

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

Center School

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| WO # | Area Description Area Number Description of Problem Action Taken | Priority Status | Requested Date Completed Date | Days Aged |
|------|--|--------------------|----------------------------------|--------------|
| 4124 | 1st Floor room 12 termites or ants in room 21 along length of windows Time Available: anytime Action Taken: tech came out from waltham chem. | Medium Complete | 06/11/2012 07/02/2012 | 21 |
| 4125 | 1st Floor room 12 last request for termites should say room 12 NOT 21 Time Available: anytime Action Taken: called waltham chem. they sent out tech | Medium Complete | 06/11/2012 07/02/2012 | 21 |
| 3922 | 2nd Floor 25 Two soggy ceiling tiles. Need to replace-hanging down, may fall. Time Available: anytime Action Taken: replaced | Medium Complete | 03/16/2012 07/02/2012 | 108 |
| 3811 | 1st Floor 8 my intercom is working inconsistently from the office. It seems that I can buzz the office; however, the office can not always contact me Time Available: any Action Taken: contractor repaired | Medium Complete | 01/23/2012 07/03/2012 | 162 |
| 3782 | Basketball Court gym Leak behind first basketball hoop on right. Time Available: anytime Action Taken: contractor repair | Medium Complete | 01/12/2012 07/03/2012 | 173 |
| 3755 | Playground n/a A steering wheel fell off of a piece of playground equipment on the 1st/2nd grade playground and needs to be reattached. The steering wheel is in the SCORE office in Room 1. Time Available: Anytime Action Taken: removed, unsafe, | Medium Complete | 01/05/2012 07/03/2012 | 180 |

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| 3744 | Cafeteria cafeteria 2 tables have broken welds & slam down when opened Time Available: anytime Action Taken: removed tables for parts | Medium Complete | 01/03/2012 07/03/2012 | 182 |
| 3681 | 1st Floor mens room Mens room next to office has roof leak Time Available: anytime Action Taken: contractor repair | Medium Complete | 12/08/2011 07/03/2012 | 208 |
| 4180 | 1st Floor score office Light blinking on and off continuously...REPLACED BALLAST Action Taken: replaced ballast allset -Rich | Medium Complete | 07/06/2012 07/09/2012 | 3 |
| 3547 | Cafeteria cafeteria The cafeteria tables need to looked at and repaired properly. Time Available: asap Action Taken: removed damaged tables | Medium Complete | 10/31/2011 07/09/2012 | 252 |
| 3395 | 1st Floor Rear door behind stairwell off Rm 12 Wall to the left of the door is peeling and flaking Time Available: anytime Action Taken: | Medium Complete | 07/12/2011 07/09/2012 | 363 |
| 2886 | 1st Floor Men's bathroom Various roof leaks throughout the building....Men's bathroom, outside the gym, lobby near room 4 Time Available: asap Action Taken: contractor repaired | Medium Complete | 01/28/2011 07/11/2012 | 530 |

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| 2783 | 1st Floor gym Please paint and replace insulation on drain pipe Time Available: asap Action Taken: painted | Medium Complete | 01/04/2011 07/11/2012 | 554 |
| 2557 | Cafeteria Cafe Three tables need repair. They cannot be raised or lowered anymore. Time Available: asap Action Taken: removed for parts | Medium Complete | 11/02/2010 07/11/2012 | 617 |
| 4155 | Kitchen Kitchen One of the refrigerators in the Center School kitchen is not running. Time Available: anytime Action Taken: contractor repair | Medium Complete | 06/25/2012 07/23/2012 | 28 |
| 4080 | Kitchen kitchen Dishwasher booster is leaking Time Available: anytime Action Taken: contractor repair | Medium Complete | 05/22/2012 07/23/2012 | 62 |
| 4081 | Kitchen kitchen Leaking booster caused water under the tiles around dishwasher and tiles are now loose. Time Available: anytime Action Taken: contractor repaired | Medium Complete | 05/22/2012 07/23/2012 | 62 |
| 3975 | 2nd Floor room 25 Room 25 is over 80 with thermostat all the way down Time Available: anytime Action Taken: reset thermostat now working | Medium Complete | 04/05/2012 07/23/2012 | 109 |

