

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

Salmond School (Hanover School Administration Building)

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
3868	1st Floor copy room knob on ladies room radiator doesnt work Time Available: 8:30-5:00 Action Taken: repaired by cooling and heating	Medium Complete	02/15/2012 07/03/2012	139
3527	Basement Basement Insulate pipes before the winter. Action Taken: done	Medium Complete	10/24/2011 07/09/2012	259
3090	Basement left side Insulate steam pipes. They are giving off too much radiant heat. Action Taken: done	Medium Complete	03/17/2011 07/11/2012	482
4202	Baseball Field relocate picnic table to right side of building Action Taken:	Medium Complete	07/18/2012 07/30/2012	12
4235	1st Floor remove screens for window cleaners and reinstall when windows are do Action Taken:	Medium Complete	08/03/2012 08/03/2012	0
4272	1st Floor Super's Office Unit vent is not cooling. Action Taken: heating / cooling to repaired	Medium Complete	08/15/2012 08/15/2012	0

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4273	Parking Lot trash Trash needs to be removed from inside the building on a daily basis. Action Taken: done	Medium Complete	08/15/2012 08/15/2012	0
4274	Administration Area all New HS location needs to be made available to the Business Manager in School Dude. Action Taken: Correction made. Role changed to Supervisor II; which should permit any needed operations. Let me know if it's not working for you. - Bob	Medium Complete	08/15/2012 08/15/2012	0
4275	Grounds new HS Standard Written Notification needs to be submitted for the August 13th treatment of the HS fields. This was never received. Action Taken: sent	Medium Complete	08/15/2012 08/15/2012	0
1147	1st Floor ladies room changed light bulb 3 times and still willnot work maybe a bad ballast? Time Available: ? Action Taken: repaired	Medium Complete	05/05/2009 08/15/2012	1,198
825	1st Floor bathrooms Paint both bathrooms. Colors to be selected by Office. Action Taken:	Medium Complete	02/20/2009 08/15/2012	1,272
4247	Office Extended School Programs Office Please move 2 piece desk currently just inside the front entrance of Cedar School to Salmond School, Extended School Programs office and assemble. Thank you! Kelly Time Available: 8:00AM - 5:00PM Action Taken:	Medium Complete	08/07/2012 08/16/2012	9

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4276	1st Floor Super's Office Windows in Super's Office do not open properly and need to be fixed. Action Taken:	Medium Complete	08/15/2012 08/17/2012	2
3333	Grounds outside Move the picnic tables from the side of the building to behind the building. Action Taken: new one purchases	Medium Complete	06/07/2011 08/18/2012	438
3496	1st Floor Super's Office Most windows do not open properly. Action Taken: this is a duplicate	Medium Complete	10/05/2011 08/28/2012	328
3091	Parking Lot lift The upper bridge deck needs scraping, primer and paint. Action Taken: painted by custodian	Medium Complete	03/17/2011 08/28/2012	530
2763	1st Floor Custodial Sink Mike's custodial sink is leaking and little water pressure Action Taken:	Medium Complete	12/29/2010 08/28/2012	608
4419	Office Extended School Programs Office Please remove air conditioning unit from office window. Thank you! Time Available: 7AM - 6PM Action Taken:	Medium Complete	09/19/2012 09/19/2012	0

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4408	1st Floor 1 I have an air conditioning unit in my wiindow that I need removed. Now that the heat has past I need to have some ventilation back in my office as I suffer from asthma. Thank you, Patti Time Available: 9-4 Action Taken: done	Medium Complete	09/18/2012 09/19/2012	1
4429	1st Floor 3 test Action Taken:	Medium Complete	09/19/2012 09/20/2012	1
4489	1st Floor nash Dial On Heat Time Available: any Action Taken:	Medium Complete	09/27/2012 09/28/2012	1
4511	1st Floor stairs need antislip tape for stairs Time Available: any Action Taken: steve Ennis bought some	Medium Complete	10/01/2012 10/09/2012	8
4519	1st Floor front door dial on heat not working front door Time Available: any Action Taken: boilers were off	Medium Complete	10/02/2012 10/10/2012	8
4551	Roof Water infiltration creating moldy odor in Superintendent's office. Action Taken: Inspected gutter for leaks, no problems detected. Called in industrial hygienist who located apparent problem involving moist floor board alongside south wall of Supt's Office. Believes rain water entering wall cavity from outside. Exterior inspection f	Medium Complete	10/09/2012 10/16/2012	7

