

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

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4156	2nd Floor 223 There is a picture of a penis on the whiteboard. I want it washed immediately. I find it difficult to believe that this has been up there for 5 days and no one saw it and washed the board. I had a group of people in room 223 and was very embarrassed. Tom Action Taken: CLEANED BY CUSTODIAN	Medium Complete	06/26/2012 07/02/2012	6
4089	1st Floor boys locker room When you lock the outside of the boys locker room, if there was anyone in the locker room, they would not be able to get out into the hallway because the lock is missing. Time Available: anytime Action Taken: Re-install dead bolt latch.	Medium Complete	05/24/2012 07/02/2012	39
4084	1st Floor shop compressor regulator not functioning and over pressurizing dust collection system, and has been shut down. Dust collection system is unable to clean filters due to lack of compressed air and is unable to be used. Time Available: any Action Taken: they sent out a tech to repair and the regulator failed	Medium Complete	05/23/2012 07/02/2012	40
4026	hs areas high school custodians to fill out area sheets as done in the past for management and temp custodians also square foot cleaning comparison Time Available: soon Action Taken: done	Medium Complete	05/02/2012 07/02/2012	61
4006	1st Floor Boys Bathroom near room 159 Only one light comes on in the boys bathroom near ensemble room 159 in the music area. Action Taken: relamped	Medium Complete	04/26/2012 07/02/2012	67

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3901	1st Floor main entrance front door needs repair Action Taken: repaired by vendor	Medium Complete	03/07/2012 07/02/2012	117
3898	Choral 147 The ventilation system in the choir room 147 is "squeaking" again. Action Taken: We really need to address this issue once and for all. The noise is impacting her ability to effectively deliver the curriculum. Tom Raab	Medium Complete	03/06/2012 07/02/2012	118
3899	Choral 147 The temperature in the choir room fluctuates drastically. It is either very warm or very cold. The temperature fluctuates in 20 - 30 minute cycles. Action Taken: bob adjusted comp working better	Medium Complete	03/06/2012 07/02/2012	118
3865	Basketball Court gymnasium There are two electrical wall switches hanging out of the wall in the gym. One with caution tape around it near equipment closet and one on the far wall near rear exit. Time Available: asap Action Taken: repaired	Medium Complete	02/15/2012 07/03/2012	139
3834	Cafeteria kitchen Tony as we discussed the other day the grease traps need to be looked at in the kitchen. The one I showed you I am not sure if it is leaking. phone number is wrong it is extension 2160 Time Available: 7am to 1pm Action Taken: contractor repair	Medium Complete	02/06/2012 07/03/2012	148

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3818	1st Floor gym the black antenna for the 30 second clock (the one closest to the middle school) fell off-it was found on the ground and was placed in the women's P.E. office for now. It needs to be fixed. Time Available: anytime Action Taken: repaired	Medium Complete	01/25/2012 07/03/2012	160
3816	Classroom 315 There are two light fixtures not working as well as a student table top that is broken leaving a sharp edge. Time Available: after school Action Taken: lights repaired, table being removed by custodians	Medium Complete	01/24/2012 07/03/2012	161
3781	Band Room Band Dr. Raab, The LOUD sound coming from the vent is completely disrupting any attempts at melodic/harmonic dictations in AP Music Theory, as well as anything we try to learn at any dynamics below Marching Band. Thanks! Paul Time Available: ASAP Action Taken: contractor repair	Medium Complete	01/12/2012 07/03/2012	173
3786	1st Floor Gymnasium Please hang athletic banners in the gym. See Fran for location and placement. Time Available: ASAP Action Taken: done with lift	Medium Complete	01/12/2012 07/03/2012	173
4109	2nd Floor boys room near elevator loose faucet in sink boys room near elevator. Time Available: anytime Action Taken: Tighten faucet.	Medium Complete	06/01/2012 07/05/2012	34
3971	2nd Floor boys bathroom near rm 201 faucet loose Time Available: anytime Action Taken: Tighten faucet.	Medium Complete	04/02/2012 07/05/2012	94

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3885	3rd Floor 319 faucet at lab station #6(by windows on left) needs to be tighten Time Available: anytime Action Taken: Tighten faucet.	Medium Complete	03/01/2012 07/05/2012	126
3675	1st Floor 144 wall clock not working at all Time Available: anytime Action Taken: Locate breaker and re-set.	Medium Complete	12/07/2011 07/05/2012	211
3639	3rd Floor 303 clock in room 303 is not working Time Available: anytime Action Taken: Locate breaker and re-set.	Medium Complete	12/05/2011 07/05/2012	213
3716	2nd Floor Library New library tables wobbly. Screws need tightening. Time Available: 6:30-4:00 Action Taken: tightened complete	Medium Complete	12/15/2011 07/06/2012	204
3874	3rd Floor 306 The light in the back of the room needs to be replaced. Thank you. Time Available: anytime Action Taken: allset	Medium Complete	02/17/2012 07/09/2012	143
3820	1st Floor Guidance-104B The wall clock in my office is not working. It has stopped at the time 7:45 Time Available: any time Action Taken: allset	Medium Complete	01/26/2012 07/09/2012	165

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3708	3rd Floor 310 I sent a message on more than one occasion regarding the following: -the light in the first row on the far left still has no bulbs in it -the blind that was installed on the small window on the left side of the room as you walk in still has no pole to Action Taken: all fixed	Medium Complete	12/13/2011 07/09/2012	209
3694	Classroom 303 The clock in Room 303 is no longer functioning and stuck at 2:57.24. Time Available: Any Action Taken: allset repaired	Medium Complete	12/12/2011 07/09/2012	210
3676	1st Floor 144 - AT office Door to water/hose cabinet was installed backwards (Tony is aware and checking on this) Time Available: anytime Action Taken: removed-AI	Medium Complete	12/07/2011 07/09/2012	215
3605	Athletic Field athletic field water bubbler is running Action Taken: contractor repaired	Medium Complete	11/21/2011 07/09/2012	231
3597	2nd Floor Room 222 The speaker needs to be replaced ASAP. This has been an issue from day one and is unresolved. It's unacceptable. Tom Raab Time Available: ASAP Action Taken: contractor repair	Medium Complete	11/16/2011 07/09/2012	236
3598	3rd Floor 334 need two student desks Time Available: asap Action Taken: Talk to Lindy Hansen and see if you can take them from 118 or 120	Medium Complete	11/16/2011 07/09/2012	236

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3583	2nd Floor 217 my whole audio system stopped working. I need this for my curriculum when I show some DVD's. ASAP!!! Time Available: NOW Action Taken:	Medium Complete	11/09/2011 07/09/2012	243
3579	Administration Area Large Conference Room Two lights are out. The one to the right has been on the punch list from day one. The one in the middle is a new problem. Action Taken:	Medium Complete	11/08/2011 07/09/2012	244
3568	Band Room Overhead speakers in the band and choral room need to be installed. There are holes in the walls where the speakers should be. This is impacting teaching and learning in the Choral room as the teacher's vocal chords are being compromised without the sound Action Taken: contractor repair	Medium Complete	11/07/2011 07/09/2012	245
3570	Choral Choral ENO board is not working due to faulty wiring. This needs to be addressed immediately. Action Taken: contractor repair	Medium Complete	11/07/2011 07/09/2012	245
3561	Classroom 318 Lights are broken Action Taken: contractor repaired	Medium Complete	11/04/2011 07/09/2012	248
3466	Classroom 303 The back right light burnt out during class today. Time Available: Any (NOTE BY BOB MURRAY: THIS IS AN OLD REQUEST I JUST FOUND. BE RESOLVED BY NOW.) Action Taken: completed	Medium Complete	09/20/2011 07/09/2012	293

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3436	2nd Floor 223 clock is not working (NOTE BY BOB MURRAY: THIS IS AN OLD REQUEST I JUST FOUND. MAY BE RESOLVED BY NOW. This is not on my issues. Please send me an email if this clock in 223 is still a problem.) Action Taken: ok at this time	Medium Complete	09/12/2011 07/09/2012	301
4182	Administration Area 101A I have a rolling cart that needs to be put together. The box is n the main office Action Taken: done	Medium Complete	07/11/2012 07/11/2012	0
4190	Grounds Outside front door Pipe burst again. Time Available: ASAP Action Taken:	Medium Complete	07/16/2012 07/19/2012	3
4185	Parking Lot Front Entrance The grass at the front entry needs to be mowed. The weeds growing along the stone wall on the Cedar Street side need to be pulled. It looks overgrown and untended. Time Available: ASAP Action Taken: mowed	Medium Complete	07/13/2012 07/19/2012	6
4210	1st Floor New Science/Art Tables New Science/Art tables arrived today and need to be put together. Two science tables for each science lab and evenly distribute art tables to each art room Action Taken: was told not to do by Dr. Raab , was told contractors are going to assemble	Medium Complete	07/19/2012 07/20/2012	1

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4211	1st Floor Science/Art tables The manufacturer will put together, disregard earlier work order. Thanks. Tom Time Available: ASAP Action Taken: contractor repair	Medium Complete	07/19/2012 07/20/2012	1
4204	2nd Floor Teacher Centers The Keurig Machines need to be cleaned. Tom Time Available: ASAP Action Taken: cleaned per manufacturers instructions	Medium Complete	07/18/2012 07/20/2012	2
4192	1st Floor Control Room I would like a Cat5 wire feed from the storage closet next to the Control Room into the control room though the ceiling. I have the needed wire for this. Action Taken:	Medium Complete	07/16/2012 07/20/2012	4
4183	1st Floor outside the main office two large boxes need to be brought to the female locker room Time Available: anytime Action Taken: brought boxes to coaches office/ locker room	Medium Complete	07/11/2012 07/20/2012	9
4178	2nd Floor 208 and 220 The Keurig Machines need to be dumped of their existing water and cleaned in preparation for September. The water cannot be left standing in those machines all summer or it will be gross. They should be cleaned probably with a white vinegar solution but I Action Taken: cleaned needle entrance and gasket, then ran 3 brew cycles with regular water(sanitizing brew) per manufacturers instructions	Medium Complete	07/06/2012 07/20/2012	14
4179	3rd Floor 308 and 320 The Keurig Machines need to be dumped of their existing water and cleaned in preparation for September. The water cannot be left standing in those machines all summer or it will be gross. They should be cleaned probably with a white vinegar solution but I Action Taken: cleaned per manufacturers instructions	Medium Complete	07/06/2012 07/20/2012	14

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4157	3rd Floor elevator Elevator cannot be called to the third floor. However, you can take it to the 3rd floor from another floor. Time Available: anytime Action Taken: contractor repair	Medium Complete	06/27/2012 07/20/2012	23
4141	3rd Floor pod 320 The refrigerator door in pod 320 does not close all the way, even when empty. WE have to prop it closed with a barrel. Time Available: summer Action Taken: found no refrigerator in pod	Medium Complete	06/18/2012 07/20/2012	32
4114	2nd Floor Library wood trim falling off main circulation desk Time Available: 7-2:45 Action Taken:	Medium Complete	06/06/2012 07/20/2012	44
4193	Grounds Out in front of stone sign Please weed in that section of the stone wall. Thanks. Tom Time Available: ASAP Action Taken:	Medium Complete	07/17/2012 07/21/2012	4
4207	1st Floor Small and large Conference Room Please wash white boards in the small and large conference room. Thanks. Tom Raab Time Available: ASAP Action Taken: custodial cleaned	Medium Complete	07/19/2012 07/23/2012	4
4209	Parking Lot Loading Dock area Yellow Jackets Nest under the steps going up to the loading dock, Waltham chemical could take care of the issue if they are still our exterminator. Time Available: anytime Action Taken: sprayed and destroyed bees nest.	Medium Complete	07/19/2012 07/23/2012	4

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4203	1st Floor Lockers In the past all of the lockers were opened over the summer and cleaned out. Please make that part of the summer clean up for all three floors. Thanks. Tom Time Available: ASAP Action Taken: custodial cleaning	Medium Complete	07/18/2012 07/23/2012	5
4194	1st Floor Main Hallway Please remove and clean the main hallway glass viewing area to the left of the 2012 graduate memorial. Thanks. Tom Time Available: ASAP Action Taken: custodian cleaned	Medium Complete	07/17/2012 07/23/2012	6
4189	2nd Floor Stairwell in Front The stairwell in front of the school, emergency staircase, needs to be cleaned. Time Available: ASAP Action Taken: custodial cleaning	Medium Complete	07/16/2012 07/23/2012	7
4216	Athletic Field Mow new sports fields Action Taken: Mow new sports fields.	Medium Complete	07/24/2012 07/24/2012	0
4186	Parking Lot Student Parking Lot In the upper corner of the student parking lot on the Cedar Drive side there are balloons caught in a tree from graduation. Please remove them. Thanks. Tom Raab Time Available: ASAP Action Taken: did not find	Medium Complete	07/13/2012 07/25/2012	12
4215	1st Floor 108 Art Room The sediment trap under the deep utility sink. (The one nearest the storage closet) backs up and leaks around the rubber gasket when it drains. Action Taken: replaced basket strainer and tightened cover to trap. tested with mr crawford and checked for leaks	Medium Complete	07/24/2012 07/27/2012	3

