

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

Printed on: 05/19/2013

Page: 1

| WO # | Area Description Area Number Description of Problem Action Taken | Priority Status | Requested Date Completed Date | Days Aged |
|------|--|--------------------|----------------------------------|--------------|
| 4239 | Outside Boiler Room Replace wire screen over ends of PVC vent pipes terminating outside the wall. Time Available: all day Action Taken: | Medium Complete | 08/03/2012 08/06/2012 | 3 |
| 4634 | Hallway/Corridor hall We need 4 prong bulbs for sconces in the hall. They are 13 watt but if we can have them brighter it would appreciate it. Time Available: 7:30 am M-F Action Taken: Replace all bad bulbs in sconces. | Medium Complete | 10/23/2012 12/07/2012 | 45 |
| 4921 | 1st Floor lobby Please install a door bell on front door. Thanks. Robyn Time Available: 8-4 Action Taken: Install wireless door bell. | Medium Complete | 12/14/2012 12/20/2012 | 6 |
| 4992 | 1st Floor main Recieved call from alrm company saying that our battery pak was low. Alarm went off on Sat at 1am Also, night light were not on. Time Available: 8 to 4 Action Taken: replaced battery | Medium Complete | 12/31/2012 01/02/2013 | 2 |
| 5009 | remove maple doors and bring upstairs also unclogged the water bubbler Action Taken: done | Medium Complete | 01/03/2013 01/03/2013 | 0 |
| 4993 | 1st Floor main hall Heat needs to be on for Saturday the 5th from 4 to 10pm Time Available: 8 to 4- m-f Action Taken: time adjusted on program | Medium Complete | 12/31/2012 01/04/2013 | 4 |

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

Printed on: 05/19/2013

Page: 2

| WO # | Area Description Area Number Description of Problem Action Taken | Priority Status | Requested Date Completed Date | Days Aged |
|------|---|--------------------|----------------------------------|--------------|
| 5036 | repair bad street lights Action Taken: replace bulbs in all lamps | Medium Complete | 01/04/2013 01/08/2013 | 4 |
| 4923 | 1st Floor kitchen Dishwasher is not working properly. It is recieving too much soap and dishes still do not get clean. Temp. is also off. Thanks. robyn Time Available: 8-4 Action Taken: installe new soap and rinse agent | Medium Complete | 12/14/2012 01/08/2013 | 25 |
| 4994 | Parking Lot outside Night light were not on when alarm co. called. Time Available: m-f 8-4 Action Taken: | Medium Complete | 12/31/2012 01/11/2013 | 11 |
| 5264 | Kitchen waited for grease trap to be cleaned and put back together Action Taken: | Medium Complete | 03/04/2013 03/04/2013 | 0 |
| 5320 | Administration Area Reset time clock. Action Taken: Locate key, adjust time clock, and return key. | Medium Complete | 03/13/2013 03/13/2013 | 0 |
| 5366 | 1st Floor admin New copier is coming on Monday and needs an an outlet. there is one on the other side of wall which can be easily accessed. Time Available: 8to4 Action Taken: Left in original location. | Medium Complete | 03/22/2013 03/28/2013 | 6 |

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

Printed on: 05/19/2013

Page: 3

| WO # | Area Description Area Number Description of Problem Action Taken | Priority Status | Requested Date Completed Date | Days Aged |
|------|--|--------------------|----------------------------------|--------------|
| 5496 | Kitchen Wash filter Kitchen exhaust hood. Action Taken: complete | Low Complete | 04/21/2013 04/30/2013 | 9 |

End of report: 3 pages