2013	2
5396	Grounds grounds The 2 picnic tables out back need to be moved a little as they are on top of one another. You need 3 people as they weigh about 300 lbs. Time Available: anytime Action Taken: moved	Medium Complete	03/27/2013 04/05/2013	9
5503	Secure front floor mat so it will not be a trip hazard. Action Taken:	Medium Complete	04/21/2013 04/21/2013	0

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5294	Classroom 37 Leaking roof/wet ceiling tiles. Action Taken: Seasonal snow drifting issue.	Medium Complete	03/07/2013 04/29/2013	53
5512	1st Floor Guidance Electric wall clock is broken, motor might be burned out. Makes a tremendous amount of noise. It is now unplugged. Time Available: anytime Action Taken: Replace with new system clock.	Medium Complete	04/23/2013 04/30/2013	7
5533	1st Floor rm 11 heat is constantly on and room is now very hot (was fixed early winter because it was too cold). Time Available: all day Action Taken: Adjust face and bypass damper and set point. Check for proper operation.	Medium Complete	04/26/2013 05/02/2013	6
5525	Classroom 11 Please help us!!! We are dying. The heat is extremely hot and unbearable! Thank you so much! Time Available: anytime Action Taken: Adjust face and bypass damper and room set point. Check for proper operation.	Medium Complete	04/25/2013 05/02/2013	7
5476	Grounds Tuesday 4-16-13 repair grounds from snow removal Action Taken: done	Medium Complete	04/11/2013 05/02/2013	21
5454	1st Floor 11 Thanks for getting us better heat this winter. The heat is still running hard despite the warmer weather and we can only regulate the heat by opening our windows. I know we will still have cool days but I thought you'd want to know that the heat is cranked Action Taken: Adjust face and bypass damper and room set point. Check for proper operation.	Medium Complete	04/09/2013 05/02/2013	23

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5549	1st Floor Gymnasium There was a request from Center school to transport equipment from the cedar gymnasium to the center gymnasium. We are not ready for that action. Request that it be canceled (need to discuss logistics with Ms. Mancillas). Time Available: no transfer Action Taken:	Medium Complete	05/02/2013 05/03/2013	1
5590	1st Floor closet We need vacuum cleaner bags for the Sensor XP 12 re-order #5300. Also need Lemon Quat #21. 2 or 3 liquid bags , And one new Sensor Vacuu Cleaner XP12 if you have one to spare. Mine is showing wear and tear (Had it for quite awhile). Time Available: any Action Taken:	Medium Complete	05/11/2013 05/14/2013	3

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