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4052	Auditorium The wooden cap at the top of the auditorium seats on the second floor is loose and needs to be bolted down Action Taken:	Medium Complete	05/16/2012 07/27/2012	72
3958	1st Floor Drinking fountain at boys/girls bathrooms near Fab Lab: spigot broken off. Also, in Boys Bathroom, faucet on sink coming loose. Action Taken:	Medium Complete	03/30/2012 07/27/2012	119
3599	3rd Floor Room 315 There is a broken lab table. The students were moving it (under supervision) and a corner of the table broke off. I have the piece. We need to glue it back on until a new table can be ordered. They are under warranty. Contact Peter Constable. Action Taken:	Medium Complete	11/17/2011 07/27/2012	253
4223	main office 4 boxes to be moved to the Athletic Trainers room Time Available: anytime Action Taken:	Medium Complete	07/31/2012 08/01/2012	1
4226	Administration Area main office on 7/11 I sent a request to have a rolling cart assembled. It states that it is "Done", it is not. The box containing the unassembled cart is still in the main office. Time Available: anytime Action Taken:	Medium Complete	07/31/2012 08/01/2012	1
4205	2nd Floor Lockers We need to figure out how to mechanically advance the lockers to the next combination for the incoming freshmen lockers. We should be able to set them to combination "2". Tom Time Available: ASAP Action Taken:	Medium Complete	07/18/2012 08/01/2012	14

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4172	Grounds front of the building it looks like there is a broken water pipe on the grounds close to the front door of the high school Action Taken: called scott more from mnt. view	Medium Complete	07/02/2012 08/04/2012	33
3945	2nd Floor student bathrooms The vent doors in the student bathrooms on the second floor in the red pod area need to have reinforced locks put on them. They are accessible at present, and students are entering the areas behind the bathroom walls. All vent doors in all student bathr Action Taken:	Medium Complete	03/29/2012 08/06/2012	130
3737	1st Floor Music Suite The Music Suite is STILL having problems with the AV. It really needs to be solved. As I have said before on School Dude; the problems are impacting their ability to deliver effective curriculum. Time Available: ASAP Action Taken:	Medium Complete	12/22/2011 08/06/2012	228
4054	1st Floor Engineering Lab Despite his BEST efforts, Jeff Faria cannot get the Laser Cutter working again. There must be someone who can repair it. This is a \$10,000 piece of equipment that is doing nothing. PLEASE find someone who can look at it and repair it! Action Taken: It is embarrassing to HHS that this machine does not work. It is only one year old and should work. PLEASE HELP! Tom Raab	Medium Complete	05/16/2012 08/07/2012	83
4138	1st Floor Gymnasium The two holes from the lacrosse balls need to be repaired immediately. Action Taken: contractor repair	Medium Complete	06/15/2012 08/10/2012	56

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4237	1st Floor Gymnasium Please unpack the new cushioned seats for Volleyball/Basketball and put together the storage stand. These should be wheeled into the PE storage off the gym Time Available: ASAP Action Taken:	Medium Complete	08/03/2012 08/14/2012	11
4267	1st Floor 405k to move book shelves and mail holder to room 405L Time Available: 8/14/12 Action Taken:	Medium Complete	08/14/2012 08/15/2012	1
4249	Administration Area 101 Mount a flag on the wall in the main office Time Available: anytime Action Taken:	Medium Complete	08/09/2012 08/15/2012	6
4245	2nd Floor library Please install 2 white boards and one flag in library. One white board centered on wall above the copy machine (please cover the missing paint spot). Please attach flag adjacent to this white board. One white board over shelves and under rooster. T Action Taken:	Medium Complete	08/07/2012 08/15/2012	8
4238	field Could we have the field hockey cages painted/repared. Time Available: any Action Taken: nets are unrepairable	Medium Complete	08/03/2012 08/15/2012	12
4232	Auditorium repair the ceiling Action Taken: contractor repaired	Medium Complete	08/02/2012 08/15/2012	13

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4225	Administration Area 104K 104L administrators moving rooms, move marked file cabinets in rooms 104K and 104L Time Available: anytime Action Taken:	Medium Complete	07/31/2012 08/15/2012	15
3994	1st Floor 105 urinal running in boys near cafe Time Available: soon Action Taken: repaired	Medium Complete	04/20/2012 08/15/2012	117
4242	3rd Floor 319 Please email Ken Decie, kdecie@hanoverschools.org, when you intend to hang the periodic table. He wants to be and make sure it's hung in the correct place. Time Available: ASAP Action Taken:	Medium Complete	08/04/2012 08/16/2012	12
4236	3rd Floor 319 I need a Periodic Table hung on a wall in the classroom. Time Available: Week of Aug 13th Action Taken:	Medium Complete	08/03/2012 08/16/2012	13
4224	Administration Area 101f We would like a file cabinet moved in the file room Action Taken:	Medium Complete	07/31/2012 08/16/2012	16
4266	Grounds softball fence remove softball fence at middle school Time Available: asap Action Taken: remove by maintenance	Medium Complete	08/14/2012 08/17/2012	3

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4252	1st Floor 104 The clock in room 104 main room guidance is not working. Time Available: anytime Action Taken: Re-set clock breaker.	Medium Complete	08/09/2012 08/20/2012	11
4184	Auditorium Auditorium Hallway Don't forget the light fixture to the left of the stage as you enter the auditorium that needs a specialized bulb. Time Available: ASAP Action Taken: Replace all bulbs in auditorium hallway.	Medium Complete	07/12/2012 08/20/2012	39
4290	Athletic Field field Hanover High School Could we have the field hockey cages painted/repared. The 4 at the high school not Middle. Time Available: all day Action Taken:	Emergency Complete	08/22/2012 08/22/2012	0
4283	1st Floor Multipurpose Room The room needs to be set up for the School Committee meeting on August 22, 2012. The meeting is at 7pm. The room needs to be set up before 4pm. See me if you have any questions about the set up. Tom Raab Time Available: ASAP Action Taken:	Medium Complete	08/20/2012 08/22/2012	2
4289	Athletic Field field no nets on field hockey cages, no nets on soccer goals Time Available: all day Action Taken: nets installed	Medium Complete	08/22/2012 08/24/2012	2
4291	Athletic Field field Put together soccer goal stored in the storage area next to snack bar. Put soccer net on the frame. Leave new goals at turf and bring old goals to middle school field. Time Available: all day Action Taken: put together	Medium Complete	08/22/2012 08/24/2012	2

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4188	3rd Floor Rm 324 There is a golf ball sized hole in the wall by the window near the corner of the radiator. It needs to be filled, patched, and painted. Time Available: ASAP Action Taken: repaired	Medium Complete	07/13/2012 08/24/2012	42
4177	2nd Floor 201 There are two areas that need to be painted. There are spots by the wall clock that were prepped but never painted tan. There are also two spots on the purple paint by the inner door that need touch up paint. We need to inspect and maintain the paint jobs Action Taken: done	Medium Complete	07/06/2012 08/24/2012	49
4136	3rd Floor 324 There is a whole in the wall under the window below the corner of the radiator. It is about the size of a golf ball. It needs patching or I'm afraid the kids will poke it and make it worse. Time Available: summer Action Taken:	Medium Complete	06/15/2012 08/24/2012	70
4298	Hallway/Corridor painted hallway to locker rooms(touched up) Action Taken:	Medium Complete	08/25/2012 08/25/2012	0
4299	 went around to all the rooms and touched up the walls with paint Action Taken:	Medium Complete	08/25/2012 08/25/2012	0

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4303	Administration Area 101F install safe Time Available: anytime Action Taken: done	Medium Complete	08/28/2012 08/28/2012	0
4306	1st Floor 144/AT office No AC in room, very high humidity. Time Available: any Action Taken:	Medium Complete	08/28/2012 08/28/2012	0
4307	1st Floor 144/AT office Clock is not working again Time Available: any Action Taken: Re-set clock breaker.	Medium Complete	08/28/2012 08/28/2012	0
4301	1st Floor general area FYI that we are having students in the building on Tues (8/28) for Student Leadership Breakfast and Wed. (8/29) for Freshman Orientation. Time Available: anytime Action Taken:	Medium Complete	08/27/2012 08/28/2012	1
4294	1st Floor Room 106 The ceiling lights above the teacher desk are out. Time Available: Any time before the start of the school year Action Taken:	Medium Complete	08/24/2012 08/28/2012	4
4293	Athletic Field field Put up sport banner from the PE storage room in the gym. Time Available: all ady Action Taken: the banners in the storage are the old wool and have been replaced	Medium Complete	08/22/2012 08/28/2012	6

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4254	1st Floor Hallway inside entrance from courtyard There is a hole in the tile at the bottom of the wall in the inside corridor. The tile needs to be replaced. There should be extra tiles in the outside storage area in the loading dock. Time Available: ASAP Action Taken:	Medium Complete	08/10/2012 08/28/2012	18
4187	Auditorium Walls A patch under the control room glass needs to be painted brown as well as the patch over the access door to the music suite where the EXIT sign was removed. Both need to be painted the same brown color as the surrounding wall. Time Available: ASAP Action Taken:	Medium Complete	07/13/2012 08/28/2012	46
4132	Band Room 148 Classroom audio configuration in Band Room has been disrupted, and I can't get it working despite attempts to reconnect the computer and other media to amplifiers. Time Available: any time Action Taken:	Medium Complete	06/13/2012 08/28/2012	76
4126	Cafeteria kitchen kitchen is very hot today Time Available: 6 to 1 Action Taken: DONE BY RICH	Medium Complete	06/11/2012 08/28/2012	78
4058	2nd Floor 219A 2 science laptops with the "RED DOT" syndrome. Time Available: ASAP Action Taken: you need to contact m purdy	Medium Complete	05/16/2012 08/28/2012	104

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4034	2nd Floor 217 during sixth period 3 students were locked out of their accounts. leah doolin nate melo john potvin thanks lou Action Taken:	Medium Complete	05/04/2012 08/28/2012	116
3966	Hallway/Corridor Stair Case 1 There is a line of pen mark up the wall along the railing. The wall needs to be cleaned above the railing all the up to the third floor. Action Taken: Daily inspection of walls.	Medium Complete	04/02/2012 08/28/2012	148
3864	Auditorium Production Booth Video selector on the rack mount system does not appear to be operating correctly. When a DVD video is played and the video switcher is selected to the appropriate input, no video is output. An initial glance at the wiring seemed normal (VGA/S-Video/RCA co Action Taken:	Medium Complete	02/14/2012 08/28/2012	196
4314	Kitchen 136 Requesting 4-6 8-foot tables to be set up for staff function on Friday August 31. See Lynn for placement location throughout cafeteria Time Available: 8-3 Action Taken:	Medium Complete	08/30/2012 08/30/2012	0
4251	3rd Floor Room 315 There is a science table with a missing nut for a leg and a chunk out of the corner. I have the broken piece in my office. I think we should try and repair it if we can't order a new top to the table under the warranty. See me for the broken corner piece. Action Taken: repaired	Medium Complete	08/09/2012 08/30/2012	21

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3671	3rd Floor Room 319 These issues need to be addressed immediately. They have been reported numerous times since the beginning of the school year!!! We are frustrated by the complete lack of response regarding these items. 1 speaker still doesn't work. Missing a piece of Action Taken:	Medium Complete	12/07/2011 08/30/2012	267
4288	2nd Floor Library Please clean the gum off the bottom of the computer tables. Thank you. Time Available: any time Action Taken: complete	Medium Complete	08/21/2012 09/04/2012	14
4327	Grounds front of the building timer on water for hose needs to be shut off Time Available: anytime Action Taken: removed	Medium Complete	09/05/2012 09/05/2012	0
4328	1st Floor cafeteria Please bring blue cheerleading mats to the High School. These may be stored in maintenance shed or MS. Time Available: before 1:00pm Action Taken:	Emergency Complete	09/05/2012 09/05/2012	0
4331	2nd Floor 2n floor teachers complaining that it is very hot on the second floor Time Available: anytime Action Taken: contractor called	Emergency Complete	09/05/2012 09/05/2012	0
4323	Cafeteria cafeteria please set up two long tables outside the cafeteria to be used as a sign in for auditorium use Wednesday night. Time Available: after 3:00 Action Taken: complete	Medium Complete	09/04/2012 09/05/2012	1