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| 3890 | 1st Floor basement If possible, repair chairs & stools in the basement storage. Time Available: anytime Action Taken: repaired broken chairs and stools with carriage bolts | Medium Complete | 03/05/2012 07/23/2012 | 140 |
| 3616 | Basketball Court gym Pulley rope that raises climbing ropes closest to custodian room needs replacing. It is too short and is frayed. Time Available: anytime Action Taken: replaced two ropes to 2 separate climbing ropes | Medium Complete | 11/28/2011 07/23/2012 | 238 |
| 4217 | Hallway/Corridor Replace 2 ballasts in custodial closet and machine room. Action Taken: Replace 1 4 lamp and 1 2 lamp ballast.l | Medium Complete | 07/24/2012 07/24/2012 | 0 |
| 4198 | 1st Floor front office Will you please check on some phone lines are not working. Ext 45, the line to the principal is one that is not working. The damage may have been caused by a recent thunder and lightning storm. Thank you. Time Available: anytime Action Taken: repaired | Medium Complete | 07/17/2012 07/27/2012 | 10 |
| 3995 | 1st Floor various Still leaking: room #1, hall outside room #1, hall outside room #17, gym by first basket on right. Time Available: anytime Action Taken: | Medium Complete | 04/23/2012 07/27/2012 | 95 |
| 4103 | 1st Floor 1 The handle on Door A-1 at Center School is broken. Time Available: anytime Action Taken: | Medium Complete | 05/31/2012 08/10/2012 | 71 |

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| 4105 | 1st Floor 1 Please disregard my previous request for the handle on Door A-1 at Center School. It is an issue that must be addressed by Flying Locksmith. Action Taken: | Medium Complete | 05/31/2012 08/10/2012 | 71 |
| 3957 | Computer Lab library The carpeting on the story steps in the back of the room is fraying and is rapidly getting worse as students develop a fascination with the unraveling threads. New carpet would be wonderful - but until that is possible, is there something that can be done Action Taken: custodians have it taped down for now needs to be replaced | Medium Complete | 03/30/2012 08/10/2012 | 133 |
| 3411 | 2nd Floor 22 The rug at the entrance of my classroom has separated from the tile. I have tape over it now because it is a tripping hazard. Thanks. Action Taken: repaired with tape need rug removed | Medium Complete | 08/31/2011 08/10/2012 | 345 |
| 2871 | 2nd Floor 25 Hello, The battery operated clock in my room has stopped. Would you please replace the batteries. Thanks! Time Available: any Action Taken: | Medium Complete | 01/25/2011 08/10/2012 | 563 |
| 2793 | 1st Floor Room 16 Johnson In Need ! Paper towel dispenser has ripped out of wall. Needs to be replaced. Next to the sink. Thanks. Time Available: anytime Action Taken: repaired | Medium Complete | 01/05/2011 08/10/2012 | 583 |
| 2785 | 2nd Floor 25 The battery operated clock I was given last year has come off the wall. Time Available: any Action Taken: replaced | Medium Complete | 01/04/2011 08/10/2012 | 584 |

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| 2356 | 2nd Floor 27 The bulb in the overhead proj. is burned out. Time Available: anytime Action Taken: | Medium Complete | 09/10/2010 08/10/2012 | 700 |
| 2235 | 2nd Floor stair landings damaged tile throughout building replace tiles on landing 2nd floor and throughout building see custodian. replace/secure mop boards throughout building see custodian Action Taken: reglued tile | Medium Complete | 07/01/2010 08/10/2012 | 771 |
| 2152 | Cafeteria Cafe Cafeteria tables need to be reconditioned this summer if possible. Time Available: Summer Action Taken: cleaned | Medium Complete | 05/24/2010 08/10/2012 | 809 |
| 2032 | Art Room Art Room 3 sinks in ARt Room, I believe the traps need to be cleaned out. The sinks are draining very, very slowly and don't appear to be clogged. Thanks. Time Available: before 8:30am after 2:45pm Action Taken: cleaned and will be cleaned at the end of summer | Medium Complete | 04/01/2010 08/10/2012 | 862 |
| 4073 | 2nd Floor 21 The projector screen is pulling away from the wall in my classroom. This has just happened recently and seems to be pulling away further. I worry that is will be a danger to students. Time Available: any Action Taken: | Medium Complete | 05/18/2012 08/13/2012 | 87 |
| 3842 | Parking Lot rear parking lot large pothole around edge of the storm drain when you enter the rear lot Time Available: anytime Action Taken: Pothole was assigned to the highway crew shortly after July 1 and patched. Confirmed by Diniak | Medium Complete | 02/07/2012 08/14/2012 | 189 |

