

**Town of Hanover DPW
 Building Operations Group
 Closed Work Order Report
 07/01/2012 - 05/19/2013
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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4140	217 my room is very warm Action Taken: Cooling and Heating repaired DX units RTU 1	Medium Complete	06/18/2012 07/02/2012	14
4128	1st Floor music 3/gym 2 things tony: 1. is the lift here? if possible i need it on the last day of school to hang flags in the gym for our olympics. 2. do you have blue and black paint for doors and trim at hms? i've got white for music 3 walls - but need paint for the doo Action Taken: done	Medium Complete	06/12/2012 07/02/2012	20
4077	Grounds golf cart Please arrange to bring the golf cart to Camp Squanto for week of June 11th and bring back the golf cart June 15th Time Available: before June 11th Action Taken: done	Medium Complete	05/21/2012 07/02/2012	42
4022	1st Floor cafe could i have a paper towel dispenser installed by the water bubbler. thank you Action Taken: all units to be replaced will add	Medium Complete	05/02/2012 07/02/2012	61
3997	1st Floor supply rm/ across office have to keep reseting hot water heater Time Available: anytime Action Taken: repaired by hoadly	Medium Complete	04/24/2012 07/02/2012	69
3956	1st Floor Guidance Office Odor in Carolyn Kenney's office, Guidance Dept., Hanover Middle School. Time Available: Anytime Action Taken: replaced heater cleaned room	Medium Complete	03/30/2012 07/02/2012	94

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3907	1st Floor bathrooms 1/2 floor in both boys & girls bathrooms on 1st & 2nd floor both soap & paper towel holders have been damaged and are unable to be use again? need both sets of these products so we can fix the problem Time Available: asap Action Taken: repaired	Medium Complete	03/09/2012 07/02/2012	115
3881	2nd Floor outside room 218a outside room 218a 4/6 floor tiles coming loose! only matter of time they will be completely removed from the floor (students!) Time Available: asap Action Taken: reglued	Medium Complete	02/27/2012 07/02/2012	126
3875	2nd Floor 224 A ceiling mountable projector has been made available that should be on the lcd video cart in room 224. AI has been notified on the location and measurement in terms of drop down and distance from screen. Installation of ceiling mounted LCD projector Action Taken: installed	Medium Complete	02/17/2012 07/02/2012	136
3848	2nd Floor boys bathroom plastic covering over light switch on wall chipped out/removed / the piece in custodian room in back Time Available: asap Action Taken: repaired	Medium Complete	02/09/2012 07/03/2012	145
3855	2nd Floor 216 PLEASE HELP!! I have a broken student chair (the seat has come off) and a broken desk (one leg has come off). I have flipped the desk over and it is against the board. The chair is in the back corner of the room. Time Available: anytime Action Taken: repaired both	Medium Complete	02/09/2012 07/03/2012	145

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3857	2nd Floor 216 Several of my chairs are missing the little bottom feet. Could I have replacements? Thank you! Time Available: anytime Action Taken: custodial repair	Medium Complete	02/09/2012 07/03/2012	145
3836	1st Floor Guidance Office 1) Is there an air purifier for the Guidance Office/C. Kenney. 2) Painting four-squares on the playground over vacation? Thank you. Time Available: anytime Action Taken: done	Medium Complete	02/06/2012 07/03/2012	148
3783	Gym and Ladies Locker Room Is it possible to fix the bubblers (drinking fountains)? 1- inside gym, closest to hall door 2 - inside ladies' locker room Time Available: anytime - start in gym, will clear locker room Action Taken: hoadly repaired	Medium Complete	01/12/2012 07/03/2012	173
4154	1st Floor 10 and 12 The clocks in both rooms 10 and 12 (Hartney and Wheeler) need to be replaced. Action Taken: Replace with 2 new system clocks.	Medium Complete	06/22/2012 07/05/2012	13
4117	1st Floor 105 White intercom phone in Rm. 105 stopped working. Could Al take a look at it; he has evaluated these problems before for us. Thanks Time Available: ASAP Action Taken: Replace bad comm. wire.	Medium Complete	06/07/2012 07/05/2012	28

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4118	2nd Floor 212 The left side sink in the Ladies Room between room 210 and 212 will not stop running. The water has been shut off to avoid overflow. Action Taken: Faucet is OK. Drain was clogged. Plunge and inspect.	Medium Complete	06/07/2012 07/05/2012	28
4115	2nd Floor Ladies Rm near 212 Ladies' Room faucet won't stop flowing. Time Available: a.s.a.p. Action Taken: Faucet is OK. Plunge clogged sink.	Medium Complete	06/06/2012 07/05/2012	29
4088	1st Floor Near Rm. 106/108 Ladies Room toilet on 1st floor near Rm 106 & 108 will not stop running. Scott tried to fix it but it needs a plumber. Thanks. Time Available: ASAP Action Taken: Replace diaphragm and adjust flushometer.	Medium Complete	05/24/2012 07/05/2012	42
4059	1st Floor Men's Rm near 107 Stall door is hanging down. Screws have been loosened. -- Reported at 9:10 AM. Time Available: ASAP Action Taken: Replace missing screws.	Medium Complete	05/17/2012 07/05/2012	49
4028	1st Floor 116 The blower is blowing cold air. It is chilly Time Available: anytime Action Taken: Adjust set points and re-boot UNT	Medium Complete	05/03/2012 07/05/2012	63
3582	2nd Floor 224 Need to install 3 foot pipe with threads to mount LCD display from ceiling and make sure that the outlet for power exists for display to be turned on. Time Available: 7:30 to 8:45 or 11:15 AM TO 11:45 AM Action Taken: installed	Medium Complete	11/08/2011 07/09/2012	244

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3526	1st Floor coded gym door Entry code not working on gym door. Same code works on recess door and has worked on gym door in past. Time Available: anytime Action Taken: reset	Medium Complete	10/24/2011 07/09/2012	259
3478	Band Room Music 1 missing window screen Action Taken: replaced	Medium Complete	09/28/2011 07/09/2012	285
3451	1st Floor kitchen need heat guards on the grab & go food so the students will not burn themselves Action Taken: done	Medium Complete	09/14/2011 07/09/2012	299
3402	Band Room Music 1 missing window screen Action Taken: replaced	Medium Complete	07/30/2011 07/09/2012	345
3340	1st Floor gym The pump to blow up sports/playground balls stopped working. Just received the new playground equipment. Do we have another pump at another school, or could ours be fixed? Thanks! Time Available: asap Action Taken: repaired by al l	Medium Complete	06/09/2011 07/11/2012	398
1648	Classroom 112 and 119 We continue to have intercom problems in rooms 112 and 119. Time Available: ASAP Action Taken: repaired	Medium Complete	11/05/2009 07/11/2012	979

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757	1st Floor 117 / hallway ballasts out in room117 ,/ hallway near teachers room also Action Taken: replaced	Medium Complete	02/03/2009 07/11/2012	1,254
641	1st Floor Library The edge of the new carpeting in the library classroom is fraying. Please enclose the edge somehow before the problem becomes worse. Time Available: varies Action Taken: repaired	Medium Complete	01/07/2009 07/11/2012	1,281
4095	1st Floor gym closets Multiple lock issues on storage closets (some locked that we can't open and need, some will not lock that we need locked) Time Available: anytime Action Taken: All gym lock sets operational.	Medium Complete	05/25/2012 07/17/2012	53
4087	2nd Floor 216 The chain for one of our shades broke and fell out. I am unable to put up the shade now. Time Available: anytime Action Taken: Repair chain.	Medium Complete	05/24/2012 07/17/2012	54
3259	2nd Floor 217 The computer/media cart wobbles and is missed a few bolts. The cart shelf (keyboard shelf) currently has two loose bolts and requires four. The top shelf of the cart only has one bolt and requires four. Thank you for your attention to this. Time Available Action Taken: Replace missing bolts and repair cart.	Medium Complete	05/09/2011 07/17/2012	435

