

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

**Hanover Town Hall**

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
4213	Hallway/Corridor  Install access panel and close up wall at side wall under 1st landing of rear stairs. (Wall was opened by boiler contractor to install exhaust pipe.)  Action Taken: contractor repair	Medium Complete	07/24/2012 08/10/2012	17
4317	2nd Floor Planning No Problem. Just testing the system and putting my information in. Thanks  Action Taken:	Medium Complete	08/31/2012 08/31/2012	0
4316	1st Floor Servers There is no problem. I'm just testing the system and saving the link. I assume it's still okay to leave Tom O'Brien a note if a bathroom is out of paper towels or something. Do you want to keep a record of trivial things like that?  Action Taken: No need to track this. You sure can leave him a note. I will have him doouble check all bathrooms daily. Thank you	Medium Complete	08/30/2012 09/04/2012	5
4319	2nd Floor Building Office Slow drain in the second floor mens room Time Available: Town Hall Hours  Action Taken:	Medium Complete	09/04/2012 09/05/2012	1
4472	  remove ac units 2  Action Taken: tom removed	Medium Complete	09/25/2012 09/28/2012	3
4475	2nd Floor  2nd Floor Emergency lights need a new battery, during a recent inspection with the Fire Department it was found that the battery for the emergency lights is dead. The unit is on the wall at the Top of the Front Staircase.  Action Taken: Replace emergency light battery.	High Complete	09/25/2012 10/02/2012	7

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4687	Lower Level Entrance Entrance door to lower level sticks. This is a problem because the door won't open when the HCP door opener is pressed. [To identify: this is the door we just painted; doesn't appear that paint is causing the problem.] Action Taken: cut down door	High Complete	10/31/2012 11/01/2012	1
4697	2nd Floor Planning Office No heat in the Planning office, has not worked since the boiler upgrade. Time Available: Anytime Action Taken: Increase boiler pressure to 25 lbs. to pump water to 2nd floor areas.	Medium Complete	11/05/2012 11/07/2012	2
4727	2nd Floor Planning the roof in the hallway is leaking. Time Available: 11:30 Action Taken: spoke with tony marino he said its wind driven will be ok	Emergency Complete	11/08/2012 11/08/2012	0
4832	trash run and dpw meeting Action Taken:	Medium Complete	12/03/2012 12/03/2012	0
4525	Outside Lights Wall pack lights on back of building don't work. Ask Tom O'Brien. Action Taken: new fixtures installed	Medium Complete	10/03/2012 12/06/2012	64
4872	touch up the paint on the door trim and some of the baseboard Action Taken: painted what was flat white need to match the base or repaint new color also painted damaged areas and corners on the 1st floor	Medium Complete	12/10/2012 12/10/2012	0

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4662	Selectmens Conference Room Abandoned wall outlet needs a cover plate over it. (standard size).  Action Taken: installed	Medium Complete	10/26/2012 12/10/2012	45
4663	Troy's Office Repair and paint corner bead (corner between doors); please make this priority. to access (826-2261).  Action Taken: repaired fill and paint	Medium Complete	10/26/2012 12/10/2012	45
4890	went through bld made schooldude list  Action Taken:	Medium Complete	12/12/2012 12/12/2012	0
4911	rehab old police dept office  Action Taken:	Medium Complete	12/13/2012 12/13/2012	0
4913	take stuff from garage to dump  Action Taken:	Medium Complete	12/13/2012 12/13/2012	0
4918	Office clean up empty office and prep for paint  Action Taken:	Medium Complete	12/13/2012 12/13/2012	0

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4904	2nd Floor  replace single swing hinges with full swing in assessors office  Action Taken: Replace double swing hinges.	Medium Complete	12/12/2012 12/13/2012	1
4869	GArage Need to clean out junk from garage. Schedule a time this week to show up with truck and let Bob know 24 hours in advance. He'll arrange for Tom O'Brien and someone from Tn Hall to meet you and decide what needs to go. Thanks  Action Taken: went through with tom and removed a truck full of junk	Medium Complete	12/10/2012 12/13/2012	3
4834	Main Entrance Door on Side Need to adjust vertical rod mechanism on right door (standing outdoors looking in). When a person pushes softly on crash bar when exiting, the vertical rods retract as they should but they then extend out again before the door closes, so when the door doe  Action Taken: tighten the hinges and turn up the closing speed on the door	High Complete	12/03/2012 12/13/2012	10
4931	Basement  repair and paint room  Action Taken: removed cabinets and old wiring repaired and painted added baseboard and some trim	Medium Complete	12/17/2012 12/17/2012	0
4933	Basement  clean out cabinets old wires repair walls and paint replace baseboard and some trim on wall had jeff with me  Action Taken:	High Complete	12/17/2012 12/17/2012	0
4941	Basement  replace ceiling tiles  Action Taken: john and jeff replaced all tiles washed vents and light fixtures	Medium Complete	12/18/2012 12/18/2012	0