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4521	Administration Area Super's Office Strong smell of mold in the Super's Office. We had to move our Tuesday night meeting to another room. The odor was noxious. Action Taken:	Medium Complete	10/02/2012 10/23/2012	21
4580	Roof Gutter Gutter is full of debris blocking flow. I just removed some of it, but a full cleaning is needed. (Because of all the nearby trees, we'll have to make this a regular maintenance item.) Action Taken: gutters cleaned	Medium Complete	10/12/2012 10/31/2012	19
4582	Basement kitchen Please replace the old wooden closings and ensure that they are air tight. Action Taken: done	Medium Complete	10/12/2012 10/31/2012	19
4520	Basement store room leaking pipe in back room by kitchen Time Available: any Action Taken: resealed the cap to the steam trap that was leaking	Medium Complete	10/02/2012 10/31/2012	29
3344	Basement Kitchen Please replace wood window coverings with fresh wood, make airtight and insulate. Action Taken: insulated and covered	Medium Complete	06/10/2011 10/31/2012	509
4657	Hallway/Corridor corridor Please clean large window above back door of Salmond School Time Available: 8:30-5:00 Action Taken: Will be completed Thursday 11/1/12	Medium Complete	10/26/2012 11/01/2012	6

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4628	1st Floor front door 4x6 area rug gray for front door Time Available: any Action Taken:	Medium Complete	10/22/2012 11/06/2012	15
4690	1st Floor front door dial on heat not working can not turn down Time Available: any Action Taken:	Medium Complete	11/01/2012 11/19/2012	18
4563	1st Floor radiator issues The radiator by the front door as you come in on your left has a broken dial. The radiator in the Super's office needs a dial. The radiator outside Romm 5 has been making ongoing gurgling noises. Action Taken:	Medium Complete	10/10/2012 12/03/2012	54
4835	Parking Lot na spot lights outside five are out Time Available: any Action Taken:	Medium Complete	12/03/2012 12/04/2012	1
4746	Parking Lot building perimeter There are 4 outside lights not working. Steve can identify them for you. Action Taken: contractor repaired	Medium Complete	11/14/2012 12/04/2012	20
4747	Parking Lot building perimeter There are 4 outside lights not working. Steve can identify them for you. Action Taken: contractor repaired	Medium Complete	11/14/2012 12/04/2012	20

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4748	Parking Lot na light out in parking lot Time Available: 8:30-5:00 Action Taken: contractor repaired	Medium Complete	11/14/2012 12/04/2012	20
4920	1st Floor womans bathroom womans bathroom the drain stinks Time Available: any Action Taken: water down the drain	Medium Complete	12/13/2012 12/18/2012	5
4581	Basement Open Space Please put up a wall downstairs with a door for housing our Before and After team. Thanks. Action Taken: closed out as wall was not needed	Medium Complete	10/12/2012 12/24/2012	73
5115	1st Floor Room 5 My room is freezing despite thermostat set at 85. Action Taken: cooling and heating adjusted on fri	Medium Complete	01/23/2013 01/28/2013	5
5014	1st Floor Room 5 My unit vent has been blowing cold air all day despite putting the thermostat on 80. Action Taken: Program 2nd boiler to turn on to produce more steam pressure.	Medium Complete	01/03/2013 01/28/2013	25
5255	investigate odor Action Taken: done	Medium Complete	03/01/2013 03/01/2013	0

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5146	Men's Room Repair water damage from roof leak. Stained ceiling tile and loose paint. (delegate to Steve Ennis?) Action Taken: replaced ceiling tile	Medium Complete	01/29/2013 03/06/2013	36
5371	Athletic Field outside storage Pick up a big package from 188 Broad and bring to HHS athletic field storage. Time Available: asap Action Taken:	Medium Complete	03/22/2013 03/25/2013	3
4689	1st Floor mens rm leak in ceiling mens room Time Available: any Action Taken: Investigated ceiling leak. Appears to be leaking from roof. Recommend roof contractor to repair.	Medium Complete	11/01/2012 03/26/2013	145
5328	Grounds softball field Prepare softball field for varsity games. The team will play games there until the HHS is ready. Time Available: any Action Taken: done by dpw	Medium Complete	03/13/2013 04/11/2013	29
5493	Replace pneumatic compressor motor. Action Taken: Replace compressor motor.	High Complete	04/21/2013 04/22/2013	1
5545	Basement 8 Heat ill not turn off and is leaking. The windows cannot open, which creates unhealthy work conditions. This was reported to Al and John by phone prior to April vacation, as it was an emergency at that time with temp. between 90 and 100. They came to diag Action Taken: repaired windows heat valve closed	Medium Complete	05/01/2013 05/02/2013	1

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5478	Grounds Tuesday 4-16-13 repair grounds from snow removal Action Taken: done	Medium Complete	04/11/2013 05/02/2013	21

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