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3234	1st Floor Guidance Office My walls have multiple cracks due to water damage from leaky coils. Time Available: flexible Action Taken: will be painted this summer	Medium Complete	05/03/2011 07/18/2012	442
4120	1st Floor by haaa entrance gym broken window on exit door (haaa exit door) Time Available: anytime Action Taken: repaired hanover glass	Medium Complete	06/07/2012 07/20/2012	43
3952	2nd Floor BATHROOM 7TH GRADE BOYS BATHROOM NEAR ROOM 224 HAS MISSING TILES ! Time Available: ASAP Action Taken:	Medium Complete	03/29/2012 07/20/2012	113
3356	2nd Floor 201 Need to repair loose rubber molding on tables. Time Available: anytime Action Taken:	Medium Complete	06/22/2011 07/20/2012	394
4149	1st Floor Library Office The cold water faucet for the sink in the library classroom is too difficult to turn on and off. Consequently, anyone who uses the sink can only use the hot water faucet. This has been a problem for a very long time and I have received numerous assurances Action Taken: replaced faucet with new Chicago faucet. also replaced cold water shut off	Medium Complete	06/20/2012 07/23/2012	33
3991	1st Floor kitchen sink one of the kitchen sinks is dripping water / Time Available: asap Action Taken: Replace faucet cartridges by J. Dustin.	Medium Complete	04/19/2012 07/23/2012	95

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3930	2nd Floor top of stairs/main entra glass broken on door at the top of stairs (2nd Floor)main entrance (its a small crack but could lead to a much bigger crack?) Action Taken: contractor repair	Medium Complete	03/22/2012 07/23/2012	123
3853	1st Floor custodian office/back exhaust fan not working in bathroom Time Available: asap Action Taken: contractor repair	Medium Complete	02/09/2012 07/23/2012	165
3450	1st Floor kitchen sink in the kitchen //hot water// not shutting off// have turn the water off underneath// send jeff, the plumber thanks Time Available: asap Action Taken: Faucet cartridges replaced by J. Dustin.	Medium Complete	09/14/2011 07/23/2012	313
3375	1st Floor Library office The cold water faucet on the sink does not work Time Available: anytime Action Taken: Water faucet replaced by J. Dustin.	Medium Complete	06/23/2011 07/24/2012	397
2724	Library Office The cold water faucet for the sink in the library office does not work. With effort I can turn it on, but then I cannot turn it off completely. The hot water faucet seems to work okay. Time Available: anytime Action Taken: Faucet replaced by J. Dustin.	Medium Complete	12/15/2010 07/24/2012	587
4200	1st Floor Main Office We have 10 AV carts to assemble (wheels and electrical assembly) by 8/22 Thanks! Time Available: anytime Action Taken:	Medium Complete	07/17/2012 07/26/2012	9

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2385	Classroom music 3 cold water handle in sink is broken Time Available: any Action Taken:	Medium Complete	09/18/2010 07/26/2012	677
4173	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 12	Medium Complete	07/04/2012 08/01/2012	28
4174	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 12	Medium Complete	07/04/2012 08/01/2012	28
4175	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 12	Medium Complete	07/04/2012 08/01/2012	28
4176	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 12	Medium Complete	07/04/2012 08/01/2012	28
3389	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 11	Medium Complete	07/04/2011 08/01/2012	394

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3390	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 11	Medium Complete	07/04/2011 08/01/2012	394
3391	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 11	Medium Complete	07/04/2011 08/01/2012	394
3392	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 11	Medium Complete	07/04/2011 08/01/2012	394
2237	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 10	Medium Complete	07/04/2010 08/01/2012	759
2238	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 10	Medium Complete	07/04/2010 08/01/2012	759
2239	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 10	Medium Complete	07/04/2010 08/01/2012	759

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2240	Yearly - HMS-Annual RTU Inspections - Refer to PM schedule details. Action Taken: PM complete FY 10	Medium Complete	07/04/2010 08/01/2012	759
4233	Athletic Field drag both the baseball and softballfields Action Taken:	Medium Complete	08/02/2012 08/02/2012	0
4231	Main Office I just wanted to pass along a voice mail message from Columbia Gas Company. They called on 7/31 wanting to schedule a time to change the gas meter at 45 Whiting Street. The meter is no longer registering. The contact number is 800-698-0940 x 1479 Action Taken:	Medium Complete	08/02/2012 08/06/2012	4
4195	1st Floor Guidance Office Install two new file cabinets in guidance office and remove old cabinets. Time Available: week of 7/23/12 Action Taken: done	Medium Complete	07/17/2012 08/10/2012	24
4153	1st Floor Guidance Office Please paint Deb Gill's office in the Guidance office. Office located to the right of the file closet. Large cracks and stains on walls. Off-white or white preferable. Time Available: anytime Action Taken: done	Medium Complete	06/22/2012 08/10/2012	49
4122	1st Floor 107 A,B,C This will be a new program for students who have Emotional needs. Would like this to be painted the same color as RM. 211 Time Available: summer break Action Taken: painted	Medium Complete	06/07/2012 08/10/2012	64

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4243	1st Floor 107 paint room Action Taken:	Medium Complete	08/07/2012 08/13/2012	6
4147	2nd Floor 218a I have 6 lockers that need to be repaired. The locker numbers are: 2262 2266 2268 2269 2279 2283 Action Taken: custodian repaired	Medium Complete	06/20/2012 08/15/2012	56
4068	2nd Floor 208 There is a smell of something burning in my room and the right top of the vent is very hot. The blowers are not working. Time Available: anytime Action Taken: repaired	Medium Complete	05/18/2012 08/15/2012	89
4056	1st Floor 103 It is getting progressively hotter in my room, and I don't have windows to open to help the problem. The library next door has AC at a high level, which I can sometimes leave the door open to, but sometimes I cannot do so. Thank you! Action Taken: repaired by vendor	Medium Complete	05/16/2012 08/15/2012	91
3355	2nd Floor 218a I have several lockers that need repair: 2258 2260 2266 2268 2269 2275 2120 Action Taken: repaired by custodians	Medium Complete	06/22/2011 08/15/2012	420
2991	Administration Area main office Our nurse would like a privacy screen brought over to Maureen Shea, RN at Sylvester School. Available for pick up in main office. Time Available: any time Action Taken:	Medium Complete	02/17/2011 08/15/2012	545

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2628	1st Floor rooms 116/118 two lockers between rooms 116 and 118 coming off the wall at the bottom of the lockers - Time Available: asap Action Taken:	Medium Complete	11/19/2010 08/15/2012	635
2374	2nd Floor 202 The overhead projector smells burnt when it is being used. It may be the bulb, but the smell is not right. Also, the projection is not very clear. The surface seems to be out of place. Action Taken:	Medium Complete	09/16/2010 08/15/2012	699
1949	2nd Floor room 220 clock in room 220 needs replacing Time Available: anytime Action Taken:	Medium Complete	03/10/2010 08/15/2012	889
4262	2nd Floor 212 clock not working Time Available: anytime Action Taken: Replace with new system clock.	Medium Complete	08/10/2012 08/17/2012	7
4259	1st Floor 118 univent not working Time Available: anytime Action Taken: Rebuild univent bearing, lubricate and start-up.	Medium Complete	08/10/2012 08/20/2012	10
4260	1st Floor 110 univent not working not working Time Available: anytime Action Taken: Clean and lubricate shaft bearing.	Medium Complete	08/10/2012 08/20/2012	10