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| 1739 | 2nd Floor stairwell the tile on top of the stairwell is coming up Time Available: before 7:30 am Action Taken: reglued | Medium Complete | 12/11/2009 08/15/2012 | 978 |
| 1489 | Hallway/Corridor Ramp entryway Base trim on the bottom is starting to peel away along the wall. Needs to be glue'd or cemented. Time Available: anytime Action Taken: done | Medium Complete | 09/24/2009 08/15/2012 | 1,056 |
| 1282 | Jealth Office Please paint walls over the summer Time Available: anytime Action Taken: painted years ago not entered | Medium Complete | 06/22/2009 08/15/2012 | 1,150 |
| 4253 | 1st Floor Gym We have speakers mounted in the ceiling as part of the addition project but they were never hooked up. Steve Ryerson has all of the hardware that we need to hook them up and be able to use a microphone for classes and events. A staff member with ADA need Action Taken: electricans wired up | Medium Complete | 08/10/2012 08/21/2012 | 11 |
| 2721 | 2 Need partitions reinforced for mat area. Action Taken: | Medium Complete | 12/15/2010 08/28/2012 | 622 |
| 1485 | 1st Floor hallway outside room 11 I still need three lockers fixed that have either no handle or one that's broken. Thanks Action Taken: told that we are unable to get the parts to repair | Medium Complete | 09/24/2009 08/28/2012 | 1,069 |

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| 1454 | 9 Locker number 52 is broken Time Available: 9 Action Taken: | Medium Complete | 09/16/2009 08/28/2012 | 1,077 |
| 1372 | 1st Floor first grade hallway Locker numbers 19, 26 and 30 all have missing handles. They are unusable. Time Available: any Action Taken: | Medium Complete | 08/27/2009 08/28/2012 | 1,097 |
| 1333 | 2nd Floor classroom enterances install transition piece's between classroom entryway's and hallway on floor. Time Available: asap Action Taken: | Medium Complete | 07/14/2009 08/28/2012 | 1,141 |
| 1334 | 1st Floor library exit into stairwell transition piece needs to be installed between the library door and stairwell on the floor. Time Available: asap Action Taken: | Medium Complete | 07/14/2009 08/28/2012 | 1,141 |
| 4333 | 1st Floor Rooms 1&2 Ceiling tiles around ceiling air conditioners are stained. (They were replaced over the summer) Time Available: before 7AM or after 3PM) Action Taken: we feel this was caused by running the air conditioner with the univent running causing a lot of moisture will moniter | Medium Complete | 09/05/2012 09/05/2012 | 0 |
| 4330 | Office office System bells ringing intermittently. Bell schedule needs to be changed for new school schedule Time Available: anytime Action Taken: tech called | Medium Complete | 09/05/2012 09/06/2012 | 1 |

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| 3982 | room 3 Move swing from Room 3 to Room 4. There is a second swing bracket in the Center office. If it is a complete set then install the swing in Room 4 and leave the one in Room 3 covered with ceiling tile so it is not obvious that it can be used. Time Ava Action Taken: gary smith | Medium Complete | 04/11/2012 09/06/2012 | 148 |
| 4365 | 1st Floor 5 Locker 73 has an oily substance on the shelf. There is a bubbly spot on the back wall that backs up to the women's bathroom. Just noticed it this year. Time Available: after school Action Taken: Clean rotted food substance from locker. | Medium Complete | 09/10/2012 09/17/2012 | 7 |
| 3397 | Computer Lab library/media There are several areas in the room that need some touch up paint. 1. Behind the last 2 computers (to the left of the bulletin board) 2. Behind the circulation desk (between the shelving units) 3. On the panel next to the closet 4. The wall surroundin Action Taken: room to be repainted this summer | Medium Complete | 07/25/2011 09/18/2012 | 421 |
| 4329 | Kitchen Kitchen The refrigerator in the kitchen that has the sign "SCORE ONLY" on it does not work. We need this to be fixed for we need to put yogurt, cheese sticks, fruit, etc in there to keep them cold. Time Available: 7am-6pm Action Taken: | Medium Complete | 09/05/2012 09/19/2012 | 14 |
| 4384 | 1st Floor Room 3 The handle on the door is broken. Time Available: before or afterschool hours Action Taken: door was fine , repaired by someone else | Medium Complete | 09/12/2012 09/20/2012 | 8 |

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| 4336 | Office main office The door stopper on the office door going out to hallway is broken and won't stay open. Time Available: before school or after school Action Taken: door was fine | Medium Complete | 09/05/2012 09/20/2012 | 15 |
| 4367 | 1st Floor nurse's room Faucet in nurse's room is loose in the sink. Time Available: anytime Action Taken: replaced faucet | Medium Complete | 09/10/2012 09/21/2012 | 11 |
| 3614 | 1st Floor 2 Would like a lock installed in either desk or file cabinet to store iPads. Action Taken: Install lock on file cabinet. | Medium Complete | 11/28/2011 09/21/2012 | 298 |
| 4334 | Roof gym Roof leaks during heavy rain over the 2 baskets at the end of the gym towards the teacher's office. Looks like it's around the drain pipe. Time Available: anytime Action Taken: roofer repaired | Medium Complete | 09/05/2012 09/24/2012 | 19 |
| 4469 | 1st Floor boys room Toilet in boys room by gym only flushes for as long as the handle is held down. Time Available: any Action Taken: | Medium Complete | 09/25/2012 09/26/2012 | 1 |
| 4456 | 1st Floor ladies room Left sink faucet is starting to leak under the push knob. LADIES room by teachers caf. Time Available: any Action Taken: | Medium Complete | 09/24/2012 09/26/2012 | 2 |