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4325	1st Floor shop/fab lab Regulator on main compressor that is needed for the proper functioning of the dust collector is not operational, leaking, and overcharging the system. A problem that was addressed by the installer and is continuing. Time Available: any Action Taken: called the contractor	Medium Complete	09/04/2012 09/05/2012	1
4304	Cafeteria grab & go area need an electrical outlet in the middle of the common area in the grab & go area for the cash register and internet cable. Talked to Jeff from Maintenance. This needs to be done by Sept 4th in order to run the register in that area. Contact Lynn at ext Action Taken: pancake molding installed	Medium Complete	08/28/2012 09/05/2012	8
4340	1st Floor Gymnasium Someone has to see the elections officials immediately. They need more of the stands with cord to define walkways in the gym. You can borrow the stands from the cafe if necessary. In the future, elections open at 6am. I would suggest that someone is dedic Action Taken:	Medium Complete	09/06/2012 09/06/2012	0
4326	Cafeteria KITCHEN FAUCET ON KETTLE POT WILL NOT TURN ON Time Available: 7 TO 1 Action Taken: Show kitchen workers how to operate kettle pot faucet.	Medium Complete	09/04/2012 09/06/2012	2
4338	2nd Floor from 310 to 217 Please bring a science table from 310 to 217. Also take two chairs from the multipurpose room and put them in 217 with the table. As you enter 310 there are two tables on the right. Take the uppermost one Time Available: ASAP Action Taken:	Medium Complete	09/06/2012 09/07/2012	1

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4353	Basketball Court Volleyball court We need two 6 foot white table move back to the gym for volleyball matches. First match is Wednesday. Time Available: asap Action Taken: completed.	Medium Complete	09/07/2012 09/10/2012	3
4361	1st Floor 108 Locker # 1060 is a tall locker. The top and middle open when the combination is put in however, the bottom does not open - it is jammed shut. Also on the first floor locker #1062 sticks. The locker handle must be pushed up 4-5 times before it opens. T Action Taken:	Medium Complete	09/10/2012 09/11/2012	1
4363	3rd Floor library Locker #3286 is stuck. It doesn't shut or lock. Time Available: any time Action Taken:	Medium Complete	09/10/2012 09/11/2012	1
4339	Cafeteria School Store The water and popcorn machine as well as the paper goods on the table must be taken to the Concession Stand for the Boosters. Further, there is metal shelving in the custodial storage room. Please put it together and place in School Store. Time Available: Action Taken:	Medium Complete	09/06/2012 09/11/2012	5
4345	Kitchen 136 Middle School, electrical circuits keep tripping as essential equipment is plugged in. Milk coolers must be continuously in service due to food safety and quality issues Time Available: 6:30-2:00 pm Action Taken:	Medium Complete	09/06/2012 09/13/2012	7

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4383	Grounds front Custodial services for Sat., 9/15 (9:30-2:30). Car wash benefiting Sr. class. Building Use submitted on 6/29/12. Time Available: 9:30 am Action Taken: scheduled. Bill Whealan	Medium Complete	09/12/2012 09/14/2012	2
4366	Cafeteria cafe Can we have the blue mats moved from Middle school to HS cafe. Time Available: asap Action Taken:	Medium Complete	09/10/2012 09/14/2012	4
4368	Cafeteria cafe please move the gym mats from the area of the exits Time Available: anytime Action Taken:	Medium Complete	09/10/2012 09/14/2012	4
4372	Locker Room girls locker room need a light bulb put to entrance to the girls locker room Time Available: anytime Action Taken: Return to Maint.	Medium Complete	09/10/2012 09/14/2012	4
4400	2nd Floor 220 It is extremely hot in the Teachers Center room 220. The thermostat is reading 79/80. Time Available: any Action Taken:	Medium Complete	09/17/2012 09/17/2012	0
4396	Grounds Near Concession Stand The septic odor continues. We have HYAA tomorrow morning on the field. Please address this issue today!!! Time Available: ASAP Action Taken:	Medium Complete	09/14/2012 09/17/2012	3

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4390	Grounds outside gym Strong septic smell outside of gym area Time Available: anytime Action Taken:	Medium Complete	09/13/2012 09/17/2012	4
4369	1st Floor Women's P.E. office phone on coaches desk is not working- no dial tone- nothing- may not be plugged in properly-please check Time Available: anytime Action Taken:	Medium Complete	09/10/2012 09/17/2012	7
4402	Choral 147 Broken Clock Time Available: Any Action Taken: Reset clock breaker.	Medium Complete	09/17/2012 09/18/2012	1
4406	Athletic Field track Please put down the track protector on the track. Time Available: any Action Taken: track protector to be put down by coach as needed	Medium Complete	09/17/2012 09/18/2012	1
4398	Basketball Court field hockey One of the switches to raise the basketball hoop is not working. Time Available: any Action Taken:	Medium Complete	09/14/2012 09/18/2012	4
4391	Grounds concession stand Strong odor of gas near concession stand Time Available: anytime Action Taken:	Medium Complete	09/13/2012 09/18/2012	5

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4360	1st Floor office just checking to see if this works no problems Time Available: anytime Action Taken:	Medium Complete	09/10/2012 09/18/2012	8
4244	2nd Floor Library Please remove gum from under library tables and library computer tables. Time Available: any time Action Taken:	Medium Complete	08/07/2012 09/18/2012	42
3761	3rd Floor 303 The sound system in Room 303 is cutting in-and-out with the main dialogue and only playing background sounds and music. Time Available: Any Action Taken: john s is not on schooldude you need to call him or use there website	Medium Complete	01/09/2012 09/18/2012	253
3728	3rd Floor 310 As I mentioned this morning, the volume in my room of both the phone and the announcements is too low. Last week a parent came to dismiss her child but the office could not reach me. They tried to call both through the intercom and the phone, but bec Action Taken: john s is not on schooldude need to call or use there website	Medium Complete	12/19/2011 09/18/2012	274
3713	3rd Floor 320 SECOND REQUEST - The phones in 320 aren't working. How do we address this? Is it maintenance or technology? Time Available: ASAP Action Taken:	Medium Complete	12/14/2011 09/18/2012	279
3665	Office Music Office 149 Phone in Music Office 149 stopped working. Action Taken: john sousa is not on the school dude program	Medium Complete	12/06/2011 09/18/2012	287

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4418	Athletic Field bathrooms the bathrooms need to stocked up for the football game Sat. For example, soap and toilet paper...also the trash barrels need to be emptied around the track area. Thank you Time Available: any Action Taken: Done	Medium Complete	09/19/2012 09/19/2012	0
4422	Grounds Grounds Equipment Maintenance Groundskeeping equipment maintenance Action Taken: checked oil replaced blades greased and cleaned toro and trackless	Medium Complete	09/19/2012 09/19/2012	0
4423	Parking Lot unload and place planters Action Taken:	Medium Complete	09/19/2012 09/19/2012	0
4395	3rd Floor 320 We must get another refrigerator in 320. They are not that expensive and the teachers up there have put up with it long enough. We are testing the limits of their patience. Time Available: ASAP Action Taken:	Medium Complete	09/14/2012 09/19/2012	5
4432	Grounds Outside front and back door Tom: Please make sure the outside of the front and back doors are cleaned up as well so the approaches to the schools are clean. I forgot to mention that when we talked about the bathrooms and cafeteria. I also need the auditorium clean and vacuumed for t Action Taken: done	Medium Complete	09/20/2012 09/20/2012	0

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4433	2nd Floor Library Gum attached to side of chair. Chair is placed directly at end of shelf where you walk into the library. Time Available: all day Action Taken: Done	Medium Complete	09/20/2012 09/20/2012	0
4440	 remove and replace the batt. in the burnisher test and del. to the hs Action Taken: done 2.0 hrs	Medium Complete	09/20/2012 09/20/2012	0
4416	1st Floor Multipurpose Room Please set up the multipurpose room for the school committee meeting tonight at 7pm. The room should be set up and ready to go by 5pm. Time Available: ASAP Action Taken: done	Medium Complete	09/19/2012 09/20/2012	1
4417	Locker Room outside of 143 The sliding glass window display case outside of boys locker room, window is off it's track Time Available: asap Action Taken: repaired	Medium Complete	09/19/2012 09/20/2012	1
4428	Athletic Field flag Please put up the American flag on Saturday AM for the home football game, then take down after the game. Time Available: any Action Taken:	Medium Complete	09/19/2012 09/20/2012	1
4410	1st Floor replace tiles in fab lab Action Taken: replaced	Medium Complete	09/18/2012 09/20/2012	2

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4442	2nd Floor Library My last request to remove gum from the chair was marked as done...the gum is still on the chair. I will place the chair in the same place and put the label back on it. Time Available: all day Action Taken: Complete	Medium Complete	09/21/2012 09/21/2012	0
4431	2nd floor rm 225 door handle wont lock Time Available: after breakfast Action Taken: adjust door latch stricker.	Medium Complete	09/19/2012 09/21/2012	2
4401	2nd Floor 225 The lock on the classroom door does not function properly. The handle on the door locks, but the door swings open anyway. Time Available: after 2:06pm Action Taken: Adjust door latch stricker.	Medium Complete	09/17/2012 09/21/2012	4
4455	Cafeteria kitchen the internet connection on the floor for the registers has fallen into the floor so that i cannot connect the cable to get the register running. I will need this done by 11 am today Time Available: 7 to 1 Action Taken: done	Medium Complete	09/24/2012 09/24/2012	0
4443	Grounds Tennis Courts The second tennis court, closest to the street, needs attention. A student, cranked the net down-he was not directed to do this-either on the way down or the way up-the pastic covering that covers the cable came off-as a result the net cannot be cranked Action Taken: repaired	Medium Complete	09/21/2012 09/24/2012	3

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4467	Cafeteria kitchen need gas turned on in the kitchen asap the red light is off Time Available: any Action Taken: reset	Medium Complete	09/25/2012 09/25/2012	0
4473	Locker Room hallway The glass on the trophy case is out. Time Available: any Action Taken: replaced this glass already	Medium Complete	09/25/2012 09/25/2012	0
4461	3rd Floor 315 Sink is dripping continuously in back middle of room. Time Available: ASAP Action Taken:	Medium Complete	09/24/2012 09/25/2012	1
4450	3rd Floor 317 A faucet in the room next to the windows is bent. Action Taken:	Medium Complete	09/21/2012 09/25/2012	4
4430	2nd Floor girls bathroom near elevator middle stall toilet flushing slow may need snake Time Available: anytime Action Taken:	Medium Complete	09/19/2012 09/25/2012	6
4397	1st Floor 108 Art Room The window shade does not pull down. Action Taken:	Medium Complete	09/14/2012 09/25/2012	11

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4392	1st Floor 111 There is a light out over the kitchen prep area in room 111.Thank you.... Action Taken: put two bulbs in and light still doesnt work. told my supervisors about light.	Medium Complete	09/13/2012 09/25/2012	12
4386	Classroom 204 I have a desk that is missing a "screw in" round piece at the bottom of the desk is missing. Action Taken: desk was ok	Medium Complete	09/12/2012 09/25/2012	13
4471	1st Floor 118 There is a light out in the classroom. Action Taken:	Medium Complete	09/25/2012 09/26/2012	1
4444	Grounds Tennis Courts The door closest to the street and softball field needs attention-it will close all the way. Action Taken: Adjust all doors for proper operation.	Medium Complete	09/21/2012 09/26/2012	5
4452	3rd Floor 301 Trim fell off door. We have the trim in the front office. Action Taken:	Medium Complete	09/21/2012 09/26/2012	5
4441	Parking Lot front flag pole front flag pole we think there is something wrong with the cable flag will not stay up. Action Taken: Remove and adjust flag winch, and re-install. Check for proper operation.	Medium Complete	09/20/2012 09/26/2012	6

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4362	2nd Floor 112 Locker # 2111 and locker #2292 do not work when the combinations are used. There are five combinations for every locker - none of them work. Time Available: any time Action Taken: need either new lock kit, and or have john look at. john knows how locks operate and how to switch them from one combo to another. locker 2292 is repaired	Medium Complete	09/10/2012 09/26/2012	16
4488	1st Floor Corridor outside Art rooms There are beatles in the hallway. Please call the exterminator. Action Taken: Called Exterminator.	Medium Complete	09/27/2012 09/28/2012	1
4462	1st Floor Fabrication lab Laser Cutter needs to be fixed. It has been off line since the move and this needs to be addressed immediately! Time Available: ASAP Action Taken:	Medium Complete	09/24/2012 09/28/2012	4
4451	Locker Room team lockerrooms Hang the whiteboards in the team lockerroom. Take the 6x4 white board in ahtletic trainer room for team rooms. Other Boards are in front office. Time Available: any Action Taken: large whiteboard is cracked . informed athletic director	Medium Complete	09/21/2012 09/28/2012	7
4381	2nd Floor 227 Phone not working- safety concern. Time Available: any Action Taken:	Medium Complete	09/11/2012 09/28/2012	17