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4286	1st Floor remove all tables and chairs and the pallets of paper, clean and paint the storage room outside of music Action Taken: completed all	High Complete	08/21/2012 08/21/2012	0
4279	Administration Area Main Office Fire Alarm panel -- Trouble is sounding. Started at 11:30 today Time Available: a.s.a.p. Action Taken:	Medium Complete	08/16/2012 08/21/2012	5
4270	Band Room Music 1 missing window screen Time Available: any Action Taken:	Medium Complete	08/15/2012 08/24/2012	9
4255	2nd Floor 208 univent is not working Time Available: anytime Action Taken: Lubricate bearing.	Medium Complete	08/10/2012 08/24/2012	14
4256	2nd Floor 214 univent not working Time Available: anytime Action Taken: Lubricate bearing, and adjust UNT.	Medium Complete	08/10/2012 08/24/2012	14
4257	2nd Floor 218b univent not working Time Available: anytimee Action Taken: Lubricate bearing, and adjust UNT.	Medium Complete	08/10/2012 08/24/2012	14

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4258	2nd Floor 220 univent not working Time Available: anytime Action Taken: Lubricate bearing, and adjust UNT.	Medium Complete	08/10/2012 08/24/2012	14
4261	1st Floor 122 broken screen Time Available: anytime Action Taken:	Medium Complete	08/10/2012 08/24/2012	14
4250	Hallway/Corridor lobby Please mount Stop Bullying sign in lobby on brick Time Available: summer Action Taken:	Medium Complete	08/09/2012 08/24/2012	15
4016	2nd Floor rm. 212 motor in univent over heating. a burning smell Time Available: anytime Action Taken: Lubricate bearing.	Medium Complete	04/30/2012 08/24/2012	116
2363	Computer Lab 222 Could someone hook up my ceiling mounted projector? Last year Al was going to give it a try...he can do it. It needs some special screws, I can plug it in and get it working but I don't have the right screws to mount it. The mounting hardware is up on th Action Taken: Secure projector to ceiling.	Medium Complete	09/14/2010 08/24/2012	710
4309	1st Floor library clock in main area not working Time Available: anytime Action Taken:	Medium Complete	08/28/2012 08/28/2012	0

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4300	Classroom 15 It seems now that none of the electrical outlets in my room or the prep room are working. I've tried checking and resetting the gfi plugs on the outlets that have them, but I can't seem to get any power. Thanks again. Action Taken:	Medium Complete	08/27/2012 08/28/2012	1
4264	1st Floor elevator broken tile inside elevator Time Available: anytime Action Taken: custodian repaired	Medium Complete	08/10/2012 08/28/2012	18
4265	2nd Floor hallway broken tile in hallway by bathrooms by top stairs Time Available: anytime Action Taken:	Medium Complete	08/10/2012 08/28/2012	18
4206	1st Floor 107 New furniture needs to be brought over from Salmond to the MS. We also have three tables in boxes in the the lobby. This furniture needs to be assembled and placed in room 107 after the room is painted. Time Available: summer Action Taken:	Medium Complete	07/18/2012 08/28/2012	41
3951	2nd Floor BATHROOM 7TH GRADE ONE OF THE BATHROOM'S STALL DOOR HAS BEEN BROKEN AND CAN NOT LOCK Time Available: ASAP Action Taken:	Medium Complete	03/29/2012 08/28/2012	152
3476	2nd Floor 222 I have a "black" outside phone and it doesn't work. We tried a new phone but didn't work. Time Available: 222 Action Taken: some of these are old and and are done but not by maint.	Medium Complete	09/27/2011 08/28/2012	336

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3359	Classroom 207 Please move whiteboard (with note on it) to right of the classroom door to where the blue and purple bulletin board (opposite wall of whiteboard being moved) is, then move the blue and purple bulletin board to where the white board was. Thanks Time A Action Taken:	Medium Complete	06/22/2011 08/28/2012	433
4311	Administration Area Main Office Two requests -- 1) On Thursday Aug 30, can someone (Matt Gerrish ??) help Bonny Opie plant some bushes in front of HMS in the morning hours 2) Can we use one of the defective whiteboards in loading dock area for classroom 205 here. Just has chalkb Action Taken:	Medium Complete	08/29/2012 09/04/2012	6
4297	Band Room Music 1 Attach telephone, or remove cable, above sink in Music 1. If phone cannot be installed here, please cut or remove cord above sink so that there is one less wire near sink. Thank you. Time Available: any Action Taken: coiled wire back to ceiling tile above door and placed in ceiling	Medium Complete	08/24/2012 09/05/2012	12
4287	1st Floor 106 univent is not working Time Available: anytime Action Taken: Univent repaired by Cool & Heat.	Medium Complete	08/21/2012 09/06/2012	16
4281	Administration Area Main Office Line 1 (871-1122) just went dead. Also the red message lights don't work properly--No light if you have a message and you get a red light and there is not any message. (Thanks) Time Available: a.s.a.p. Action Taken:	Medium Complete	08/16/2012 09/06/2012	21

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4344	1st Floor Library The pencil sharpener (on top of the bookcase next to the magazine stand) no longer works properly. A new sharpener was purchased over the summer. Please remove the old one and attach the new one. The new one is on the large table in the Library Office. Action Taken:	Medium Complete	09/06/2012 09/10/2012	4
4348	Administration Area 100 We had nine boxes dropped off here with the wrong address that should have gone to Center School to the nurse, Carol Krall. Could someone bring these to her? Thank You! Time Available: anytime Action Taken:	Medium Complete	09/06/2012 09/11/2012	5
4373	Administration Area 100 One of our telephone lines stopped working yesterday, and it's still dead. It is 781-878-2718. Thanks. Time Available: ASAP Action Taken:	Medium Complete	09/11/2012 09/13/2012	2
4352	1st Floor 119B The door lock is broken on the door that is off the Library (it says Listening Room on the door) The door sticks but the lock is also broken.... Action Taken: Adjust and lubricate lock set and adjust stricker.	Medium Complete	09/07/2012 09/13/2012	6
4346	2nd Floor 214&212 ballasts out Time Available: anytime Action Taken: Replace 2, 4 lamp ballasts.	Medium Complete	09/06/2012 09/13/2012	7
4321	1st Floor 106A If it is at all possible, I am requesting an outside line be put into Room 106A. I am a special education teacher who makes phone calls, frequently. Time Available: any Action Taken:	Medium Complete	09/04/2012 09/13/2012	9

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4378	Athletic Field field hockey Please cut the grass for the field hockey field, there is a varsity game on Thursday 9/13 at 3:30PM. Only the actual field needs to be cut shorter than the rest of the grass (1 1/2 inches) per coach. THnak you! Time Available: asap Action Taken: set blades at the lowest setting removed	Medium Complete	09/11/2012 09/14/2012	3
4379	Grounds Art Please pick up the large pile of weeds and large stump at the Front garden of the school before Open House Thus. evening sept13th. Thank you, Bonny Opie Time Available: anytime Action Taken:	Medium Complete	09/11/2012 09/14/2012	3
4393	2nd Floor 218-B Two things: 1) White intercom phone in 218-B stopped working. Can Al troubleshoot for us? 2) Line 3 on the black outside phone is still not working. Reported this already. Thank you!! Time Available: ASAP Action Taken: Repaired phone in 218b.	Medium Complete	09/13/2012 09/17/2012	4
4377	1st Floor art 2 univent very hot it ... Time Available: anytime Action Taken: Adjust and lubricate blower wheel shaft and motor.	Medium Complete	09/11/2012 09/17/2012	6
4359	2nd Floor 209 Hi, Our room has been 61 degrees since school started and is too cold for teachers and students. Time Available: any time Action Taken: Turn on boiler, and check room thermostat	Medium Complete	09/10/2012 09/17/2012	7