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| 4463 | 1st Floor SCORE & Kind. entrance We need 5 new door codes for the key pads at Center School. The names for the codes are: Ellen Duro, Maureen McCarthy, Amy Whedbee, Rob Fraser, & Marissa DiGiovanna Time Available: any time Action Taken: Enter data and re-program key pad lock. | Medium Complete | 09/24/2012 09/26/2012 | 2 |
| 4349 | 1st Floor hallway Picture frame to be hung in the hall-near the one on the corner of the library Time Available: anytime Action Taken: | Medium Complete | 09/06/2012 09/26/2012 | 20 |
| 4484 | 1st Floor nurse Paper towel holder in nurse's office coming off wall. Anchor is falling out. Time Available: any Action Taken: | Medium Complete | 09/27/2012 09/28/2012 | 1 |
| 4485 | Classroom 15 The handle on the preschool play kitchen fell off and needs to be re-attached Time Available: anytime Action Taken: | Medium Complete | 09/27/2012 09/28/2012 | 1 |
| 4470 | 1st Floor hall Emergency light cover is off. Light is outside room #1 cover is on shelf & might need some screws. Time Available: any Action Taken: | Medium Complete | 09/25/2012 09/28/2012 | 3 |
| 4350 | 1st Floor gym The time is incorrect I need it to be on the same time as both Sylvester and Center school. Also there is no clock on one side of the gym it seems to be missing. Time Available: ASAP Action Taken: Install 2 new system clocks in center gym and 1 new atomic clock in sylvester gym. | Medium Complete | 09/06/2012 10/02/2012 | 26 |

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| 3338 | 1st Floor 12 My window blinds are broken. Time Available: any time Action Taken: Repair and adjust blinds. | Medium Complete | 06/08/2011 10/02/2012 | 482 |
| 2319 | 1st Floor 12 Two of my lockers number 2 and number 15 have very loose handles Action Taken: Repair 5 locker handles | Medium Complete | 09/02/2010 10/02/2012 | 761 |
| 4524 | 1st Floor front office Line 2631 has a loud buzzing on both parties and difficult to hear. Time Available: 7:45-3:30 Action Taken: verizon fix | Medium Complete | 10/03/2012 10/09/2012 | 6 |
| 4449 | 1st Floor front office constant buzzing sound from both parties on line 2631 Time Available: 7:45-3:30/T:7:45-2:15 Action Taken: Verizon fix | Medium Complete | 09/21/2012 10/09/2012 | 18 |
| 4500 | 1st Floor 2 Was given a new file cabinet, requesting to have the old cabinet moved out of the room. Thanks Action Taken: custodian complete | Medium Complete | 09/28/2012 10/10/2012 | 12 |
| 4558 | 2nd Floor room 23 Clock not telling the correct time. Thanks Action Taken: Replace with new system clock. | Medium Complete | 10/10/2012 10/15/2012 | 5 |

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| 4548 | 1st Floor ladies room The ladies room door cannot be locked for privacy by staff. (The door will lock if lifted a tiny bit) ladies room outside of auditorium Time Available: any Action Taken: Adjust deadbolt striker and latch. | Medium Complete | 10/09/2012 10/24/2012 | 15 |
| 4542 | 2 Water fountain in class sprays over the sink Action Taken: | Medium Complete | 10/05/2012 10/24/2012 | 19 |
| 4547 | 1st Floor front office The keyboard drawer is broken on my desk. I do like having one, so I would like to have it fixed as opposed to being removed. Time Available: 7:45-3:30 Action Taken: Repair broken keyboard tray. | Medium Complete | 10/09/2012 10/31/2012 | 22 |
| 3625 | 1st Floor Hallway Triangle Columns or obstacles they need new rubber strips on the corners the old ones are coming loose. these are the rubber protecters so the kids won't bang into them. Time Available: anytime Action Taken: john wright needs to look at | Medium Complete | 11/30/2011 10/31/2012 | 336 |
| 4680 | 1st Floor lobby Need at least 2 bulbs to replace blinking ones in lobby. bulb #24W/21 840 Time Available: any Action Taken: Replace 2 light bulbs. | Medium Complete | 10/31/2012 11/01/2012 | 1 |