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3926	1st Floor gymnasium the divider has two tears-both at the bottom (when the divider is down completely) one on either side. Was told it is under warranty? Time Available: anytime Action Taken: This should be covered under the warranty. It must be addressed before it starts looking ratty.	Medium Complete	03/20/2012 10/02/2012	196
3720	Classroom 315 The light fixture in the center of the room is out. The sink on back wall closest to window does not work. Middle table on side closest to wall is missing a corner. Door latch sticks when opened (handle does not spring back to place) Time Available: Af Action Taken: This is at least the 3rd request on this guys. Let's fix it once and for all. Tom	Medium Complete	12/15/2011 10/02/2012	292
3683	3rd Floor 318 Light is still out. Has been for quite some time. It is the light furthest from the classroom door. With such a small room and no windows, we need this light!! Time Available: anytime!!! I'll teach in the hall if necessary for the light to be fixed :) Action Taken:	Medium Complete	12/08/2011 10/02/2012	299
4517	Grounds grease and sharpen blades on toro Action Taken:	Medium Complete	10/02/2012 10/03/2012	1
4523	1st Floor Multipurpose Room Please set up the multipurpose room for the School Committee this evening. Meeting is at 7pm. The room must be set up by 5pm. Tom Raab Time Available: ASAP Action Taken: done	Medium Complete	10/03/2012 10/04/2012	1

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4538	repack storage trailer at dpw and store leftover materials from back or hs in it. john and al. Action Taken:	Medium Complete	10/05/2012 10/05/2012	0
4527	Choral male bathroom lights don't work hand dryer does not work toilet does not work Action Taken: the lights need parts. the emergency light is on now.the hand dryer and the toilet is working.	Medium Complete	10/03/2012 10/07/2012	4
4549	Basketball Court Gymnasium The main hoop on the basketball court in the gym is missing a net. I was hoping to get this fixed ASAP because we need the gym tonight. I just noticed it this morning, I can try to do it myself it need be. Thanks! Action Taken: replaced1 net repaired 3	Medium Complete	10/09/2012 10/09/2012	0
4536	Administration Area main office Key broke off in lock of filing cabinet Action Taken: Remove broken key.	Emergency Complete	10/05/2012 10/09/2012	4
4541	2nd Floor 220 Teachers Center room 220 is reading 80 degrees. Classroom 224 is extremely hot and humid with a very bad smell. Action Taken:	Medium Complete	10/05/2012 10/09/2012	4
4532	throughout building Please hang certificates of inspections throughout the building. Certificates are located in frames on my desk. Thx! Kathy Action Taken: See Dr. Raab for placement.	Medium Complete	10/04/2012 10/09/2012	5

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4526	Choral 147 Some of the classrooms in the music area are much colder then the others, specifically room #155. It feels as though there may be some cold air blowing into the room. Would there be a way to generate heat in this area? Time Available: any Action Taken: raised temps	Medium Complete	10/03/2012 10/09/2012	6
4502	3rd Floor library Elevator Button on third floor does not work. Doesn't call elevator. Time Available: anytime Action Taken:	Medium Complete	10/01/2012 10/09/2012	8
4557	rehang the trophy case glass Action Taken:	Medium Complete	10/10/2012 10/10/2012	0
4534	1st Floor 104 We have a table in the guidance office that needs to be moved to the music wing. Thank you. Action Taken: moved by custodians	Medium Complete	10/05/2012 10/10/2012	5
4508	1st Floor main office ladies room ladies room in main office is clogged Time Available: anytime Action Taken: used plunger	Medium Complete	10/01/2012 10/10/2012	9
4496	Administration Area front door Front door lock is not working properly Time Available: anytime Action Taken: wd40 doorbell	Medium Complete	09/28/2012 10/10/2012	12

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4458	1st Floor 112 compressor regulator is faulty and needs to be replaced Time Available: any Action Taken: CONTRACTOR REPAIR	Medium Complete	09/24/2012 10/10/2012	16
3636	3rd Floor Chemistry labs What is the ETA on setting up the Fume Hoods correctly so the Chemistry teachers don't have to go to the electrical room when they want to turn them on? Tom Time Available: ASAP Action Taken:	Medium Complete	12/05/2011 10/10/2012	310
4567	2nd Floor 224 contractor repaired Action Taken: contractor repair	Medium Complete	10/11/2012 10/11/2012	0
4568	2nd Floor 224 ballast out Action Taken: needs electrician	Medium Complete	10/11/2012 10/11/2012	0
4561	room 217 two sets of lights are out most likely the ballast Time Available: any time Action Taken: replaced with new bulbs, needs electrician	Medium Complete	10/10/2012 10/11/2012	1
4564	2nd Floor 227 ballast out. Time Available: any time Action Taken: did not see any lights out	Medium Complete	10/10/2012 10/11/2012	1

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4537	Administration Area outside door Front door security "doorbell" sticks when pushed. Time Available: anytime Action Taken: lady in office told me that Joe C. fixed it	Medium Complete	10/05/2012 10/11/2012	6
4529	227 found screen out side below window , looks like it was pushed out . Time Available: any time Action Taken:	Medium Complete	10/04/2012 10/11/2012	7
4512	bathroom boys bathroom sink not working near elevator Time Available: ! Action Taken: faucet worked fine and water drains fine.	Medium Complete	10/01/2012 10/11/2012	10
4479	1st Floor Health office AED Signs placed above boxes Brochure containers mounted Glove boxes wall Mounted Time Available: 7:15-2:30pm Action Taken:	Medium Complete	09/26/2012 10/11/2012	15
4575	1st Floor boys bathroom near rm 201 boys room sign fell of wall see bill Action Taken: reattached	Medium Complete	10/12/2012 10/15/2012	3
4569	3rd Floor 3rd floor Hang final Cert. of Inspection on third floor. Thx! Time Available: anytime Action Taken: installed	Medium Complete	10/11/2012 10/15/2012	4

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4483	Stair 1, 2nd floor Door into corridor from Stair 1 on 2nd floor remains unlocked when system is in locked mode (light stays green). Need to call BCM service. Action Taken:	Medium Complete	09/26/2012 10/15/2012	19
4302	1st Floor front door the second door at the front entrance is very hard to open and the handicap button does not work Time Available: anytime Action Taken: tech repaired	Medium Complete	08/28/2012 10/15/2012	48
4553	1st Floor install paper towel dispenser near sink install soap dispenser at sink Action Taken: done	Medium Complete	10/09/2012 10/16/2012	7
4608	2nd Floor Room 206 Blinds Broken Action Taken:	Medium Complete	10/17/2012 10/17/2012	0
4578	Classroom 315 Faucet for one of the sinks in the room is leaking (sink closest to the tall microscope cabinet). This problem has been fixed before but keeps happening. Time Available: Anytime Action Taken: replaced chicago stem/ cartridge assembly	Medium Complete	10/12/2012 10/17/2012	5
4584	Locker Room team room Installed new white board. Board at the loading dock area. Time Available: any Action Taken:	Medium Complete	10/12/2012 10/17/2012	5

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4571	1st Floor 108 Art Room The hot water spigot does not turn off. It is the sink nearest the windows. Action Taken: replaced chicago hot side stem/ cartridge assembly	Medium Complete	10/11/2012 10/17/2012	6
4607	1st Floor Multipurpose Room Please set up the multipurpose room for a School Committee Meeting this evening. Thanks. Tom Action Taken: done	Medium Complete	10/17/2012 10/18/2012	1
4638	Roof remove all debris and trash on all the roofs Action Taken:	Medium Complete	10/23/2012 10/23/2012	0
4623	Cafeteria loading dock door loading dock door with out windows key does not work in lock any more Time Available: anytime Action Taken:	Medium Complete	10/22/2012 10/23/2012	1
4624	Athletic Field flag pole Put of American flag, we have senior day for Girls soccer and will be playing national anthem. Night game PM. Time Available: 4PM Action Taken:	Medium Complete	10/22/2012 10/23/2012	1
4621	1st Floor 118 When I came in this morning, the lock "switch" to my classroom was off the door. I left the hardware on my desk. I believe it needs a screw? Time Available: after school Action Taken:	Medium Complete	10/19/2012 10/23/2012	4

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4590	Administration Area Principal's Office One of the light bars is not working. Tom Raab Action Taken: now working contractor repair	Medium Complete	10/15/2012 10/23/2012	8
4570	Cafeteria outside auditorium where cash registers are set up 3 light are out. We tried light switches but they did not turn on. 1 works the other 3 are out Time Available: anytime Action Taken: now working contractor repair	Medium Complete	10/11/2012 10/23/2012	12
4493	2nd Floor rm 224 and 217 lights out in these rooms Time Available: 2015 Action Taken: ballast	Medium Complete	09/27/2012 10/23/2012	26
3804	Cafeteria Kitchen Need to ID which Kitchen tiles have come loose to have complete list to contractor. Need to tap each tile for sound. (We know large area by custod. closet.) Action Taken:	High Complete	01/19/2012 10/23/2012	278
4636	Athletic Field storage room Assemble two of the benches delivered by jaypro, to be used on the football field. Time Available: any Action Taken:	Medium Complete	10/23/2012 10/24/2012	1
4605	1st Floor cardboard sheds sheds are full please empty Action Taken: done	Medium Complete	10/17/2012 10/24/2012	7

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4647	Athletic Field flag pole Please put up American Flag for Saturdays patriot league all star game from 12:30-3PM. Time Available: any Action Taken: All Set	Medium Complete	10/24/2012 10/27/2012	3
4658	Grounds outside near turf The trash outside next to the bleachers is over flowing and needs to be emptied a result more trash will be accumulated. Time Available: anytime Action Taken:	Medium Complete	10/26/2012 10/29/2012	3
4679	Grounds Install sand/salt spreader on dump truck. Action Taken: Install salt spreader on truck.	Medium Complete	10/30/2012 10/30/2012	0
4656	Locker Room gymnasium The handle on the door of the boys locker room is loose, the top portion of it has come off. Time Available: 7:30-2:06 Action Taken: Replace broken hardware and install door handle.	Medium Complete	10/26/2012 10/30/2012	4
4660	1st Floor 108 Art Room The hot water spigot on the sink nearest the door does not turn off. Action Taken: replaced hot side stem assembly	Medium Complete	10/26/2012 10/30/2012	4
4642	3rd Floor 327 Two ceiling light fixtures are out Time Available: before /after school Action Taken: ballast repaired by electrician	Medium Complete	10/24/2012 10/30/2012	6

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4643	1st Floor Principal's Office They "fixed" my light and now it goes off every five minutes and doesn't come back on with the sensor. It's worse. Tom Time Available: ASAP Action Taken: taken off the sensor by electrician	Medium Complete	10/24/2012 10/30/2012	6
4627	1st Floor 144 Fix the broken clock on the wall Time Available: any Action Taken: Reset wall plugs breaker to get power to clock?	Medium Complete	10/22/2012 10/30/2012	8
4620	1st Floor 118 There is a light out in room 118. Time Available: after school Action Taken: repaired	Medium Complete	10/19/2012 10/30/2012	11
4609	Athletic Field field The booster group requested recycle bins outside at the turf field. Time Available: any Action Taken:	Medium Complete	10/17/2012 10/30/2012	13
4586	Grounds Landscaping Please weed beds in advance of the NEASC visit. Time Available: ASAP Action Taken: weeded beds	Medium Complete	10/15/2012 10/30/2012	15
4588	1st Floor Hallway by Art wing There are still little beetle/bugs in the hallway in the morning. They need to be exterminated. Thanks. Tom Raab Time Available: ASAP Action Taken:	Medium Complete	10/15/2012 10/30/2012	15

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4655	Auditorium auditorium rubber carpet runner needs repair asap Action Taken: glued with product given to me by bosses	Medium Complete	10/26/2012 10/31/2012	5
4599	Cafeteria loading dock please install a wireless door bell on the loading dock door for deliveries. We need it for the kitchen to get the door for deliveries. We cannot hear the phone when the office calls Time Available: anytime Action Taken: installed wireless unit	Medium Complete	10/16/2012 10/31/2012	15
4585	1st Floor 104-C Cannot lock my lateral filing cabinet. Lock is stuck and key not working. Time Available: 7:30 - 2:36 Action Taken: Lube and adjust lock.	Medium Complete	10/12/2012 10/31/2012	19
4543	2nd Floor 217 hi. one of my ceiling lights in the back of room 217 does not work. also i need some new paper towels in my room. thank you. lou depatto Time Available: anytime Action Taken:	Medium Complete	10/06/2012 10/31/2012	25
4497	Locker Room Gym In the boys locker room, the opening to the bathroom, the rubber casing on around the floor is starting to fall apart Action Taken:	Medium Complete	09/28/2012 10/31/2012	33
4693	1st Floor rear entrance doors The rear entrance handicap button does not open the doors Time Available: anytime Action Taken:	Medium Complete	11/02/2012 11/02/2012	0

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4719	1st Floor fitness center/m&f P.E. office/P.E. hallway it is freezing in the fitness center, pe hallway, and both male and female pe office-I am wearing my winter coat as I right this Time Available: anytime Action Taken:	Medium Complete	11/07/2012 11/07/2012	0
4712	1st Floor 144 There is no heat in Room 144. It feels like the air conditioning is on. Time Available: ASAP Action Taken:	Medium Complete	11/06/2012 11/07/2012	1
4354	Athletic Field soccer Move the extra soccer goals to the middle school. Time Available: asap Action Taken:	Medium Complete	09/07/2012 11/07/2012	61
4718	1st Floor 145 The heat in 145 and hallway is still not right because it is still cold and the fitness center. Time Available: asap Action Taken: Joe C. took care of	Medium Complete	11/07/2012 11/08/2012	1
4705	Band Room band boys bathroom lights do not work Action Taken: repaired	Medium Complete	11/06/2012 11/08/2012	2
4710	Roof Roof, Outside Boiler Rm Bug screen at air intake for combustion air unit is partially blocked with leaves. Action Taken: clean air intake screen.	Medium Complete	11/06/2012 11/08/2012	2