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4407	2nd Floor 217 fan off in rm 217 Time Available: asap Action Taken: on now	Medium Complete	09/18/2012 09/18/2012	0
4405	224 I am requesting that the sinks in room 224 be capped so that when they dry out because they are not used, the odor and possible air borne containments do not circulate through the classroom. Time Available: After 2:30 pm Action Taken: recommend adding water once a week	Medium Complete	09/17/2012 09/18/2012	1
4399	Athletic Field field hockey Trash cans are full. Action Taken: done	Medium Complete	09/14/2012 09/18/2012	4
4382	1st Floor 107 This morning, first thing, we needed a door removed so we could remove over sized furniture from a room. This was a safety issue for a student using the room. Mr. Egan was out for the day so I called requesting immediate assistance. Within 15 minutes, Joh Action Taken:	Medium Complete	09/12/2012 09/18/2012	6
4374	1st Floor art 1 floor tiles lifting by the red cabinet Time Available: anytime Action Taken: reglue all tiles to be replaced this summer	Medium Complete	09/11/2012 09/18/2012	7
4375	1st Floor art 2 a floor tile is missing over by windows Time Available: anytime Action Taken: ok for now all tiles to be replaced this summer	Medium Complete	09/11/2012 09/18/2012	7

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4347	2nd Floor ladies room one side of light is out. did try new bulb . Time Available: anytime Action Taken: contractor repair	Medium Complete	09/06/2012 09/18/2012	12
4324	1st Floor 106A Can I have a bulletin board hung in this room? Time Available: any Action Taken: met with teacher they need to order a board will call if they get one	Medium Complete	09/04/2012 09/18/2012	14
4284	Parking Lot outside chain going out to play area is broken. s cars are going out there when kids are out there. Time Available: anytime Action Taken: removed old rope will replace with new	Medium Complete	08/20/2012 09/18/2012	29
4107	Band Room back room The custodian saw that a light cover fell off and broke. It had to be thrown away. This is in the back computer room, off of the band room. Time Available: any Action Taken: unable to replace its in a storage area but at some point we will upgrade the light fixture	Medium Complete	06/01/2012 09/18/2012	109
3906	Parking Lot parking lot have two (2) sets of overhead parking lot lights not working! Time Available: asap Action Taken:	Medium Complete	03/09/2012 09/18/2012	193
4420	Athletic Field field hockey Re-line the field, we have a freshmen game at middle school at 3:30. Thank you Time Available: any Action Taken: Re-line field hockey field.	Medium Complete	09/19/2012 09/19/2012	0

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4403	Art Room art/ opie Please replace the kiln vent pipe it has rotted out. It is 4" X 6 and half feet long. We will need this in use in a month for our curriculum. If mine at the middle school is gone the ones at the elementary should be checked if they haven't been inspected Action Taken: replaced with hardpipe	Medium Complete	09/17/2012 09/19/2012	2
4437	2nd Floor 201 COLD-- Temp has been 65 all morning and thermostat has been all the way up. Action Taken: put circ. pumps on hand 1.0	Medium Complete	09/20/2012 09/20/2012	0
4474	Athletic Field Mow and re-line field hockey, soccer, and football fields. Action Taken: Mow and re-line 3 ball fields.	Medium Complete	09/25/2012 09/25/2012	0
4370	1st Floor 119 Top right drawer of teacher desk closest to closet will not open. Time Available: after 2:15 Action Taken: drawer worked fine	Medium Complete	09/10/2012 09/25/2012	15
4295	1st Floor Library Library back door (111) does not open from hallway side Time Available: Any Action Taken: al to look at	Medium Complete	08/24/2012 09/26/2012	33
2723	Cafeteria side exit door exit door at the end of cafe - near last register - needs weather stripping - cold weather coming into cafe - kitchen women would like this corrected Time Available: asap Action Taken: need weatherstripping	Medium Complete	12/15/2010 09/26/2012	651

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4480	Kitchen 0 Steamer/Kettle boiler leaks boiling water all over floor when draining. Could be from boiler or drain behind bank of equipment. Causes safety hazard Time Available: 6:30-2:00 pm Action Taken: contractor to repair	Medium Complete	09/26/2012 09/28/2012	2
4394	Kitchen kitchen serving area 7 well steamtable unit on left side leaking water excessively onto floor causing safety issue Time Available: 6:30 am-2:00 pm Action Taken: contractor to repair	Medium Complete	09/13/2012 09/28/2012	15
4320	Boiler Room boiler room two carpet machines need to be fixed Time Available: anytime Action Taken: repaired 1 need parts to repair 2	Medium Complete	09/04/2012 09/28/2012	24
4318	Athletic Field na The soccer goals at the middle school needs sand bags. Game on Tuesday 9/4/12 at 3:30PM Time Available: all day Action Taken: went over and the bags were there	Medium Complete	09/03/2012 09/28/2012	25
4263	1st Floor custodian area carpet machine not workig Time Available: anytime Action Taken: repaired	Medium Complete	08/10/2012 09/28/2012	49
4504	Grounds outside we are using the area in front of the school as well as the softball and baseball fields for Frisbee Golf- In the event the grounds are going to be mowed, could you please notify the P.E. department. We will be conducting Frisbee Golf from now until the Action Taken: will call as soon as we can. we mow when weather and time lets us.	Medium Complete	10/01/2012 10/02/2012	1

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4507	1st Floor gym pull up handle broke off Time Available: anytime Action Taken: done	Medium Complete	10/01/2012 10/09/2012	8
4459	2nd Floor 25 -- new wing Breaker keeps tripping and hasn't done this before. Need help ASAP. ALSO School Telephone Line 3 started working before Verizon repairman came and then stopped working right after Verizon came last week. Still not working today! Frustrating Situati Action Taken: verizon fix	Medium Complete	09/24/2012 10/09/2012	15
4322	1st Floor 106A Room 106 A does not have a light switch that controls the lights. Unfortunately, when the lights shut off, so does the computer! Time Available: any Action Taken: resolved	Medium Complete	09/04/2012 10/10/2012	36
4271	Band Room Music 1 - back room light cover fell off, exposed bulbs. back office room of Music 1. Time Available: any Action Taken: old fixture cannot get new covers. will need to replace lights at some point.	Medium Complete	08/15/2012 10/10/2012	56
3785	1st Floor room 112 rain coming thru windows Time Available: asap Action Taken: HAVE NOT SEEN ANY WATER IN THE LAST 3 STORMS	Medium Complete	01/12/2012 10/10/2012	272
4562	Kitchen dish room sink next to the dish washer not draining .plunging didn't help Time Available: anytime Action Taken:	Medium Complete	10/10/2012 10/11/2012	1

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4545	1st Floor boys rm by gym urinal keeps running after flushing and over flows onto floor Time Available: anytime Action Taken: flushed toilet a couple dozen times toilet flushed each and every time and did not overflow onto floor. Scott Kinsman was with me when I looked at it.	Medium Complete	10/09/2012 10/11/2012	2
4546	2nd Floor boys bath rm by224 broken toilet seat first stall Time Available: anytime Action Taken: replaced	Medium Complete	10/09/2012 10/11/2012	2
4503	Parking Lot outside One of the signs (I believe it is a "no parking" sign) in front of the door to the girls locker room is knocked down. Time Available: anytime Action Taken: there are no no parking signs at middle school that is knocked down.	Medium Complete	10/01/2012 10/11/2012	10
4506	1st Floor mens bbth by 106 when flushing it is leaking around handle Time Available: anytime Action Taken: replaced leaking vacumn breaker	Medium Complete	10/01/2012 10/11/2012	10
4495	1st Floor 107c I have an intercom speaker with wires hanging out and a light is out. Time Available: any Action Taken: needs AI's expertise	Medium Complete	09/28/2012 10/11/2012	13
4583	2nd Floor 212 Room is too hot. Thank you. Action Taken: adjusted settings	Medium Complete	10/12/2012 10/12/2012	0