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4978	Basement ladies room Install a full length door mirror in ladies room Time Available: 8am - 4 pm  Action Taken:	Medium Complete	12/26/2012 01/03/2013	8
4958	Basement, front of Bldg Basement under front/west part of building has dirt floor with a rug on top. Need to remove rug (mold issue). Should remove a few other junk items there as well. Ask Tony Marino to point out items to remove. He's lead on this.  Action Taken: cut up bagged and removed moulding rugs also removed all marked for dump boxes, bags, and old chairs that were moulding. 2 truckloads	Medium Complete	12/20/2012 01/03/2013	14
4895	remove curtains from the conservation room 3rd floor  Action Taken: done	Medium Complete	12/12/2012 01/04/2013	23
5056	install plywood floor in dirt basement  Action Taken: done	Medium Complete	01/08/2013 01/08/2013	0
4974	Boiler Room At demo'd boiler. Now that boiler is gone, remove natural gas pipe that runs along ceiling, then cap pipe at wall (or at another location upstream if better). Also cut off oil lines that were feeds to boiler burner where they exit floor. If possible, seal ends so nothin  Action Taken:	Medium Complete	12/24/2012 01/10/2013	17

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4940	Outside Wall, SE Corner Please pressure wash the wall near rear of east side (facing library). Looks like exhaust from new boiler accelerates mildew growth in this area.  Action Taken: done	Medium Complete	12/18/2012 01/15/2013	28
5145	1st Floor  water heater leaking  Action Taken: replaced 40 gallon electric water heater	Medium Complete	01/29/2013 01/29/2013	0
5161	  move desk from 3 rd floor to basement  Action Taken:	Medium Complete	01/31/2013 01/31/2013	0
5191	  move tables to town hall and set up  Action Taken:	Medium Complete	02/06/2013 02/06/2013	0
5230	  Move phone line Tax Collectors Office from rear as per discussion to room next to Collectors window off of main corridor.  Action Taken: moved phone line and machine to copy room	High Complete	02/25/2013 02/26/2013	1
5341	  Organize custodial closet, check msds sheets match chemicals being used.  Action Taken:	Medium Complete	03/17/2013 03/25/2013	8

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5359	Install new paper towel dispenser in basement breakroom. Ask Tom not to leave stub rolls in this area.  Action Taken:	Low Complete	03/20/2013 03/26/2013	6
5380	1st Floor Storage Move the 4 voting machines from Town Hall to secure storage at High School. (Each machine ~ 30"x30"x40"high. Coordinate with Bob Shea Town Clerk.)  Action Taken:	Medium Complete	03/25/2013 03/27/2013	2
5379	Grounds Side Entrance, Main Floor There's a 3 inch drop from the concrete apron at the side entrance door at top of the ramp. Need to paint the top and side edge of the apron to mark out the drop, yellow probably best. Maybe stencil "STEP" on the sidewalk right in front of the apron edge  Action Taken: done if to bright will coat with duller color	High Complete	03/25/2013 03/29/2013	4
5415	Conference Room Install at PD & Fire Stations There are 3 new 3x5' corkboards at town hall Selectmen's Office that need to be picked up and installed (1) at Police Station, (1) at Fire HQ, and (1) at FS1 (Main St). Chief Sweeney will inform Pete where to install. See Chief Blanchard about other 2.  Action Taken: someone installed already	Medium Complete	04/01/2013 04/11/2013	10
4891	replaced rusted air diffuser outside the blue door at town hall  Action Taken: Replace with new grate.	Medium Complete	12/12/2012 04/16/2013	125

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5456	1st Floor Across from Advisory Room Need to adjust electric door closer on exit door to front HCP ramp so it closes all the way. Door stays ajar after it's opened.  Action Taken: Door needs to taken down and bottom ground rubbing on threshold also Door needs 3 new 4 1/2 x 4 1/2 ball bearing hinges replaced. Adjust hinges and grind down threshold.	High Complete	04/09/2013 04/17/2013	8
5338	Trim top of door custodial closet so custodian can keep closed and locked.  Action Taken: planed down top of door	Low Complete	03/17/2013 04/22/2013	36
5518	Move voting booths from Town Hall Friday morning to High School. Election is Tuesday  Action Taken:	High Complete	04/24/2013 05/06/2013	12
5492	Front side walk from parking lot trim bushes back Concrete repair needed at side stairs under handrail.  Action Taken: done	Medium Complete	04/21/2013 05/06/2013	15

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