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4695	Auditorium auditorium two pieces of carpet runners are loose see bill w Action Taken: glued down rubber to carpet runners	Medium Complete	11/02/2012 11/08/2012	6
4589	Auditorium boys bathroom The lights in the boys bathroom near back stage (in the music hallway) are flickering and sometimes completely not working. Time Available: anytime Action Taken:	Medium Complete	10/15/2012 11/08/2012	24
4478	Band Room mens restroom light not working. Time Available: any time Action Taken: Replace 2 light bulbs.	Medium Complete	09/25/2012 11/08/2012	44
3652	1st Floor All Boys Bathrooms All of the little plastic shields that go over the soap bag have been removed. We need to order new ones from the vendor and replace them immediately. This is true in every boys bathroom in the school. Please address this. I know they work without the pla Action Taken: replaced the ones in the boys room they seem to be the ones who break them	Medium Complete	12/06/2011 11/08/2012	338
4735	1st Floor Fitness Center/145 The heat is going off and on in rm 145 and no heat in the Fitness Center. Sorry but this has been inconsistent all week. Time Available: when you can Action Taken: resert the unit	Medium Complete	11/09/2012 11/09/2012	0

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4744	Locker Room all lockerrooms Deep cleaning of all lockerrooms to end the fall season and get ready for the winter sports (11/26/12). Time Available: any Action Taken: on going	Medium Complete	11/13/2012 11/14/2012	1
4742	1st Floor 144 Lights do not turn on on the weekends. Only in room 144, lights in all other rooms in the hallway turn on. Time Available: ASAP Action Taken: adjusted	Medium Complete	11/10/2012 11/14/2012	4
4730	1st Floor Room 108 The ventilation system seems not to be working in Room 108. It actually hasn't been circulating for a month or more, but now that it is getting colder it is becoming more an issue. Time Available: ASAP Action Taken:	Medium Complete	11/08/2012 11/14/2012	6
4733	144 Still feels like the vent is blowing out air conditioning and room is freezing. Time Available: ASAP Action Taken:	Medium Complete	11/08/2012 11/14/2012	6
4717	Office Boys PE office The boys PE office seems to still have cold air blowing into it, making the office freezing cold, as well as the hallway. Time Available: 7:25-2:36 Action Taken:	Medium Complete	11/07/2012 11/14/2012	7
4720	Kitchen 0 Walk-in cooler continues to build up mold due to excessive condensation inside unit. Just a reminder.... Action Taken:	Medium Complete	11/07/2012 11/14/2012	7

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4701	Roof RTUs Each Control Room section in the 13 RTUs have a wall light with an incandescent bulb. Most, if not all, of these bulbs are burned out. Please replace. (Verify bulb identity.) Action Taken: Replace all bad 60 watt incandescent bulbs in RTU's.	Medium Complete	11/05/2012 11/15/2012	10
4757	1st Floor 144 Air vent is still blowing out freezing cold air. Room temperature is extremely cold and has not gotten any better at all. Time Available: ASAP Action Taken: tech repaired	Medium Complete	11/15/2012 11/20/2012	5
4749	1st Floor teacher dinning room sink in leaking Action Taken:	Medium Complete	11/14/2012 11/20/2012	6
4758	1st Floor rm 145 there is NO heat again also in the hallway and Fitness center Time Available: am/pm Action Taken:	Medium Complete	11/16/2012 11/21/2012	5
4743	Athletic Field field The Turf field needs to be cleaned and groomed. Time Available: any Action Taken: done	Medium Complete	11/13/2012 11/26/2012	13
4736	Grounds cardboard sheds please empty sheds are full Action Taken: done	Medium Complete	11/09/2012 11/26/2012	17

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4792	1st Floor Lunch area (FS Director Office) Food service director Lynn Petrowski's desk is falling apart. Left hand top two drawers jammed together. She has a tough time trying to use the whole side of her desk. Time Available: whenever Action Taken: repaired	Medium Complete	11/28/2012 11/28/2012	0
4787	208 toilet paper dispenser loose on wall Time Available: any time Action Taken: check both sets of bathrooms on second floor found no loose toilet paper dispensers.	Medium Complete	11/27/2012 11/28/2012	1
4809	Parking Lot Prepair trucks for snow removal. Action Taken: Install snow plows, check fluids and lights.	Medium Complete	11/29/2012 11/29/2012	0
4793	2nd Floor teachers center toilet holder loose on wall room is near 208 Time Available: any time Action Taken: reinstalled with 4 lag bolts	Medium Complete	11/29/2012 11/29/2012	0
4806	breakdown trackless Action Taken: Clean and perform all maintenance on tractor, mower deck, and snow thrower. Remove mower deck and stow away. Remove turf tires and mount snow tires. Install snow thrower on tractor. Re-fuel and check for proper operation.	Medium Complete	11/29/2012 11/29/2012	0
4769	Grounds Front Entrance Please clean front entrance. It's a mess! Tom Time Available: ASAP Action Taken: Done	Medium Complete	11/21/2012 11/29/2012	8

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4764	Band Room and Choral Room I am concerned with the consistently cold temperatures we've been experiencing in rooms: 147 (Chorus) 148 (Band) 149 (Music Office) occasionally 155 (Music Tech Lab) I'm pretty tolerant to cool temps, and don't mind a sweater campaign, but after Action Taken:	Medium Complete	11/19/2012 11/29/2012	10
4477	Locker Room girls locker room team rm light bulbs are blinking on in and off and one set will not come on at all. Time Available: any time Action Taken: need to know if the bulbs were changed its easy at night there are 4 sets out did someone check the bulbs ?? BULBS WERE CHANGED. STILL BLINKING.	Medium Complete	09/25/2012 11/29/2012	65
4811	Grounds pick up leaves at high school and center Action Taken:	Medium Complete	11/30/2012 11/30/2012	0
4814	 take cardboard to dump Action Taken:	Medium Complete	11/30/2012 11/30/2012	0
4816	Parking Lot Remove leaves from front of High School. Action Taken:	Medium Complete	11/30/2012 11/30/2012	0
4818	Hallway/Corridor Recycle cardboard at High School. Action Taken:	Medium Complete	11/30/2012 11/30/2012	0

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4791	1st Floor 148 - Band Room The band director said that the band room is a sauna, way too hot in there. Time Available: anytime Action Taken: adjusted temp	Emergency Complete	11/28/2012 11/30/2012	2
4784	144 Still no heat in room 144. Vent is only blowing cold air. Time Available: ASAP Action Taken: repaired unit	Medium Complete	11/27/2012 11/30/2012	3
4789	library complaint of windows in library mostly across from 115 area note dirt is on inside of the windows between the glass windows will have to be taken apart please inform chris martin on the building committee Time Available: any time Action Taken:	Medium Complete	11/27/2012 11/30/2012	3
4775	change bulbs in the girls locker rooms 146d 146e team room needs to be done at night Action Taken:	Medium Complete	11/26/2012 11/30/2012	4
4776	1st Floor Rm 145/hallway Hi Joe, no heat now (noon time)...just FYI for you. Time Available: ?-at sometime Action Taken: contractor repair	Medium Complete	11/26/2012 11/30/2012	4
4737	Cafeteria cafeteria roof was leaking thursday during storm see bill w Action Taken:	Medium Complete	11/09/2012 11/30/2012	21

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4277	Grounds Accounting for hours by summer Temps for FY13. Action Taken: 1280hrs needed	Medium Complete	07/01/2012 11/30/2012	152
3619	3rd Floor 310 The central curtain wall window is leaking after last night's rain. HELP! Time Available: ASAP Action Taken:	Medium Complete	11/30/2011 11/30/2012	366
4843	 did trash run for all schools Action Taken:	Medium Complete	12/05/2012 12/05/2012	0
4860	Grounds trash run Action Taken:	Medium Complete	12/07/2012 12/07/2012	0
4862	Basketball Court remove gym floor covers to outlets Action Taken:	Medium Complete	12/07/2012 12/07/2012	0
4864	 DID TRASH RUN Action Taken:	Medium Complete	12/07/2012 12/07/2012	0

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4850	Basketball Court gym blocks of wood will not come up to expose plugs, could have been seal when doing floor Action Taken: removed sanded down	Medium Complete	12/06/2012 12/07/2012	1
4867	Boiler Room (outside) Leaves covering screen for intake air for make-up air unit for boilers again. (Maybe something you can ask Billy to check during each fall season.) Action Taken: Remove leaves from air intake.	High Complete	12/08/2012 12/10/2012	2
4871	 remove bad fruit from hs Action Taken:	Medium Complete	12/10/2012 12/10/2012	0
4875	Kitchen Take trash/garbage to tranfer station. Action Taken: Take trash/garbage from all schools to tranfer station.	Medium Complete	12/10/2012 12/10/2012	0
4876	Boiler Room Drain chill beam for winter season. Action Taken: Shut down and drain chill beam.	Medium Complete	12/10/2012 12/10/2012	0
4505	3rd Floor locker 3097 Locker #3097 does not work with any of the combinations that we have. Time Available: any time Action Taken: Tried all different combinations and will not open. Recommend new combination lock.	Medium Complete	10/01/2012 12/10/2012	70

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4878	Office 136 Current space heater I had purchased for office no longer works, requesting a new one in my heat challenged office! Action Taken:	Medium Complete	12/10/2012 12/11/2012	1
4880	Basketball Court gymnasium There are sticky patches of left over tape from the wrestling meet on the floor and there is three games TODAY at 2;30! Action Taken: Remove tape adhesive from gym floor.	Medium Complete	12/11/2012 12/11/2012	0
4884	Kitchen Remove all trash/garbage to tranfer station. Action Taken: Remove all trash/garbage from all schools and dispose at tranfer station.	Medium Complete	12/11/2012 12/11/2012	0
4873	2nd Floor 203 door lock is broken. piece is in room 208 Action Taken: Repair broken door lock with new hardware.	Medium Complete	12/10/2012 12/11/2012	1
4885	Kitchen Replace straight plugs with 90 degree plugs on kitchen equipment to prevent damage to plugs and recepticles. Action Taken: Change 2 plugs with 90 degree plugs.	Medium Complete	12/12/2012 12/12/2012	0
4886	Cafeteria cafe internet box on floor by register has fallen into the floor again so that I cannot connect to the internet. needs to be fixed by 10 am today Action Taken: Replace internet connector in working floor box.	Medium Complete	12/12/2012 12/12/2012	0

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4887	Cafeteria cafe need 3 flat plugs put onto equipment that is rolled in an out daily Time Available: anytime Action Taken: Replace 2 straight plugs with 90 degree plugs on kitchen equipment.	Medium Complete	12/12/2012 12/12/2012	0
4908	Boiler Room Clean boiler room. Action Taken: clean boiler room.	Medium Complete	12/12/2012 12/12/2012	0
4912	 trash run Action Taken:	Medium Complete	12/13/2012 12/13/2012	0
4917	Kitchen Remove trash/garbage from all schools. Action Taken: Remove trash/garbage from all schools and take to transfer station.	Medium Complete	12/13/2012 12/13/2012	0
4919	Grounds No lights on Ford tractor. Action Taken: Diagnose and repair lights on tractor.	Medium Complete	12/13/2012 12/13/2012	0
4909	Parking Lot Set up snow marking stakes. Action Taken: Setup snow marking stakes outlining high school walkway.	Medium Complete	12/12/2012 12/13/2012	1

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4910	1st Floor gym as you walk in on the left main doors. main on off power switch box has come loose form the wall. Time Available: asap Action Taken: Turn off power and remove and replace with upgraded hardware to secure to wall. Turn power back on.	Medium Complete	12/12/2012 12/13/2012	1
4924	Kitchen Remove all trash/garbage from all schools. Action Taken: Remove trash/garbage from all schools and take to tranfer station.	Medium Complete	12/14/2012 12/14/2012	0
4932	Grounds picked up trash from all schools Action Taken:	Medium Complete	12/17/2012 12/17/2012	0
4934	 repair kaivec Action Taken:	Medium Complete	12/17/2012 12/17/2012	0
4922	1st Floor 108 Art Room The trap for the first sink, nearest the door, is backed up and starting to overflow onto the floor. Action Taken: Clean out, plunge and check for leaks.	Medium Complete	12/14/2012 12/17/2012	3
4858	1st Floor Gym Is there someway to turn up the sound in the Gym for the overhead. When we page a student they cannot hear us. Time Available: anytime Action Taken: no way to increase volume	Medium Complete	12/07/2012 12/18/2012	11