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4565	1st Floor 110 Room is freezing. Heat not working. In addition, damp/mold smell is back...been back off/on for 2 weeks. Been using dehumid. and still smells. Action Taken: heat is now working ,we also cleaned the intake grill to the univent. at this time we have a .	Medium Complete	10/11/2012 10/12/2012	1
4528	1st Floor fitness room Move (2) the chin up bars to new area Time Available: all day Action Taken: removed from one wall lagged into new spot on block wall	Medium Complete	10/03/2012 10/12/2012	9
4591	2nd Floor 205 The air conditioner seems to be blowing warm air. To the point where kids are complaining about it being hot and uncomfortable. Time Available: Anytime Action Taken: turned ac units	Medium Complete	10/15/2012 10/15/2012	0
4594	Grounds mow ms Action Taken:	Medium Complete	10/15/2012 10/15/2012	0
4460	Cafeteria cafe outlet by door not working can not find breaker for it Time Available: anytime Action Taken: reset breaker	Medium Complete	09/24/2012 10/16/2012	22
4601	Hallway/Corridor Remove cardboard, metal, constuction and a grand piano. Action Taken: Remove all items and take to tranfer station.	Medium Complete	10/17/2012 10/17/2012	0

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4602	1st Floor Install system clock and intercom speaker in new spec. ed. room. Action Taken: Install system clock and new intercom speaker.	Medium Complete	10/17/2012 10/17/2012	0
4603	Kitchen Unclog floor drain under kettle cooker. Action Taken: Clean and unclog floor drain.	Medium Complete	10/17/2012 10/17/2012	0
4606	1st Floor 10 - M. Hartney Blowers in Rm. 10 have been blowing COLD air since 7:15. Time Available: a.s.a.p. Action Taken: warm when checked	Medium Complete	10/17/2012 10/17/2012	0
4592	Athletic Field team room Please cut and line field at Middle school. It's a very busy week. Time Available: any Action Taken:	Medium Complete	10/15/2012 10/17/2012	2
4572	Kitchen kitchen grease traps and drain behind ovens backing up Time Available: anytime Action Taken:	Medium Complete	10/12/2012 10/17/2012	5
4574	1st Floor music 3 3 things john: 1. i've tried to dismantle old baby grand in hms caf - taking too much time - just needs to go straight to the dump. 2. i'm going to need the lift for lighting installation in hms caf starting weds. oct. 17 - mon. oct. 29 3. will need 40 Action Taken: lift is there,piano is gone the rest of the chairs will be there on thurs the 24	Medium Complete	10/12/2012 10/17/2012	5

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4457	1st Floor fitness room hang heavy bag mount on fitness room wall Time Available: any time Action Taken: drilled into the concrete and used bolts tried the wood did not hold	Medium Complete	09/24/2012 10/17/2012	23
4351	2nd Floor 212 One of the three (3) screens in my classroom is falling out. Action Taken: need two men and the extention ladder	Medium Complete	09/07/2012 10/17/2012	40
4617	1st Floor boys bathroom by gym first urinal over flows when flushed Time Available: anytime Action Taken: rebuilt flushometer with new sloan urinal repair kit and new handle	Medium Complete	10/17/2012 10/18/2012	1
4597	Band Room Music 1 Both blowers stopped working halfway through the day. Music 2 is still working fine. Time Available: any Action Taken:	Medium Complete	10/15/2012 10/18/2012	3
4640	1st Floor Guidance & Inner Core Guidance and 1st floor inner core had COLD air blowing on them all morning. Called for emergency help. Time Available: a.s.a.p. Action Taken: pumps put in hand	Medium Complete	10/24/2012 10/24/2012	0
4668	Parking Lot clean out all parking lot drains and gutters on the roof and driveway Action Taken:	Medium Complete	10/26/2012 10/26/2012	0

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4651	1st Floor 116 My room is cold. The blower is only blowing cold air. Time Available: anytime Action Taken: Adjust face and bypass damper and reset UNT, check for proper operation.	Medium Complete	10/25/2012 10/30/2012	5
4652	1st Floor music 3 just a reminder that i need the lift back on mon. oct. 29 to take rental moving lights down. Time Available: any Action Taken: moved from hs	Medium Complete	10/25/2012 10/30/2012	5
4653	1st Floor 114 seems to always be blowing cool air Action Taken: Adjust face and bypass damper and outside air damper, and reset UNT. Check for proper operation.	Medium Complete	10/25/2012 10/30/2012	5
4535	1st Floor 107c need a lock removed from door of 107A and a lock needs to be fixed on the door from the main corridor to rm. 107 area. Still need intercom speaker fixed and light fixed. Time Available: asap Action Taken: removed door per order of Mr Egan intercom repaired by contractor	Medium Complete	10/05/2012 10/30/2012	25
4644	2nd Floor 218b screen is not all the way on .need to get to the clips from the outside Time Available: anytime Action Taken:	Medium Complete	10/24/2012 10/31/2012	7
4700	1st Floor Music 2 COLD. Told Al about it already. Has happened before. Thank you! Time Available: a.s.a.p. Action Taken: diagnose and repair univent wiring for proper operation with EMC.	Medium Complete	11/05/2012 11/07/2012	2

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4556	2nd Floor 212 Classroom is too cold. Action Taken: Diagnose and repair wiring in univent.	Medium Complete	10/10/2012 11/07/2012	28
4724	1st Floor 114 ceiling near window is leaking Action Taken: Re-drill window drainage holes.	Medium Complete	11/08/2012 11/08/2012	0
4713	1st Floor 107c The intercom speaker in room 107C still needs to be replaced. Is it possible to take the speaker from room 107A and put it in 107C? This is a safety issue. Time Available: any Action Taken: Turn on and increase volume on intercom speaker.	Medium Complete	11/07/2012 11/08/2012	1
4715	2nd Floor 205 The clock in my room is not working, and being that we have silent bells it is difficult o keep track of time and not lose class time while running back and forth to check the computer clock. Time Available: Anytime Action Taken: Replace with new system clock.	Medium Complete	11/07/2012 11/08/2012	1
4610	2nd Floor Ladies Rm near 212 Ladies Room--2nd floor near 212 -- faucet in sink won't stop running. Thanks! Time Available: a.s.a.p. Action Taken: Adjust symmons valve to reduce on time.	Medium Complete	10/17/2012 11/08/2012	22
4738	1st Floor hallway by art 1 bar on door is hanging off Time Available: anytime Action Taken: Repair door closer.	Medium Complete	11/09/2012 11/13/2012	4

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4740	Boys Locker Room Entrance door to locker room (closest to Weight Rm). Lever handle only works if you lift up. Dangerous. Fix or replace. Action Taken: Rebuild yale lockset.	Medium Complete	11/09/2012 11/13/2012	4
4645	1st Floor lobby the lock on the right side is not working correctly Action Taken: Take apart door latch mechanism and tighten key way	Medium Complete	10/24/2012 11/13/2012	20
4741	Admin Please make 2 copies of interior doors master key, one for Bob and one for Lance (his key works intermittently) Action Taken: keys made	Medium Complete	11/09/2012 11/14/2012	5
4626	1st Floor Guidance Office Intercom phone in Guidance stopped working again. Patty Nesti, ext. 135 -- Phone rings but she can't hear who it is. Time Available: a.s.a.p. Action Taken:	Medium Complete	10/22/2012 11/14/2012	23
4494	1st Floor 108 I cannot hear calls coming in or going out. Action Taken:	Medium Complete	09/28/2012 11/14/2012	47
4751	Office guidance My office is cold. Time Available: flexible Action Taken:	Medium Complete	11/15/2012 11/19/2012	4

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4756	Conference Room 2nd floor inside handle fell off Time Available: anytime Action Taken: Re-install door handle.	Medium Complete	11/15/2012 11/19/2012	4
4766	2nd Floor girls bathroom 3rd toilet in keeps overflowing needs to be snaked. plunger didnt work Time Available: asap Action Taken:	Medium Complete	11/20/2012 11/20/2012	0
4481	Kitchen 0 grease trap in dish room backing up while machine in use Time Available: 6:30-2:00 pm Action Taken: vaccuumed out	Medium Complete	09/26/2012 11/21/2012	56
4600	1st Floor Gym Need Cat-5e wire run from the server room at HMS to: 1. Gym Fitness Room Area 2. Gym Equipment Closet (where sound system is located) Time Available: Any Action Taken: ran 3 300 ft wires	Medium Complete	10/16/2012 11/26/2012	41
4794	2nd Floor 208 a lot of times during the day the vent will make a loud humming or buzzing sound Also in order for the room not to be too hot, I have turned the thermostat down to 40 Time Available: anytime Action Taken: ran thermostat up and down it worked fine also changed the fan speeds with no sound change will monitor	Medium Complete	11/29/2012 11/29/2012	0
4804	1st Floor boys locker room drain in shower needs to be snaked . wont go down the wrestlers are using it Time Available: asap Action Taken: cleaned the top of the floor drain covers of dirt , grime and hair	Medium Complete	11/29/2012 11/29/2012	0