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| 4681 | 1st Floor health office light panel is hanging loose in health office, custodian notified Action Taken: Repair light fixture hangers and drop ceiling grid. | Medium Complete | 10/31/2012 11/01/2012 | 1 |
| 4729 | 1st Floor various New leaks during northeaster. Various locations Action Taken: added to list also found new ones during the nor,easter will have contractor repair | Medium Complete | 11/08/2012 11/08/2012 | 0 |
| 4731 | Kitchen kitchen sink drain leaking Action Taken: cut copper drain and soldered on a new 1-1/2 trap adapter and 1-1/2 coupling and replaced tailpiece | Medium Complete | 11/08/2012 11/08/2012 | 0 |
| 4699 | Office main office The new satellite clock on wall in the office has not reset itself to reflect the time change. Action Taken: Reset satellite clock. | Medium Complete | 11/05/2012 11/08/2012 | 3 |
| 4684 | Office office IPAD charging cart needs the power cord plug replaced. Ground prong is snapped off. Action Taken: replaced end | Medium Complete | 10/31/2012 11/08/2012 | 8 |
| 4625 | 1st Floor girls room Septic smell in 1st grade girls room. Have been putting fluid in floor drain every day. Action Taken: Located septic smell in sink drain, cleaned and treated with bleach. 11/26/12: Reopened work order because smell did not go away. Plumber found open pipes in wall and removed. | Medium Complete | 10/22/2012 11/11/2012 | 20 |

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| 4728 | 1st Floor room #3 System clock in Room 3 is losing time. Time Available: any Action Taken: Replace with new system clock. | Medium Complete | 11/08/2012 11/13/2012 | 5 |
| 4739 | Office Main Office Clock is no longer working that should be on satellite time. Was working correctly up until approx 2:15 Friday afternoon after it was fixed earlier this week. Time Available: 7:45-3:30 Action Taken: Changed battery and reset satellite clock. | Medium Complete | 11/09/2012 11/14/2012 | 5 |
| 4550 | 1st Floor girls room 1st grade girls room handicap stall door cannot be locked. Lock is missing parts. Time Available: any Action Taken: Replace lock mechanism. | Medium Complete | 10/09/2012 11/15/2012 | 37 |
| 4711 | Electric Room NGRID will be working on Silver Street and will shut down power 10pm-11:30pm on 11/16. They need access into Center School at 10pm to access their equipment. Need to make sure we have someone there to open and close building. Also, make JDeGrenier/MPurdy Action Taken: | Medium Complete | 11/06/2012 11/20/2012 | 14 |
| 4332 | 1st Floor lobby Front door A3 sticks open (looks like rubbing threshold) Time Available: anytime Action Taken: | Medium Complete | 09/05/2012 11/26/2012 | 82 |
| 4745 | 2nd Floor room 27 Glue down lifted top corner of formica on room #27 teacher desk Time Available: before or after school Action Taken: | Medium Complete | 11/14/2012 11/28/2012 | 14 |

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| 4778 | Cafeteria cafeteria 3 cafeteria tables need repair. 1 should no longer folded up as it will fall open. Time Available: before 11 after 1:30 Action Taken: removed damaged tables they are 25 years old and the welds are breaking as these are spring loaded this makes them a liability. we have loaned 3 from middle till we can replace all or some of these. | Medium Complete | 11/27/2012 11/29/2012 | 2 |
| 4782 | Office 24 Please provide locks and keys for desk file drawer and left tall file cabinet at Center in Room 24, as well as for tall file cabinet with drawers in Sylvester office in lower level off of computer room. Time Available: any time Action Taken: Check lock numbers, get keys made from hanover lock, deliver to schools and chek. | Medium Complete | 11/27/2012 11/29/2012 | 2 |
| 4821 | 1st Floor lobby Need at least 2 bulbs to replace blinking ones in lobby. bulb #24W/21 840 Time Available: any Action Taken: Replace 2 bulbs. | Medium Complete | 12/03/2012 12/03/2012 | 0 |
| 3502 | Auditorium Please follow up with pricing and rebate for auditoium vents and noise problem. Action Taken: | Medium Complete | 10/11/2011 12/03/2012 | 419 |
| 4846 | Auditorium stage Need at least 2 frosted 75W general purpose bulbs for stage footlights. need for show on 12/12 Time Available: before 12/11 Action Taken: | Medium Complete | 12/05/2012 12/06/2012 | 1 |
| 4851 | Auditorium auditorium Right electrical receptacle on front wall of stage has loose connection. Time Available: any Action Taken: Replace broken electrical receptacle. | Medium Complete | 12/06/2012 12/07/2012 | 1 |