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4935	2nd Floor 2 floor 2nd floor hall way doors near 201 out of adjustment Time Available: any time Action Taken: screws loose on door hinges. tighten screws and checked to make sure doors closed	Medium Complete	12/17/2012 12/18/2012	1
4883	Locker Room Boys locker main area Hang the dry erase board in the main area of the boy's lockers. Board is in the loading dock area. Time Available: any Action Taken:	Medium Complete	12/11/2012 12/18/2012	7
4704	Locker Room boys bathroom near rm 201 urinal leaking, one does not flush Action Taken: called sloan distributor and got new parts for urinal valve for free. installed new parts	Medium Complete	11/06/2012 12/18/2012	42
4952	Kitchen non skid paint the grease traps Action Taken:	Medium Complete	12/19/2012 12/19/2012	0
4955	Kitchen Remove trash/garbage from all schools. Action Taken: Take trash/garbage from all schools to transfer station.	Medium Complete	12/19/2012 12/19/2012	0
4936	 light out on 63 Action Taken: Replace tail light.	Medium Complete	12/18/2012 12/19/2012	1

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4882	3rd Floor 319 Please move books from room 319 to book room. The books are the one by the window in corner. Time Available: All day Action Taken:	Medium Complete	12/11/2012 12/19/2012	8
4948	2nd Floor 219 Locker #2296 is jammed. The latch will not move up or down after combination is entered. Time Available: any time Action Taken: Repair internal moving parts on lock/latch mechanism.	Medium Complete	12/19/2012 12/20/2012	1
4928	Basketball Court gym as you walk in on the left main doors. scoreboard key pad east scoreboard control not working Action Taken: met with technican	Medium Complete	12/15/2012 12/20/2012	5
4969	Kitchen Remove trash/garbage from all schools. Action Taken: Remove trash/garbage from all schools with Jeff Dustin and take to transfer station.	Medium Complete	12/24/2012 12/24/2012	0
4579	1st Floor Entrance, Stair 2 Door holdopen for one door not working (no power to magnet). Action Taken: replaced magnet	Medium Complete	10/12/2012 12/24/2012	73
4976	Kitchen Empty walk in freezer and move product to rented portable freezer. Action Taken: Empty walk in freezer and move product to rented freezer with Jeff Dustin.	Medium Complete	12/26/2012 12/26/2012	0

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4979	Hallway/Corridor Recycle cardboard in all schools. Action Taken: Recycle all cardboard from all schools.	Medium Complete	12/26/2012 12/26/2012	0
4980	Hallway/Corridor Recycle metal and construction from all schools. Action Taken:	Medium Complete	12/26/2012 12/26/2012	0
4786	2nd Floor 206 ballast out bulbs changed Time Available: any time Action Taken: ballast replaced	Medium Complete	11/27/2012 12/27/2012	30
4659	1st Floor girls locker room The light in between the two entrance doors is out-it has been out for a while Time Available: anytime Action Taken: repaired	Medium Complete	10/26/2012 12/27/2012	62
4987	1st Floor repaired the entrance rugs [edges were lifting] glued the corners Action Taken:	Medium Complete	12/28/2012 12/28/2012	0
4988	Baseball Field remove nets from ball fields Action Taken:	Medium Complete	12/28/2012 12/28/2012	0

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4990	Roof change rtu filters Action Taken:	Medium Complete	12/28/2012 12/28/2012	0
4984	Parking Lot Windshield wipers not working on ford tractor Action Taken: Repair windshield wipers on tractor	Medium Complete	12/27/2012 12/28/2012	1
4985	Parking Lot Wash, remount and grease sander on truck 62 Action Taken: Wash, remount and grease sander on truck #62	Medium Complete	12/27/2012 12/28/2012	1
4996	 load freezer Action Taken:	Medium Complete	01/02/2013 01/02/2013	0
4999	Cafeteria kitchen need the gas turned on in the kiitchen asap will also call Joe Time Available: any Action Taken: reset the valve	Medium Complete	01/02/2013 01/02/2013	0
5021	 pick up trash and take to dump Action Taken:	Medium Complete	01/03/2013 01/03/2013	0

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5015	Parking Lot Clear snow from all walkways and Cedar Street side walk to Middle School. Action Taken: Snow blow with trackless all walkways and cedar st. to middle school.	Medium Complete	01/03/2013 01/03/2013	0
5026	Parking Lot Replace cutting blade and skid shoes on trackless. Action Taken: Replace cutting blade and skid shoes on trackless. Adjust and test drive.	Medium Complete	01/03/2013 01/03/2013	0
4959	Kitchen 135 Reach in cooler in kitchen running too cold, freezing foods. Unit new with building, may be under warranty. See Barbara for specifics. Thank you Action Taken: technician repaired	Medium Complete	12/20/2012 01/03/2013	14
5016	1st Floor back door Handicap button on the outside back door does not open the door Time Available: anytime Action Taken: unit shut off.	Medium Complete	01/03/2013 01/04/2013	1
5047	1st Floor room 148 doesn't lock Action Taken: Adjust, lubricate and tighten door latch mechanism.	Medium Complete	01/07/2013 01/07/2013	0
5053	Cafeteria remove and repair broken door closer Action Taken: removed door glued and screwed the closer back in place rehung door	Medium Complete	01/07/2013 01/07/2013	0

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WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5029	1st Floor Main Office Please see Kathy Gallagher regarding sporadic phone issues within the building. There are many static lines. Carousel will charge if they have to come out and I don't want to authorize it without your consent. Action Taken: authorized the contractor	Medium Complete	01/04/2013 01/07/2013	3
5054	Administration Area Main Office At some point this week, could some one bring lost & found to Salvation Army bins at dump. Thx!! Time Available: anytime Action Taken:	Medium Complete	01/08/2013 01/08/2013	0
5060	Parking Lot Clean, grease and adjust sander mount. Action Taken: Clean, grease and fabricate sander mount.	Medium Complete	01/08/2013 01/08/2013	0
4879	1st Floor teachers women bathroom toilet dispenser needs to be reattached to the wall. Time Available: any time Action Taken: installed toilet dispenser	Medium Complete	12/10/2012 01/08/2013	29
5028	2nd Floor hallway lights halway dark near 232 electric closet changed bulb lens is in closet 230 also lite out in hallway across from libaray Time Available: any time Action Taken: electrician repair	Medium Complete	01/03/2013 01/08/2013	5
5064	Kitchen Remove trash/garbage from all schools. Action Taken:	Medium Complete	01/09/2013 01/09/2013	0

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5010	Kitchen 135 two wall receptacles not working properly. One near wall to dishroom circuit keeps tripping, and one in dry storage area lacks button to reset circuit. Time Available: 7 a.m. to 2 p.m. Action Taken: repaired by electrician	Medium Complete	01/03/2013 01/09/2013	6
5065	1st Floor mens faculty bathroom in teachers dinning room door needs repair Action Taken: dismantled door lock reinstalled works fine	Medium Complete	01/10/2013 01/10/2013	0
5042	2nd Floor Pod 220 Seal on refrigerator not working properly in Pod 220 Time Available: anytime Action Taken: removed and checked door at first i thought it had been warped. after reinstall found frost buildup pushing freezer door open and stoping outside door from sealing teachers will empty and it will be defrosted	Medium Complete	01/07/2013 01/10/2013	3
5073	Kitchen Remove trash/garbage from all schools. Action Taken: Remove all trash/garbage from all schools and take to transfer station.	Medium Complete	01/11/2013 01/11/2013	0
5075	Grounds did afternoon trash run Action Taken:	Medium Complete	01/11/2013 01/11/2013	0
5062	2nd Floor 220 The refrigerator in the kitchen does not close all the way. Time Available: any Action Taken:	Medium Complete	01/09/2013 01/11/2013	2

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5012	Office main office several phones not working properly; emailed Bob Murray with specifics Action Taken: carasol tech	Medium Complete	01/03/2013 01/11/2013	8
4967	Administration Area Main Office Please take the bags of clothing in the Main Office to charity drop off boxes at the town dump. Thank you! Action Taken:	Medium Complete	12/21/2012 01/11/2013	21
4847	Grounds trash run Action Taken:	Medium Complete	12/05/2012 01/11/2013	37
4849	repaired auto scrubber Action Taken: repaired	Medium Complete	12/05/2012 01/11/2013	37
4781	Grounds outside B-5 doors One of the bushes that was planted outside of the B-5 doors fell over and it is half-up rooted. It needs to be stood up and secured into the ground better-with some additional soil Action Taken: Remove up-rooted dead tree.	Medium Complete	11/27/2012 01/11/2013	45
4732	Grounds Outside Girls Lockerroom I don't know who gets this info. but there is a tree up rooted outside the entrance way of the gym near the woods side, girls locker room side door. Time Available: ASAP Action Taken:	Medium Complete	11/08/2012 01/11/2013	64

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5076	2nd Floor 220 We continue to have problems with the fridge. We were told to clean the fridge so that it could be taken out to the loading docks to be defrosted and cleaned. We did that plus turned the fridge off. This morning there was a big puddle. We emptied the	Medium Complete	01/14/2013 01/14/2013	0
Action Taken: hello john here i responded to a school dude that the seal had gone on the door on the fridge, the problem was the ice in the freezer. i spoke with the teacher and they were to remove there lunches and i would have a custodian bring it to the dock but i f				
5088	took trash from back of truck to dump	Medium Complete	01/15/2013 01/15/2013	0
Action Taken:				
5089	delivered bags of rock salt to Cedar, Center, and Middle. Delivered large trash bags to Center School.	Medium Complete	01/15/2013 01/15/2013	0
Action Taken:				
5078	1st Floor boys locker room the handle to the boys locker room came off and needs to be reattached. Time Available: anytime	Medium Complete	01/14/2013 01/15/2013	1
Action Taken:				
4819	Cafeteria food service director office please switch locations of book-shelve and file cabinet in Lynn Petrowski office. thanks! Time Available: anytime	Medium Complete	12/03/2012 01/15/2013	43
Action Taken: al larue helped moved furniture in office for lynn.				
4696	rehang b-4 outside door	Medium Complete	11/02/2012 01/15/2013	74
Action Taken: b-4 sign is installed and already hanging on door , when i looked at				

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5103	Kitchen Remove trash from all schools. Action Taken: Remove trash/garbage from all schools and take to transfer station.	Medium Complete	01/17/2013 01/17/2013	0
5110	Grounds remove trash from all schools and take to transfer station Action Taken:	Medium Complete	01/22/2013 01/22/2013	0
5091	1st Floor dr.raab office The sensor on for the lights will not turn on or off. they have to be turned on and off by the switch. Time Available: any time Action Taken: they are supposed to be that way	Medium Complete	01/15/2013 01/22/2013	7
5084	Grounds Please send old dedication sign from old HHS and give to Historical Society. Action Taken: had to locate signs which i found in the high school boiler room and delivered to troy	Medium Complete	01/14/2013 01/22/2013	8
5135	Grounds trash run all schools Action Taken:	Medium Complete	01/25/2013 01/25/2013	0
5096	Grounds Tennis courts remove net from courts Time Available: ASAP Action Taken:	Medium Complete	01/16/2013 01/28/2013	12

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5082	Grounds HHS Sign on Cedar St. The spotlight under the word Hanover in Hanover High School is out. Please replace. Action Taken: Spot light is on, covered with 3" of leaves.	Medium Complete	01/14/2013 01/28/2013	14
5156	setup plows fuel all trucks Action Taken: done	Medium Complete	01/30/2013 01/30/2013	0
5095	Classroom 205 There is a plug in the front right computer outlet that lost the 3rd prong in room 205 Time Available: Room 205 Action Taken: Remove broken ground prong from plug.	Medium Complete	01/16/2013 01/30/2013	14
5159	1st Floor 104 musty smell in guidance Time Available: any Action Taken: investigated smell. did not smell anything. think Bob M. and or Jerry P should have a look	Medium Complete	01/31/2013 01/31/2013	0
5174	1st Floor teacher dinning room sink is leaking Action Taken: replaced hot side chicago stem	Medium Complete	02/04/2013 02/05/2013	1
5150	1st Floor Gym The high school will need 45 folding tables brought from the middle school for the science fair the morning of Feb 6th, meaning we would like the tables on the 5th. Action Taken: done	Medium Complete	01/30/2013 02/05/2013	6

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5184	2nd Floor Library A piece of trim fell off the circulation desk. A patch of rug is coming unglued near shelves. Time Available: 7-3 Action Taken:	Medium Complete	02/06/2013 02/06/2013	0
5180	repair vac cleaner Action Taken: done	Medium Complete	02/05/2013 02/06/2013	1
4837	3rd Floor boys bathroom east wing urinal will stop running. we shut off and turned back on but its dripping from top were the sensor is. Time Available: any time Action Taken: replaced leaking tailpiece	Medium Complete	12/03/2012 02/07/2013	66
5199	See list for rubber floor tiles needed for replacement next week school vacation. West Flooring doing work we just need to get tiles. Action Taken: at hs back door	Medium Complete	02/12/2013 02/15/2013	3
5170	Classroom 206 One of the wheels on the long desk table at the back of classroom 206 has detached. My students put it back under the long desk but it can easily detach, fall and perhaps hurt someone. Time Available: 24/7 Action Taken: Table removed from room parts need to be ordered, will be repaired and returned. Install new caster inserts. Repair part received from vendor at no charge.	Emergency Complete	02/01/2013 02/15/2013	14
3620	Cafeteria Outside Band Room Door The terrazzo is cracked outside the band room door. Time Available: ASAP Action Taken: Scheduled for completion by contractor during Christmas break. Outside contractor took care of week of 2-11-13 repair came out very well.	Medium Complete	11/30/2011 02/18/2013	446

