

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

Hanover Police Headquarters

Printed on: 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
4389	1st Floor Booking/cells. Prosecutor's office(2nd floor) Two florescent light fixtures are in need of new ballast in the booking area. One florescent light fixture needs a ballast in the prosecutor's office. Action Taken: replace 1-4 lamp and 2-3 lamp ballasts.	Medium Complete	09/12/2012 09/19/2012	7
4357	1st Floor communication center Ceiling tiles need replacing. Mold on tiles in communication center. Some tiles in lower level need replacing as well. Time Available: asap Action Taken: complete done by contractor	Medium Complete	09/10/2012 09/27/2012	17
4282	Attic Reinstall loose and fallen insulation under attic roof. Action Taken:	Medium Complete	08/16/2012 09/27/2012	42
4355	Hallway/Corridor cell and booking areas 4' florescent bulbs need replacing. also a few balusters are not working. Time Available: ASAP Action Taken:	Medium Complete	09/10/2012 10/10/2012	30
4649	 Gutters need to be cleaned out,heavy vegetation growth in some sections. Because of the location of the generator and AC compressor it's not possible to use a latter in this area,will probably need a bucket truck or aerial lift. Action Taken: cleaned out on both blds.	Medium Complete	10/24/2012 10/26/2012	2
4635	Roof The Gutters on both sides of the building are full and clogged, water runs over them. We do not have a ladder to reach so Pete will need an assist with this. Action Taken: done	Medium Complete	10/23/2012 10/26/2012	3

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4648	Grounds The 2 columns outside the front door entrance need to be power washed.We do not have a power washer at the station. Action Taken: cleaned with power washer columns and the foyer	Medium Complete	10/24/2012 11/13/2012	20
4752	sergeant's office Key broke off inside office desk lock,it opens but no longer able to lock it.Will need a key extractor tool or should I call a locksmith?(Hanover Lock). Action Taken: Remove broken key.	Medium Complete	11/15/2012 11/16/2012	1
4842	Grounds clean leaves Action Taken:	Medium Complete	12/05/2012 12/05/2012	0
4971	Conference Room training on building automation system. Action Taken: Training on police station building automation system.	Medium Complete	12/24/2012 12/24/2012	0
5038	 drove to police station , library , town hall, senior center with best sprinkler. Action Taken:	Medium Complete	01/04/2013 01/04/2013	0
5392	 Install 2 mounts and flat screens one in Command Center and one in office remove old mounts and monitors. Action Taken: Remove old TV mounts and install new monitor mounts	High Complete	03/26/2013 03/27/2013	1

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5262	Grounds Metal ground light fixture that lights flag-pole corroded,broke off support stand it will need to be replaced.Bare wires were exposed,I capped them off with wire connectors. Action Taken: Repair connector and re wire light fixture.	Medium Complete	03/04/2013 04/02/2013	29
5420	2nd Floor Comcast recently set up boxes for 2 new tv's chiefs office,and community room.Need to find a way to hide the coaxial cables as they are now just hanging down from the tv ,also need a permanent place for the boxes,they're on tables for now. Action Taken: Install shelves and tie-wrap cables.	Medium Complete	04/02/2013 04/11/2013	9
5586	 Paint side door where paint is peeling, pick up supplies for custodian. Action Taken:	Medium Complete	05/09/2013 05/16/2013	7

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