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4805	ran cat 5 cable through to the training room Action Taken: done	Medium Complete	11/29/2012 11/29/2012	0
4790	1st Floor 116 Blower not working Action Taken: Lubricate blower wheel and re-set unt. Check for proper operation.	Medium Complete	11/28/2012 11/29/2012	1
4779	1st Floor music 3 i need 450 chairs for korus concert next thurs. dec. 6 please. Time Available: any Action Taken: chairs at bld.	Medium Complete	11/27/2012 11/29/2012	2
4774	1st Floor art2 univent is running loud .turned it down a speed Time Available: anytime Action Taken: Adjusted blower wheel frame and checked for proper operation.	Medium Complete	11/26/2012 11/29/2012	3
4533	Grounds walkways outside light on pole leading to HYAA walkway on side of building is out lots of complates Time Available: asap Action Taken: relamped	Medium Complete	10/04/2012 11/29/2012	56
4513	2nd Floor hallway by 217 locker frame coming away from wall need longer bolt .it was fixed early by scottm .didn,t last. locker number2.296 Time Available: anytime Action Taken:	Medium Complete	10/02/2012 11/29/2012	58

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4813	2nd Floor Room 201 No heat in room 201 Action Taken: Diagnose and repair heat problem. Replace heat valve accuator and check for proper operation.	Medium Complete	11/30/2012 11/30/2012	0
4218	Parking Lot repair the street light that is out. Action Taken: relamped	High Complete	07/25/2012 11/30/2012	128
4823	1st Floor art2 motor very hot Time Available: asap Action Taken: Blower wheel out of adjustment. Adjust, lubricate and check for proper operation.	Medium Complete	12/03/2012 12/03/2012	0
4830	Roof replaced motors to rtus Action Taken:	Medium Complete	12/03/2012 12/03/2012	0
4833	Roof Replace 4 exhaust fan motors Action Taken: Replace 4 exhaust fan motors.	Medium Complete	12/03/2012 12/03/2012	0
4754	Grounds parking lot most of the lot lights are out!!!!!!! Time Available: asap Action Taken:	Medium Complete	11/15/2012 12/03/2012	18

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4863	dropped off floor scrubber Action Taken:	Medium Complete	12/07/2012 12/07/2012	0
4865	CLEAN OUT BOILER AREA FOR CONTRACTORS AND TOOK SOME TRASH TO DUMP Action Taken:	Medium Complete	12/07/2012 12/07/2012	0
4866	REHAB AUTO SCRUBBER Action Taken:	Medium Complete	12/07/2012 12/07/2012	0
4826	1st Floor back hallway by dock auto scrubber needs alot of work to it or a new one please!!!!!! Time Available: asap Action Taken: helped jeff	Medium Complete	12/03/2012 12/07/2012	4
4827	1st Floor 110 room is freezing!!! Time Available: any Action Taken: Outside air temp. of 60 degrees, circulators not calling for hot water. All outer core rooms cool.	Medium Complete	12/03/2012 12/07/2012	4
4856	1st Floor 108 the back to the room the lock is sticking. and we lock it more know because of basketball season. Time Available: anytime Action Taken: Adjust and lubricate door latch mechanism.	Medium Complete	12/06/2012 12/10/2012	4

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4683	Library Office One of the ceiling light covers fell to the floor this morning as I was teaching a class in the library. Unfortunately the plastic is pretty badly broken. I will stand it against one of the shelves in the library office until someone can come get it. Ti Action Taken: Recommend new light fixtures for 1970, out of production light fixtures that you can not get replacement lenses to fit.	Medium Complete	10/31/2012 12/10/2012	40
4889	Art Room cleaned out 6 clay traps Action Taken:	Medium Complete	12/12/2012 12/12/2012	0
4877	Art Room art/ opie the first two sinks are clogged and we are just starting clay and the potter's wheel. Time Available: anytime Action Taken: cleaned out	Medium Complete	12/10/2012 12/12/2012	2
4755	Boiler Room boiler rm. boiler has a leak (1st) Time Available: anytime Action Taken:	Medium Complete	11/15/2012 12/13/2012	28
4641	Administration Area Main Office Window in Martha Zuther's office needs attention (won't close easily), and her paper cutter needs a screw if you can help with that too. Time Available: a.s.a.p. Action Taken:	Medium Complete	10/24/2012 12/13/2012	50
4925	1st Floor No heat in library. Action Taken: Diagnose, replace heat valve accuator and check for proper operation.	Medium Complete	12/14/2012 12/14/2012	0

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4926	Parking Lot Makeready 2 snowthrowers for snow removal. Action Taken: Tune up, re fuel and check fluids then start up 2 snow throwers.	Medium Complete	12/14/2012 12/14/2012	0
4929	1st Floor health office now the entire support for the keyboard has fallen off the desk, not just the one screw Time Available: any Action Taken: Rebuild and reinstall with new hardware.	Medium Complete	12/17/2012 12/17/2012	0
4916	1st Floor health office keyboard support falling off, I have the screw that fell out, but I can't get it back into place Time Available: any Action Taken: Rebuild and reinstall with new hardware.	Medium Complete	12/13/2012 12/17/2012	4
4944	1st Floor 110 very cold in room Time Available: asap Action Taken: Adjust univent re boot UNT, check for proper operation.	Medium Complete	12/19/2012 12/19/2012	0
4945	1st Floor 110 heat not working at all (warmer in hallway) Time Available: any Action Taken: Adjust univent dampers, re boot UNT check for proper operation.	Medium Complete	12/19/2012 12/19/2012	0
4953	 move 150 chairs to cedar school Action Taken: moved with jeff	Medium Complete	12/19/2012 12/19/2012	0

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4930	Classroom The intercom does not work in the fitness room. Action Taken: Take apart speaker/clock mount. Re install broken wire and fasten un mounted speaker	Medium Complete	12/17/2012 12/19/2012	2
4961	Hallway/Corridor Broken water pipe. Action Taken: Isolate broken water pipe. Clean up major water spill with wet vaccums. Repair broken water pipe. Check for leaks. With John Wright and Jeff Dustin.	Medium Complete	12/20/2012 12/20/2012	0
4938	1st Floor loading dock Please move one timpani from the middle school to the high school band room. It is already at the back door/loading dock area. Do not move until after the HS concert on the 20th, so it can be moved Dec. 21 or over vacation week. Time Available: after De Action Taken:	Medium Complete	12/18/2012 12/20/2012	2
4848	 moved some items in boiler room for contractors and went to dump with construction debri Action Taken:	Medium Complete	12/05/2012 12/20/2012	15
4970	Hallway/Corridor Repair leaking and streaking floor scrubber. Action Taken: Replace rubber squeeeges, replace damaged o ring and repair leaking drain hose.	Medium Complete	12/24/2012 12/24/2012	0
4981	Basketball Court screen gym floor with custodians to prep for finish Action Taken:	Medium Complete	12/27/2012 12/27/2012	0