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5221	Auditorium girls' bathroom Girls bathroom door lock is has broken off-part is in music office (rm 149) Time Available: anytime Action Taken:	Medium Complete	02/15/2013 02/20/2013	5
5213	3rd Floor hallway near room 323 tile needs to be replaced Action Taken: could not find a tile that needs replacing	Medium Complete	02/14/2013 02/20/2013	6
5216	Classroom 315 Table legs need to be tightened, some are about to fall off if not for weight of table. Time Available: Any Action Taken:	Medium Complete	02/14/2013 02/20/2013	6
5222	Band Room 148 Heat in Band Room has been very hot for more than half the days over last two weeks...any way to shut down heat locally when necessary? Time Available: anytime Action Taken: Reset temperature on EMS, lowered 3 degrees will check with instructor next week how temperature is.	Medium Complete	02/15/2013 02/21/2013	6
5209	2nd Floor 225 The lock on the door to room 225 does not work. Time Available: after 2:06pm Action Taken: Adjust lockset and check for proper operation.	Medium Complete	02/13/2013 02/21/2013	8
5194	1st Floor 145 GYM there are various wall outlets that are not working in girls' PE office 145 Time Available: anytime Action Taken: Located and reset all breakers to PE office	Medium Complete	02/12/2013 02/21/2013	9

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5227	1st Floor 110 hot side on faucet dripping Action Taken: rebuilt hotside stem	Medium Complete	02/25/2013 02/25/2013	0
5217	1st Floor Gym The flag needs to be reattached-it is hanging The blue mat underneath the scoreboard,closest to the caf, directly under the word "foul" needs to be reattached-the staple in the top right corner is missing. If possible, we would like to get all our equip Action Taken: Re-attach flag, secure blue mat and remove balls from ledge.	Medium Complete	02/15/2013 02/25/2013	10
5147	Grounds back entrance handicap door the handicap door back entrance to the building the handle is loose. Time Available: any time Action Taken: Assigned to Hanover Lock cannot get here until next week. Duplicate request.	Medium Complete	01/29/2013 02/25/2013	27
5111	1st Floor north entrance door handle broke see bill w Action Taken: Purchase order issued to Hanover Lock.	Medium Complete	01/23/2013 02/25/2013	33
5048	Athletic Field track Take the nets off the goals, and move goals off field for winter storage. Time Available: any Action Taken: Remove goals off new field.	Medium Complete	01/07/2013 02/25/2013	49
5229	Administration Area Main Office Next trip to the dump, please take items from the lost & found to the donation boxes. Thank you! Time Available: anytime Action Taken: done	Medium Complete	02/25/2013 02/26/2013	1

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5235	1st Floor 145 gym the hand dryer is not working in the bathroom of 145 Time Available: am/pm Action Taken: Turn on hand dryer breaker?	Medium Complete	02/26/2013 02/27/2013	1
5236	1st Floor gym The temperature in the gym needs to be addressed. It is extremely cold in the gym and has been this way all morning. The duct work is blowing out cold air. This is the complete opposite of the hallway and fitness center. Both have heat and if anything, Action Taken: missing controllers replaced, other 2 reset	Medium Complete	02/26/2013 02/28/2013	2
5083	Hallway/Corridor All Push bars Need to scrape the orange sticker off the doors Action Taken:	Medium Complete	01/14/2013 02/28/2013	45
5238	2nd Floor boys room near 230 urinal leaks when flushed Time Available: any time Action Taken: investigate leak, could not find leak	Medium Complete	02/26/2013 03/01/2013	3
5224	Locker Room girls locker room bathroom floor drain will not drain. Time Available: any time Action Taken: took cover off floor drain and ran water from garden hose for ten minutes, floor drain did not backup.it was snaked three days ago	Medium Complete	02/22/2013 03/01/2013	7
5256	 repair lights in auditorium remove the wet ceiling tiles Action Taken: replaced 7 bulbs check for bad ballasts removed covers and found the breaker numbers and reset the correct breakers then removed damaged tiles	Medium Complete	03/01/2013 03/01/2013	0

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4963	Locker Room Boys locker main area assemble Track Hurdles stored in the outdoor shed assembled. Must be done by March 1, 2013. Time Available: asap Action Taken:	Medium Complete	12/20/2012 03/01/2013	71
5245	Basketball Court Gym water dripping from the ceiling in the gym located in the basketball key on west side Time Available: asap Action Taken: Check area leaking, overhead is RTU that was awaiting repair, when started up it seems like snow was inside and leaked. Walked area no sign of roof penetration will monitor next couple of rainy days.	Medium Complete	02/27/2013 03/03/2013	4
5274	Parking Lot Repair sander, tail light and strobe lights on truck #62 Action Taken: Repair all issues on truck #62	Medium Complete	03/05/2013 03/05/2013	0
5275	Parking Lot Repair head lights on Ford Tractor. Action Taken: Repair fuse box to get lights working on tractor.	Medium Complete	03/05/2013 03/05/2013	0
5276	Parking Lot Repair tail light on truck #64 Action Taken: Replace and re wire tail light assembly.	Medium Complete	03/05/2013 03/05/2013	0
5265	3rd Floor 310 and 322 Ceiling intake vents need to be cleaned immediately. Dust and particles are falling from the vents onto the students! This is a high priority issue that must be dealt with immediately as it concerns the health and safety of all. I would check the status o Action Taken:	Medium Complete	03/04/2013 03/05/2013	1

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5189	1st Floor multipurpose room need some felt on bottom on four large chairs in back of room see bill w Action Taken:	Medium Complete	02/06/2013 03/05/2013	27
5097	Athletic Field field remove the net from the goals. Move goal next to storage shed Time Available: ASAP Action Taken:	Medium Complete	01/16/2013 03/05/2013	48
5269	1st Floor boys locker room The door handle going into the boys locker room needs to be repaired Time Available: anytime Action Taken: Locate hardware, fabricate handle hardware and repair door.	Medium Complete	03/05/2013 03/06/2013	1
5267	Locker Room boys locker room main door door handel has become loose. Time Available: any time Action Taken: Fabricate parts and repair door handle.	Medium Complete	03/04/2013 03/06/2013	2
5302	Auditorium auditorium hinge came off door Action Taken: repaired bent closer rod and reattached	Medium Complete	03/11/2013 03/11/2013	0
5304	 Door off loading dock will not open with key, see Barbara try her key. Action Taken: Lubricate key tumbler and tighten latch mechanism.	Medium Complete	03/11/2013 03/11/2013	0

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5306	State Inspection red van Action Taken:	Medium Complete	03/11/2013 03/11/2013	0
5289	3rd Floor 317 The door lock to Rm 317 has had something broken off inside. You can't lock or unlock the door with a key. Time Available: All Day Action Taken: Lubricate key lock tumbler and check for proper operation.	Medium Complete	03/07/2013 03/11/2013	4
5296	1st Floor gymnasium The cord for opening the bleachers is not working fully. It will push the bleachers in but will not allow them to expand. OUT-button connection is not working (cord in Men's PE Office) Time Available: am or pm Action Taken: repaired loose connection	Medium Complete	03/07/2013 03/11/2013	4
5309	Grounds picked up trash from all schools and deposited at transfer station Action Taken:	Medium Complete	03/12/2013 03/12/2013	0
5310	Parking Lot took vehicle 18 to Jannell Ford for sticker Action Taken:	Medium Complete	03/12/2013 03/12/2013	0
5329	Parking Lot Repair ariens snow sweeper. Action Taken: Remove and replace broken sweeper drive frame.	Medium Complete	03/13/2013 03/14/2013	1

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5079	1st Floor gym the picture frame that encloses the certificate that states how many people are allowed in the gym etc. broke. It got hit by a volleyball and the frame broke. A new frame is probably needed Time Available: anytime Action Taken: found a picture frame and installed	Medium Complete	01/14/2013 03/14/2013	59
5231	Basketball Court gym There is NO HEAT in the gymnasium, there was no heat over break but it is Monday afternoon 4pm and NO HEAT can you look at this so we do not freeze on Tuesday...thx Time Available: asap Action Taken: contractor repair	Medium Complete	02/25/2013 03/18/2013	21
5290	3rd Floor 319 Lab station #3, handle on faucet has fallen off Time Available: 2:06-3:00pm Action Taken:	Medium Complete	03/07/2013 03/18/2013	11
5208	1st Floor kitchen please can the kitchen have one gallon of hand soap for dispensors Action Taken: replaced dispencer	Medium Complete	02/13/2013 03/18/2013	33
5347	1st Floor hallway leading to room 118 Lights are out in hallway leading to room 118. I believe they have been out since the blizzard. Action Taken: Reset breaker	Medium Complete	03/18/2013 03/19/2013	1
5351	2nd Floor 220 The paper towel dispenser is broken as it will not roll down with the paper towels that are loaded into it. Thanks! Time Available: any Action Taken: defective roll replaced.	Medium Complete	03/18/2013 03/19/2013	1

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5353	Red F350 plow bolts broken bring to DPW. Action Taken: done repaired by barry dpw	Medium Complete	03/19/2013 03/21/2013	2
5322	3rd Floor 327 Screws coming out of a table desk in Room 327. "Falling apart". Time Available: 11-1 today Action Taken: removed to custodial area	Emergency Complete	03/13/2013 03/21/2013	8
5317	Grounds tennis court Please put up tennis nets, asap. Practice starts 3/18/13. Time Available: asap Action Taken: done	Medium Complete	03/12/2013 03/21/2013	9
5382	Fire Alarm, replace pull station outside Auditorium wires wet inside. Install outside pull station cover Action Taken: 3-7-13 took pull station out of service wet wires inside shorted out. Installed new weather proof cover.	High Complete	03/07/2013 03/25/2013	18
5369	1st Floor Fitness center One of the drop ceiling panels in the fitness center needs to be repositioned back to its original spot. It got hit, by accident, by a piece of equipment and that caused it to shift from its original position. Time Available: anytime Action Taken:	Medium Complete	03/22/2013 03/26/2013	4
5148	Grounds Turf Field All of the nets (Lacrosse, Soccer, etc.) must be taken into the storage room in the Concession Stand for the winter. They are being destroyed by the ice, wind, and snow. Today it's warm. Good day to do it! Tom Raab Action Taken:	Medium Complete	01/30/2013 03/26/2013	55

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5387	Basketball Court gymnasium No heat in the gym this is day two with the same problem(3/25 & 3/26) also very warm in the fitness center, heat is varying through out the gym area... Time Available: asap Action Taken: jerry reset breaker	Medium Complete	03/26/2013 03/27/2013	1
5393	3rd Floor boys bathroom 3rd floor west wing 3rd floor boys bathroom west wing urinal plugged. Time Available: asap Action Taken: plunger worked	Medium Complete	03/26/2013 03/27/2013	1
5367	 Kaivac not working properly see Rob H. he will explain If we need to order parts get enough to repair all in the system. Action Taken:	Medium Complete	03/22/2013 03/27/2013	5
5363	2nd Floor 225 The door lock is malfunctioning again in Room 225. The handle will not turn but the door swings open if pushed. Time Available: before/after school Action Taken: Adjust lockset and check for proper operation.	Medium Complete	03/21/2013 03/28/2013	7
5364	1st Floor custodial room we need toilet brushes Time Available: asap Action Taken:	Medium Complete	03/21/2013 03/28/2013	7
5305	Athletic Field football Assemble benches - in outdoor storage. Time Available: asap Action Taken:	Medium Complete	03/11/2013 03/28/2013	17

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5298	Repair Kiavac waiting for parts in maintenance building. Action Taken: Repair kiavac cleaning machine.	Low Complete	03/07/2013 03/28/2013	21
5407	remove grill from in front of the high school replaced with plywood Action Taken:	Medium Complete	03/29/2013 03/29/2013	0
5373	Cafeteria kitchen the low carts in the kitchen have the wheels falling off could someone please attach them they also need to be leveled. Time Available: 7 to 1 Action Taken:	Medium Complete	03/22/2013 04/01/2013	10
5333	Assemble bleachers that are in Concession Stand they will be going the turf field. Action Taken:	Medium Complete	03/15/2013 04/01/2013	17
5323	2nd Floor 222 something stuck in the lock on the door to room 222. The key will not work Time Available: anytime Action Taken: Lubricate key core and door handle assembly and check for proper operation.	Emergency Complete	03/13/2013 04/01/2013	19
5418	3rd Floor Gas spigots not all are working. Action Taken: Cleaned paper out of nozzles, adjusted main gas valve shut off so door will close and lock.	High Complete	04/02/2013 04/02/2013	0