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| 4839 | Classroom 12 Please raise the rectangle tables up a notch or two. Time Available: 8-4 Action Taken: Raise legs on 4 tables, relocate projector screen and repair light fixture. | Medium Complete | 12/04/2012 12/07/2012 | 3 |
| 4852 | Auditorium auditorium Auditorium curtains need to be cleaned and repaired Time Available: any Action Taken: Recommend curtain cleaning company to clean, repair and fire protect stage curtains. | Medium Complete | 12/06/2012 12/10/2012 | 4 |
| 4838 | Auditorium auditorium Stage lights on floor don't stay on. possible loose connection Time Available: any Action Taken: When you rotate light bar to hide away position a mercury switch shuts light off. tested OK. | Medium Complete | 12/04/2012 12/11/2012 | 7 |
| 4888 | Classroom 12 Please lower the soap dispenser. Time Available: Any Action Taken: Remove and replace soap dispenser to lower location. | Medium Complete | 12/12/2012 12/13/2012 | 1 |
| 4927 | 1st Floor Library too hot. Action Taken: Diagnose gas fired AHU and control panel. Recommend Cooling & Heating to repair. | Medium Complete | 12/14/2012 12/14/2012 | 0 |
| 4675 | 1st Floor various Various leaks from tropical storm staining ceiling tiles. Time Available: any Action Taken: | Medium Complete | 10/30/2012 12/20/2012 | 51 |

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| 4943 | 1st Floor various leak outside room #17 & in room #1 by air conditioner on 12/18 Time Available: any Action Taken: | Medium Complete | 12/19/2012 12/21/2012 | 2 |
| 4965 | 1st Floor room 7 Outlet in room 7 shorted. Looks like it's loose Time Available: any Action Taken: Replace outlet, reset breaker. | Medium Complete | 12/21/2012 12/24/2012 | 3 |
| 4982 | Grounds stake off for plowing and go over plan with the driver Action Taken: | Medium Complete | 12/27/2012 12/27/2012 | 0 |
| 4763 | Administration Area main office The wires from computer, phone etc. are hanging on the floor and I keep tripping over them and chair keeps getting tangled. They need to be secured. Time Available: any Action Taken: made 2 new cat 5 wires removed and reran all lines to neaten up | Medium Complete | 11/19/2012 01/02/2013 | 44 |
| 4803 | 2nd Floor 27 The white boards on both walls have lifted away from wall. I have used tape for the past 4 years to keep it down. Is there any permanent way to secure the whiteboards. They are taped and magnetic borders are over them (in case you come and I am not her Action Taken: secured white board to wall with screws | Medium Complete | 11/29/2012 01/03/2013 | 35 |
| 4949 | 1st Floor room 15 New paper towel holder broken in room 15 Time Available: any Action Taken: looked at paper towel dispenser and looked like a new one was already installed | Medium Complete | 12/19/2012 01/04/2013 | 16 |

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| 4820 | Basketball Court gym Clean air intake vent by gym office door or remove the grill for us to clean Action Taken: cleaned by custodians | Medium Complete | 12/03/2012 01/04/2013 | 32 |
| 4802 | 2nd Floor 27 The top of my desk is lifting up. Glue was used yesterday but it lifted back up. I want to keep my desk but it is there any other way to fix it? Thank you. Time Available: any Action Taken: replaced with new desk removed old to dump | Medium Complete | 11/29/2012 01/08/2013 | 40 |
| 5043 | Administration Area front office the wall clock in the front office is not working Time Available: any time Action Taken: This is the new satellite clock. Working OK when I checked it. | Medium Complete | 01/07/2013 01/09/2013 | 2 |
| 5032 | 1st Floor ramp door Outside handle fell off door B7 (ramp entrance) Time Available: any Action Taken: Fabricate handle mount with Jeff Dustin. | Medium Complete | 01/04/2013 01/09/2013 | 5 |
| 5020 | 2nd Floor 21 The large white board in my classroom is becoming detached from the wall and needs to be reattached. I will need to remove items from the board before this happens. If you could let me know ahead of time, I will remove the items. Time Available: before/af Action Taken: | Medium Complete | 01/03/2013 01/10/2013 | 7 |
| 5063 | Art Room art Install 2 pencil sharpeners onto maple top table Time Available: any Action Taken: | Medium Complete | 01/09/2013 01/10/2013 | 1 |