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4716	2nd Floor 205 The electrical plug in the back of my room that controls the tv/vcr/dvd player is not working. I f anyone could come and see if they could fix it I would appreciate it. Time Available: Anytime Action Taken: plug replaced	Medium Complete	11/07/2012 12/27/2012	50
4646	1st Floor 107A Replace light switch with keyed switch Action Taken: installed key switch	Medium Complete	10/24/2012 12/27/2012	64
4989	replace filters on rtus Action Taken: done	Medium Complete	12/28/2012 12/28/2012	0
4915	2nd Floor 220 Phone is broken. No dial tone, etc. Time Available: whenever! Action Taken: repaired by AI	Medium Complete	12/13/2012 01/02/2013	20
5024	rooms cold Action Taken: had to make adjustments to the program and 3 univents one man on the laser temp reader one on the comp making adjustments restarted the univents ,oiled and adjusted the fresh air intake on 2	Medium Complete	01/03/2013 01/03/2013	0
5011	1st Floor 116 My clock is going nuts. The minute hand is revolving constantly. Action Taken: Replace with new system clock.	Medium Complete	01/03/2013 01/03/2013	0

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5018	Classroom Heat issues in rooms 21, 208 and 212. Action Taken: Repair rattle in univent in rm 21. Lube and adjust blower wheel shaft in rm 208. Repair and reboot UNT in rm 212.	Medium Complete	01/03/2013 01/03/2013	0
5035	repair vac Action Taken: replaced power board and repaired wire to the brush on the motor	Medium Complete	01/04/2013 01/04/2013	0
5041	2nd Floor 216 The air blower in my room is not working. Time Available: anytime Action Taken: Reset freezestat, check univent for proper operation.	Medium Complete	01/07/2013 01/07/2013	0
4995	Band Room Music 1 broken window Time Available: any Action Taken: hanover glass repaired	Medium Complete	01/02/2013 01/07/2013	5
5045	Roof Exterior Wall Above Principal Office There's an electric cable running along the exterior wall just below roof (to left of school sign). The way it's hanging down is unsightly. If cable is active, adjust it so it's not hanging down (either pull it up onto the roof and ballast it down or do Action Taken: went on roof wire attached to a sat. dish they use for chanel 1 took up slack	Medium Complete	01/07/2013 01/10/2013	3
5071	Basketball Court gym need a locking mechanism on the stereo system Time Available: any Action Taken: Adjust existing lock mechanism to secure stereo system.	Medium Complete	01/11/2013 01/11/2013	0

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5099	1st Floor Music 2 no heat, very cold air. Time Available: any Action Taken: Check connections, reboot UNT and check for proper operation.	Medium Complete	01/17/2013 01/17/2013	0
5031	1st Floor music 3 if possible i need the lift at hms from thurs. jan. 10 to tues. jan. 22. we'll also need 300 chairs by noon on fri. jan. 18. Time Available: any Action Taken: done	Medium Complete	01/04/2013 01/17/2013	13
5136	2nd Floor 216 My blower is not on. Time Available: anytime Action Taken: Reset freezestat and check for proper operation.	Medium Complete	01/28/2013 01/28/2013	0
5137	1st Floor music 3 my wall clock has stopped working Time Available: any Action Taken: Replace with new system clock.	Medium Complete	01/28/2013 01/28/2013	0
5124	2nd Floor 208 blower is not working on my heat and there is a burning smell from the vent. I shut it down. Time Available: anytime Action Taken: lubed and allowed to cool is running now and we are ordering parts	Medium Complete	01/25/2013 01/28/2013	3
5101	Basketball Court gym curtain on closet side will not move - dead motor? Time Available: anytime Action Taken: Use lift to plug back in after getting knocked out with basketball.	Medium Complete	01/17/2013 01/28/2013	11

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5092	1st Floor Music 2 no heat for 2 days Time Available: any Action Taken: Reset freezestat and check for proper operation.	Medium Complete	01/16/2013 01/28/2013	12
5142	2nd Floor 20 and 26 Follow-up report for the record--Rooms 20 and 26 had heating issues. Room 26 was very cold today, and Al was already here for Rm. 20 so he took care of both. Thanks! Time Available: a.s.a.p. Action Taken: Adjust set points and check for proper operation.	Medium Complete	01/29/2013 01/30/2013	1
5141	1st Floor 15 The heat in the room is not working. The room is holding at about 62 degrees, regardless of the setting on the thermostat. Thank you! Action Taken: Replaced transformer by Cooling & Heating.	Medium Complete	01/29/2013 02/05/2013	7
5126	1st Floor front door right hand side door not always shutting tight making it not secure Time Available: asap Action Taken: Door repaired by Hanover Lock.	Medium Complete	01/25/2013 02/05/2013	11
5190	 make and install plate on light pole Action Taken: done	Medium Complete	02/06/2013 02/06/2013	0
5188	Kitchen 0 walk in cooler gasket fell off. see kitchen manager Time Available: 7-1:30 Action Taken:	Medium Complete	02/06/2013 02/07/2013	1

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5201	2nd Floor 208 the blower is blowing cold air, even though I turned up the thermostat Action Taken: Reset VFD alarms and put circulators back in service.	Medium Complete	02/13/2013 02/15/2013	2
5202	1st Floor 114 heat is not on/working Action Taken: Reset freezestat and check for proper operation.	Medium Complete	02/13/2013 02/15/2013	2
5203	1st Floor 110 No Heat in room - freezing Action Taken: Reset VFD alarms and put back in service.	Medium Complete	02/13/2013 02/15/2013	2
5195	1st Floor Art 2, 14, 15 & 16 COLD -- Blowers are not working. Please help. Action Taken: Reset freezestats in all rooms.	Medium Complete	02/12/2013 02/15/2013	3
5151	1st Floor 107c The outlets need to be covered. The wooden cabinets were removed and the shelf and cabinet doors need to be taken away. Action Taken: installed outlet covers and new hasp	Medium Complete	01/30/2013 02/15/2013	16
5102	Parking Lot parking lot the flood light on the building by the back dock is out and the lot light also by the dock is out. Action Taken: Completed by YES needed bucket truck.	Medium Complete	01/17/2013 02/18/2013	32

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5211	Art Room Art 1 The lid on the kiln must be replaced. The part has arrived and is in the Art Room. (This has been done before by Al LaRue.) Thanks so much. Time Available: a.s.a.p. Action Taken: replace lid on kiln.	Medium Complete	02/14/2013 02/19/2013	5
5204	2nd Floor 204 the 2nd floor hall and classrooms in the old wing are significantly colder than the new wing. Turning up the thermostat has not changed the temp at all. Usually in the am my room is very warm initially; today it is very cold. Time Available: all day Action Taken: reset pump	Medium Complete	02/13/2013 02/19/2013	6
5080	Basketball Court equipment closets Have been having borrowing/theft issues in the gym equipment room. Don't have a key that fits that lock. Even if we did, a push will open it from the stereo/EDP room even if locked from gym side. Thanks. Time Available: anytime Action Taken: Reverse lockset so equipment room is keyed and secure.	Medium Complete	01/14/2013 02/19/2013	36
5223	get wax to middle Action Taken: done	Medium Complete	02/20/2013 02/20/2013	0
4376	1st Floor main stairway railing going up paint is coming off and rust is coming off on hands Time Available: anytime Action Taken: sanded and repainted rail also the sides of the steps and several door frames	Medium Complete	09/11/2012 02/20/2013	162

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5210	2nd Floor girls bathrooms please install new sanitary napkin holders in girls bathrooms Time Available: anytime Action Taken: Install 13 sanitary napkin holders at HMS.	Medium Complete	02/13/2013 02/21/2013	8
4968	2nd Floor 224 The LCD ceiling mounted pole needs to be moved back 1 foot in the ceiling do expand the display larger on the screen. This request has been verbally discussed and shown to AI. Action Taken: LCD mount moved and wired properly.	Medium Complete	12/23/2012 02/21/2013	60
4518	2nd Floor 224 The ceiling mount pole for the LCD needs to be shorten by 6" so it is only 1.5 feet instead of 2 feet. It also needs to be moved away from the screen by 6" to get a fuller display on the screen. I have talked with AI about this situation in person. Time A Action Taken: LCD mount installed and wired correctly.	Medium Complete	10/02/2012 02/21/2013	142
5226	Kitchen installed new steamer and replumb kettle pot to new steamer Action Taken:	Medium Complete	02/25/2013 02/25/2013	0
5244	 power out. call all contacts, y.e.s came out to reset power Action Taken: done	Medium Complete	02/27/2013 02/27/2013	0
5215	1st Floor GYM Several gray folding tables were borrowed by High School for science fair last week. We need them back for Whale Day in gym TOMORROW. Please return them. (We started with 35 tables and now have less than 20 so we need them for our events since M.S. pa Action Taken:	Medium Complete	02/14/2013 03/01/2013	15