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| 5013 | Auditorium Main Office 2 BAG-End Wall Mount mount speakers need to be installed (mounted) in auditorium and to be hooked up to the speaker system. Brackets locate in Main Office of Center. Time Available: M-F school day Action Taken: done | Medium Complete | 01/03/2013 01/10/2013 | 7 |
| 5072 | Hallway/Corridor Change teacher codes and update key pad door locks at Center and Sylvester Schools. Action Taken: Change teacher codes and update key pad door locks at Center and Sylvester Schools. | Medium Complete | 01/11/2013 01/11/2013 | 0 |
| 5019 | Classroom Heat issues in rooms 4, 11 and 16. Action Taken: Diagnose all rooms. Worked with Cooling & Heating to repair. | Medium Complete | 01/03/2013 01/11/2013 | 8 |
| 5001 | 1st Floor room #16 Room is overheating. Around 80 degrees Time Available: any Action Taken: | Medium Complete | 01/02/2013 01/11/2013 | 9 |
| 5002 | 1st Floor room #4 Room is cool. Blower isn't running to circulate air Time Available: any Action Taken: Remove and replace blower motor with Cool & Heat. | Medium Complete | 01/02/2013 01/11/2013 | 9 |
| 4773 | 2nd Floor rm 22 Need a roll of wide black tape to tape rug edges to tile floor Time Available: any Action Taken: done | Medium Complete | 11/26/2012 01/11/2013 | 46 |

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|------|--|--------------------|----------------------------------|--------------|
| 5109 | 1st Floor smell in girls bathroom Action Taken: cut pipe out of ceiling and capped | Medium Complete | 01/22/2013 01/22/2013 | 0 |
| 4946 | 1st Floor room 3 Room #3 light lens hanging out. Can't get it to stay in Time Available: any Action Taken: looked for light lens hanging out. found none hanging. every light in the room appeared to be ok | Medium Complete | 12/19/2012 01/22/2013 | 34 |
| 5130 | box in the outside air units 4 11 Action Taken: done | High Complete | 01/25/2013 01/25/2013 | 0 |
| 5131 | 1st Floor reset univents in 04 11 bleed air out of 04 Action Taken: | Medium Complete | 01/25/2013 01/25/2013 | 0 |
| 5106 | 1st Floor music room Music room is cold around 60 degrees with thermo all the way up Time Available: any Action Taken: Cooling & Heating clean clogged coil. | Medium Complete | 01/18/2013 01/29/2013 | 11 |
| 5143 | Adjust door closer main doors on right as you face main entrance closes very fast. Action Taken: | High Complete | 01/29/2013 01/30/2013 | 1 |

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| 5186 | 1st Floor auditorium 22 white plastic tables needed by monday PM 2/11/13 for science fair tuesday & wedn. (12 can be taken from Sylvester) Time Available: any Action Taken: deliverd 30 | Medium Complete | 02/06/2013 02/13/2013 | 7 |
| 5193 | 1st Floor auditorium Need 10 more white plastic tables brought over in addition to the previous amount for Monday 2/11 for science fair. (number requested increased) Time Available: any Action Taken: | Medium Complete | 02/08/2013 02/15/2013 | 7 |
| 5117 | Kitchen kitchen dish machine is not cleaning, appears that water is not hot nor is it running through the soap dispenser. Currently use Swisher for chemicals in Rockland, please advise if I should call that company Time Available: 8:30-2:00 Action Taken: Swisher took care of problem | Medium Complete | 01/23/2013 02/18/2013 | 26 |
| 5105 | Auditorium auditorium need 45 light bulbs for overhead stage lights. Circuit brkr #19 for stage lights keeps tripping. Time Available: any Action Taken: Picked up bulbs, YES repaired faulty breakers. | Medium Complete | 01/18/2013 02/18/2013 | 31 |
| 4771 | 1st Floor lobby Lobby needs painting Time Available: no school day Action Taken: done | Medium Complete | 11/26/2012 02/22/2013 | 88 |
| 5187 | 2nd Floor hallway Door from hallway outside room 27 to stairway doesn't close properly Time Available: any Action Taken: adjusted door closer and lubricated moving parts | Medium Complete | 02/06/2013 02/25/2013 | 19 |