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5259	2nd Floor 204 Just thought you should know that my room's temperature has been 80 degrees all day and the thermostat is at the bottom and has been there all day. It doesn't seem to be having any time of outside air exchange. Time Available: any Action Taken: Adjust face and bypass damper and reboot UNT. Check for proper operation.	High Complete	03/01/2013 03/04/2013	3
5261	2nd Floor 204 Al was great. He came in this am to check out what was going on. Just want to let Al know that the temp in my room is now close to 80. I don't think the fix worked:) I turned down the thermostat again. Martha Time Available: any Action Taken: adjusted the face and bypass also lubed and changed the filter	Medium Complete	03/04/2013 03/11/2013	7
5303	2nd Floor 215 It is still too warm in my room. 78 degrees before the students arrived. Please make it cooler in my room. I prefer 68 degrees. Action Taken: reset control box is now running cooler	Medium Complete	03/11/2013 03/11/2013	0
5278	1st Floor music 3 while i'm at it....if possible i will need the lift at hms from weds. apr. 3 to fri. apr. 12. Time Available: any Action Taken: will leave there for the week	Medium Complete	03/06/2013 03/11/2013	5
5282	2nd Floor 215 It is still hot in my room. Could you please turn down the heat. It is 78 degrees. I prefer 68 degrees. Thanks! Action Taken: reset control box room now cooler	Medium Complete	03/06/2013 03/11/2013	5
5321	Parking Lot Repair husqvarna snow thrower. Action Taken: Remove and replace broken drive belt.	Medium Complete	03/13/2013 03/13/2013	0

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5281	Kitchen Steamer that was just installed has a leak. Action Taken:	High Complete	03/06/2013 03/14/2013	8
5205	208 The heat is now working in my room thanks Action Taken:	Medium Complete	02/13/2013 03/18/2013	33
5173	Band Room Music 1 Vent under windows is not blowing any air, but the top feels warm to the touch. Time Available: any Action Taken:	Medium Complete	02/04/2013 03/18/2013	42
5343	1st Floor 116 blowing cold air. Action Taken: reset the univent	Medium Complete	03/18/2013 03/21/2013	3
5344	2nd Floor 220 My vent and heat are not working. They didn't work last week either. Time Available: any Action Taken: reset the univent	Medium Complete	03/18/2013 03/21/2013	3
5286	2nd Floor 212 I need to have all of my student desks and my teacher desk moved prior to MCAS and due to wireless vs. hard-wired computer. Let me know what information you need from me other than a map on how it should be set up. Thank you. Action Taken:	Medium Complete	03/06/2013 03/25/2013	19

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5398	recondition. layout base lines middle field softball Action Taken:	Medium Complete	03/27/2013 03/27/2013	0
5399	clear access road to hs. Action Taken:	Medium Complete	03/27/2013 03/27/2013	0
5388	Grounds Front of School Our beautiful tree in front of school had three major branches down or hanging. Chainsaw is needed immediately to prevent accidents to students who go back there after school to see the branches or damage to the fence. Thanks for coming as quickly as po Action Taken: done	Medium Complete	03/26/2013 03/27/2013	1
5374	Athletic Field soccer/lacrosse Line a girls/boys lacrosse field. Line 55x110 soccer field. Time Available: any Action Taken: done	Medium Complete	03/22/2013 03/27/2013	5
5404	patch and seed holes on the lax field Action Taken: done	Medium Complete	03/28/2013 03/28/2013	0
5391	Grounds outside Please remove branches from the front of building. Time Available: asap Action Taken: done	Medium Complete	03/26/2013 03/28/2013	2

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5253	Administration Area Main Office After the power loss the other day, it was noticed that we don't have enough flashlights. (We had six and now we have one left.) Is it possible to get four or five more, and we will keep them in the safe. Thanks very much! Time Available: a.s.a.p. Action Taken: Ordered 1 and gave them on 3-6-13 will see if this type is acceptable.	Medium Complete	03/01/2013 03/28/2013	27
5357	1st Floor 15 The heater make a loud, distracting squeaking noise, like that of a belt. It makes learning difficult throughout the day. Thank you! Action Taken:	Medium Complete	03/20/2013 04/02/2013	13
5390	1st Floor bathrooms Please adjust the length of time the water stays on at sinks in bathrooms. The water is on for a very short time. Time Available: asap Action Taken: rebuilt	Medium Complete	03/26/2013 04/04/2013	9
5433	Bathroom 2nd floor by room 210 urinal flushometer runs excessively. Check other flushometer complaint ? Action Taken: rebuilt two flushometers	Medium Complete	04/05/2013 04/05/2013	0
5470	repaint boys and girls lax for thurs game also repaint the jav. Action Taken:	Medium Complete	04/10/2013 04/10/2013	0
5372	Repair 4screens and put back. Action Taken: done	Low Complete	03/22/2013 04/10/2013	19

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5442	Install yellow plastic chain to keep cars from driving around back ASAP Action Taken: made chain with clasp out of plastic safety chain	High Complete	04/05/2013 04/11/2013	6
5378	Grounds Tennis courts Please blow down the tennis courts Time Available: any Action Taken:	Medium Complete	03/25/2013 04/11/2013	17
5509	Install new battery sweeper. Action Taken:	Medium Complete	04/22/2013 04/22/2013	0
5494	Kitchen Wash filter Kitchen exhaust hood. Action Taken:	Low Complete	04/21/2013 04/24/2013	3
5515	Kitchen 11111 Significant back up of water through grease trap under 3-bay sink when sink was draining. Second set of sinks closest to cooking area. Second request: replace handle for hot water in first set of 3-bay sinks. Thank you Time Available: 8-2 Action Taken: Remove top clean out, grease was blocking outflow pipe cleaned and resealed.	Medium Complete	04/23/2013 04/25/2013	2
5355	1st Floor s1 the closet that is off of s1 the light switch is arking alittle. light not always working Time Available: anytime Action Taken: contractor replaced switch.	Medium Complete	03/20/2013 04/29/2013	40

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5426	Athletic Field football Put up lacrosse net on end line (side near the school) with volleyball poles. Time Available: asap Action Taken: done	Medium Complete	04/03/2013 05/02/2013	29
5519	2nd Floor 217 Blowers are going on too late in the morning & 7:00. All inner core rooms are too warm. Time Available: asap Action Taken: Adjust program real time clock. and turn on DX units.	Medium Complete	04/24/2013 05/02/2013	8
5514	1st Floor 116 blower - blowing cold air Time Available: anytime Action Taken: Reset UNT and room set point.	Medium Complete	04/23/2013 05/02/2013	9
5460	1st Floor music 3 john - hhs stage is clear on fri (apr. 12) - i can have stuff out on sidewalk or at the loading dock if we can get loads over. tues. morn. (apr. 16) 7am - i will be ready to drive or work with your driver. thanks, schu Time Available: any Action Taken: done	Medium Complete	04/10/2013 05/02/2013	22
5538	2nd Floor 207 The door knob to Rm. 207 fell off today. Thanks for your help. Time Available: a.s.a.p. Action Taken: done	Medium Complete	04/29/2013 05/07/2013	8
5571	1st Floor 116 There is some sticky stuff on my floor. Can I get it washed? Action Taken:	Medium Complete	05/08/2013 05/14/2013	6