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| 5239 | 1st Floor lobby Top latch pin is loose and missing a screw on left door going from lobby to SCORE wing. Time Available: any Action Taken: | Medium Complete | 02/27/2013 03/01/2013 | 2 |
| 5240 | 1st Floor gym 27 tables borrowed for the science fair need to removed on Thurs 2/28/13 as early as possible. Time Available: any Action Taken: removed and delivered to middle school | Medium Complete | 02/27/2013 03/01/2013 | 2 |
| 5234 | Library I have a 3 bulb lamp that I use for filming that is not working. I have replaced bulbs, changed power cords with no luck. I'd appreciate if you can have a look at it. Thanks. Time Available: Any Action Taken: Diagnose, locate, pick up and install fuse and light bulbs to repair. | Medium Complete | 02/26/2013 03/01/2013 | 3 |
| 5252 | Art Room Main Office Mr. File has requested a new bulb in the closet of the art room Action Taken: replaced 4 burnt out bulbs | Medium Complete | 03/01/2013 03/04/2013 | 3 |
| 5247 | 1st Floor teacher caf Water filter in teachers caf needs to be repaired. Cold water button is broken off & missing. Time Available: any Action Taken: water dispenser needs to be replaced or new button needs to be ordered | Medium Complete | 02/28/2013 03/06/2013 | 6 |
| 5311 | Office picked up some items from Jane and delivered to Salmond building Action Taken: | Medium Complete | 03/12/2013 03/12/2013 | 0 |

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| 5325 | Classroom 12 Please raise the height of 2 rectangle tables and one round table. Designated by a yellow sticky note. Thanks! KJ Time Available: Before 8amAfter3 Action Taken: | Medium Complete | 03/13/2013 03/18/2013 | 5 |
| 5033 | 1st Floor room 11 Room 11 cold. Time Available: any Action Taken: contractor repair | Medium Complete | 01/04/2013 03/18/2013 | 73 |
| 5301 | Classroom Music Room I need 6-7 boxes picked up at the back of Center School and brought to the Salmond building by 9:00 am on Monday. In addition there is a large amount of trash removed from this room over the week-end. 10+ bags plus cardboard. This will increase the tr Action Taken: | Medium Complete | 03/09/2013 03/25/2013 | 16 |
| 5331 | 1st Floor keypad Code needed for two new employess at C/S Bev Corbett Dustin Lindsey Time Available: any M or F Action Taken: Create new codes and update 3 key pads. | Medium Complete | 03/15/2013 03/26/2013 | 11 |
| 5334 | 1st Floor music room Need 20 replacement wheels for student tables. Time Available: any Action Taken: | Medium Complete | 03/15/2013 03/28/2013 | 13 |
| 5272 | 1st Floor lobby Hallway doors between lobby & SCORE wing stick shut sometimes. Top latches aren't unlatching when handles are pushed. Time Available: any Action Taken: Adjust door hinges, door closer and latch mechanism. | Medium Complete | 03/05/2013 04/11/2013 | 37 |

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| 5232 | Office Main Office Dismissal Bell did not go off today. I don't think the morning bell went off either, but not sure. Action Taken: Siemens repaired system clocks and bells. | Medium Complete | 02/25/2013 04/11/2013 | 45 |
| 5326 | 12 My clock is still 1 hour behind? Not sure if it's a manual fix or automated? Time Available: Any Action Taken: Siemens repaired system clocks and bells. | Medium Complete | 03/13/2013 04/11/2013 | 29 |
| 5490 | Dirty smoke detector Action Taken: Tried blowing out had to replace with a new smoke detector, reset system. | High Complete | 04/21/2013 04/21/2013 | 0 |
| 5510 | Install new battery sweeper. Action Taken: | Medium Complete | 04/22/2013 04/22/2013 | 0 |
| 5497 | Kitchen Wash filter Kitchen exhaust hood. Action Taken: | Low Complete | 04/21/2013 04/24/2013 | 3 |
| 5526 | Exterior door handle very loose one facing Sylvester school next to keypad door. Action Taken: Repair door handle with new hardware. | Medium Complete | 04/25/2013 04/26/2013 | 1 |

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| 5271 | 1st Floor elevator Oil leak in elevator pit. Found by contractor doing prev. maint. Time Available: any Action Taken: Associated Elevator repaired leak April school vacation week. | Medium Complete | 03/05/2013 04/29/2013 | 55 |
| 5555 | 1st Floor gym Need at least 60 chairs moved from Sylvester to Center by 10:30 AM Tuesday May 7. (Senior Bingo) Time Available: any Action Taken: done | Medium Complete | 05/06/2013 05/07/2013 | 1 |
| 5556 | Kitchen 0 Ants are present in dish area, request pest management address the issue Time Available: 8-2 Action Taken: called Waltham Pest | Medium Complete | 05/06/2013 05/08/2013 | 2 |
| 5520 | 1st Floor gym need some gymnastics equipment transported from Cedar Gym to Center Gym some time between 4/29-5/3. We will need to mark the equipmen we need so you know exactly what it is. Thanks. Action Taken: | Medium Complete | 04/24/2013 05/14/2013 | 20 |

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