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5416	Auditorium Front Stage Area A long strip of wood below the lip of the stage is loose and hanging. I noticed this today setting up for the School Committee meeting. It looks as if it may need to be glued or nailed... Time Available: any Action Taken: Please tack this up immediately. It is a safety issue. We have a lot of performances coming up. Thanks. Tom	Medium Complete	04/01/2013 04/02/2013	1
5408	Grounds Now that the snow is melting, we need to pick up around the perimeter of the building. Thanks. Tom Action Taken: done	Medium Complete	04/01/2013 04/02/2013	1
5362	2nd Floor 217 sink is leaking Action Taken:	Medium Complete	03/21/2013 04/02/2013	12
5419	1st Floor 111 The stove top in room 111 (2 burners) does not work. We turned it on to use today and the indicator light did not go on and the burner did not heat up. PLease help, ASAP!! Time Available: anytime Action Taken: Thank You	Medium Complete	04/02/2013 04/03/2013	1
5411	Auditorium Auditorium The caster wheels on my podium need to be replaced. They are stripped and causing the podium to dig into the floor whenever its moved. Thanks. Tom Raab Time Available: ASAP Action Taken: REPLACED CASTER WHEELS	Medium Complete	04/01/2013 04/03/2013	2

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5414	3rd Floor 317 All sinks need tightening Time Available: any time Action Taken:	Medium Complete	04/01/2013 04/04/2013	3
5438	clean up the tennis courts Action Taken:	Medium Complete	04/05/2013 04/05/2013	0
5439	deliver 6 tables to hs Action Taken:	Medium Complete	04/05/2013 04/05/2013	0
5427	1st Floor 111 The hot water faucet on the sink near the washing machine is not working. We can't turn the water off....just keeps on running. Time Available: anytime Action Taken:	Medium Complete	04/03/2013 04/05/2013	2
5429	Move band equipment from Middle School to High School Thursday morning. Action Taken: done	Medium Complete	04/03/2013 04/05/2013	2
5436	set poles and put up fence for softball Action Taken: done	Medium Complete	04/05/2013 04/05/2013	0

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5437	layout bases paint foul lines baseball softball Action Taken:	Medium Complete	04/05/2013 04/05/2013	0
5422	Repair door hinge loading dock door D-5 screw snapped off, stopping door from closing. Action Taken: Extract broken screw and repair bent hinge.	Medium Complete	04/02/2013 04/05/2013	3
5423	Office Install Levolor mini blinds in Conference room Blinds in Jerry's office. Action Taken: Install 3 blinds.	Low Complete	04/02/2013 04/05/2013	3
5443	2nd Floor Pod 220 The paper towel dispenser is not working in Pod 220. Thank you! Time Available: after 2:00 pm Action Taken:	Medium Complete	04/08/2013 04/08/2013	0
5445	bring back the chairs and the drums Action Taken: done	Medium Complete	04/08/2013 04/08/2013	0
5447	ready the jv and v fields for games Action Taken:	Medium Complete	04/08/2013 04/08/2013	0

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5448	Replace battery Rack Truck Action Taken:	Medium Complete	04/08/2013 04/08/2013	0
5441	Cafeteria cafe need plug replaced on warmer the plug prong broke off need for Monday morning Action Taken:	Medium Complete	04/05/2013 04/09/2013	4
5466	Locker Room cleanup and cover with plexy glass 2 broken windows in boys teamroom Action Taken:	Medium Complete	04/10/2013 04/10/2013	0
5467	ready the boys varsity and jv baseball fields for games Action Taken:	Medium Complete	04/10/2013 04/10/2013	0
5468	clean up track Action Taken: vac with billygoat track and sidewalk	Medium Complete	04/10/2013 04/10/2013	0
5469	empty all outside barrels at hs and ms Action Taken:	Medium Complete	04/10/2013 04/10/2013	0

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5421	install fence baseball & softball Action Taken: done	Medium Complete	04/02/2013 04/10/2013	8
5312	Remove old football sled and other metal from tree line, left field of new baseball field. Action Taken: done by dpw during repair	Low Complete	03/12/2013 04/10/2013	29
5472	3rd Floor 330 water fontaine deflector kids unscrewed it will leak when turned on deflector is on custodial desk Time Available: asap Action Taken:	Medium Complete	04/11/2013 04/11/2013	0
5424	Auditorium auditorium molding needs repair asap see bill Action Taken:	Medium Complete	04/03/2013 04/11/2013	8
5480	ready jv and v softball for games Action Taken: done	Medium Complete	04/11/2013 04/11/2013	0
5481	ready the IPM signs for the fields Action Taken: done	Medium Complete	04/11/2013 04/11/2013	0

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5268	Cafeteria kitchen The screen on the sandwich display refrig is broken the hook that holds the screen down is gone. This needs to be addressed quickly as the screen does not stay down Time Available: 7 to 1 Action Taken: Replace with new plastic handle.	Medium Complete	03/05/2013 04/12/2013	38
5485	Replace battery Ford Tractor Action Taken: Replace battery.	Medium Complete	04/16/2013 04/16/2013	0
5335	Grounds handicap parking sign found on ground Action Taken:	Medium Complete	03/15/2013 04/17/2013	33
5489	Install hose rack and 50' hose @ concession stand for Kaivac and other wash down Action Taken:	Medium Complete	04/18/2013 04/18/2013	0
5498	Kitchen Move electrical outlet for food warmer. Action Taken: Moved outlet	Medium Complete	04/19/2013 04/21/2013	2
5507	cut and repair 2 signs out at track Action Taken: done	Medium Complete	04/22/2013 04/22/2013	0

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5508	pick up tables from Cardnal Cushing Action Taken:	Medium Complete	04/22/2013 04/22/2013	0
5457	2nd Floor 232 library door handles loose room near 232 also stairway doors near 201 not shutting allthe way Time Available: any time Action Taken: Tighten and adjust all hardware on both sets of doors.	Medium Complete	04/09/2013 04/22/2013	13
5444	Cafeteria kitchen Jerry this is the request that we talked about today about moving that glass front warmer over to the tiled side wall you suggeted changing the plug and trying it with an extenstion on the plug first. Any chance we can do this before we come back from Action Taken: Moved outlet 4-19-13	Medium Complete	04/08/2013 04/22/2013	14
5337	2nd Floor libary doors glass on library entrance doors when removing taped on notices glass seems to be get etched up from stuck on tape might be protective film please advise custodians Time Available: any time Action Taken: Glas to costly to replace coating is part of sound rating and this is firelite glass 4-17-2013 J.P.	Medium Complete	03/15/2013 04/22/2013	38
5511	RTU-5 smoke detector in alarm. Action Taken: Associated Fire Alarm take down duct smoke in Gym and blow out reset alarm	High Complete	04/22/2013 04/23/2013	1
5477	Grounds Tuesday 4-16-13 repair grounds from snow removal Action Taken: done	Medium Complete	04/11/2013 04/23/2013	12

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5464	Grounds outside cafe on 5/24 for Senior cookout luncheon, we'll need several barrels disbursed outside in the courtyard. Time Available: mid-morning Action Taken:	Medium Complete	04/10/2013 04/24/2013	14
5521	ready 2 baseball and 1 softball for sports Action Taken:	Medium Complete	04/25/2013 04/25/2013	0
5522	ready toro for mowing oil, lube, blades Action Taken: done	Medium Complete	04/25/2013 04/25/2013	0
5356	Grounds Moving Tables By 10am on On April 10, 2013, I need 30 six foot tables brought from the middle school storage to the Cardinal Cushing Gym for a presentation on April 11. The tables can be picked up again on the afternoon of the 11th. See Dr. Raab if you have any questio Action Taken:	Medium Complete	03/20/2013 04/29/2013	40
5307	1st Floor front door area As people press the door buzzer they are getting wet from the water pouring off the roof. Many have complained when they come into the main office. Also the water is pouring down on the buzzer, hope this does not short it out. Time Available: anytime Action Taken: piece of debris blocking drain.	Medium Complete	03/11/2013 04/29/2013	49
4421	Grounds ALL GROUNDS ALL GROUNDSKEEPING WORK BY BUILDING OPERATIONS GROUP Action Taken: Work as needed and individual schooldudes.	Medium Complete	09/19/2012 04/29/2013	222

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5462	1st Floor 108 some fluorescent lights out Action Taken: Changed 7 lights	Medium Complete	04/10/2013 04/30/2013	20
5449	2nd Floor 221 lights out. Time Available: any time Action Taken: under warrenty. Not a bulb change.	Medium Complete	04/08/2013 04/30/2013	22
5400	Auditorium Auditorium Paint white blotch on wall behind last row of seats (under control booth window). Also, repaint shiny ceiling 3x3 ft patch beside side wall of control booth to match existing paint. (Bob is emailing you info on the paint.) Action Taken: Painted walls and ceilings	Medium Complete	03/27/2013 04/30/2013	34
5336	 Install MSDS holders and binders in all 5 schools. Check msds sheets match chemicals being used. Action Taken:	Medium Complete	03/15/2013 04/30/2013	46
5531	Office main office please take lost & found items to the salvation army at the town dump. thank you! Time Available: anytime Action Taken: done	Medium Complete	04/26/2013 05/02/2013	6
5459	225 door lock still not working right Time Available: any time Action Taken: Adjust door lock mechanism, check for proper operation.	Medium Complete	04/10/2013 05/02/2013	22

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5463	3rd Floor Room 318 Hi Tom- I had to leave room 318 because it was almost 80 degrees in there and I felt faint. We relocated to the library since fortunately I only had two students this period but this isn't always possible. Can you have someone look into this because when Action Taken:	Medium Complete	04/10/2013 05/02/2013	22
5409	3rd Floor 322 The clock on the wall is broken. The second hand is running but the other hands are not moving. Time Available: after 2:06 Action Taken: Replace with used sapling system clock.	Medium Complete	04/01/2013 05/03/2013	32
5551	Turn water fountain on. Action Taken:	Medium Complete	05/03/2013 05/03/2013	0
5539	2nd Floor 206 The door lock is missing from classroom # 206. Thanks in advance for fixing it! Action Taken: Repair door lock.	Medium Complete	04/29/2013 05/03/2013	4
5541	Hallway/Corridor gym door C-5 the door C-5 does not open from inside on the right side,no exit thru this door side. Time Available: asap Action Taken: Adjust door latch and check for proper operation.	Medium Complete	04/29/2013 05/03/2013	4
5534	2nd Floor 201 door lock fell off, lock is on custodian desk Time Available: any Action Taken: Repair door lock.	Medium Complete	04/26/2013 05/03/2013	7

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5524	2nd Floor 201 The lock mechanism inside the door has come undone. Time Available: any time Action Taken: Repair door lock.	Medium Complete	04/25/2013 05/03/2013	8
5528	1st Floor water bubbler water bubbler 1st floor. bubbler missing water head. Time Available: any Action Taken: Replace water bubbler head.	Medium Complete	04/25/2013 05/03/2013	8
5558	Athletic Field softball v and jv Action Taken: done	Medium Complete	05/06/2013 05/06/2013	0
5500	Grounds Start up irrigation system for season, test and repair as needed. Action Taken:	Medium Complete	04/21/2013 05/06/2013	15
5452	Athletic Field turf Arrange for the painting of Boys (blue) and girls (red) lacrosse lines on the turf field. Time Available: any Action Taken:	Medium Complete	04/08/2013 05/06/2013	28
5576	Roof Replace filters RTU #10 & #11. Action Taken: replaced filters	Medium Complete	05/08/2013 05/08/2013	0

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5564	2nd Floor 201 Please move three student chairs from room 120 to room 201. Thanks. Tom Raab Time Available: ASAP Action Taken: moved desks	Medium Complete	05/07/2013 05/08/2013	1
5565	2nd Floor 225 Please put 10 folding chairs against the back wall of Room 225. Thanks. Tom Raab Time Available: ASAP Action Taken: moved chairs	Medium Complete	05/07/2013 05/08/2013	1
5550	1st Floor nurse's office Medical cart needs to have wheels put on Time Available: anytime Action Taken: Installed wheels on medical cart	Medium Complete	05/03/2013 05/08/2013	5
5529	1st Floor boys bathroom main lobby urinal constantly running. its the one with the missing cap. Time Available: any Action Taken: Check for proper operation.	Medium Complete	04/25/2013 05/10/2013	15
5479	Classroom Check Daikin Units 118, 129, 334 running warm see attached Action Taken: Clean filters and check for proper operation.	High Complete	04/11/2013 05/10/2013	29
5395	1st Floor gym Score board, closest to baseball field, needs repair. A piece broke off of the score board-piece currently in the girls PE office Time Available: anytime Action Taken: Replace with new score circuit board.	Medium Complete	03/27/2013 05/10/2013	44

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4881	1st Floor 104B The guidance area especially room 104b has a mildew odor Time Available: any Action Taken: went there 2 times could not find the smell. Monitoring.	Medium Complete	12/11/2012 05/10/2013	150
5577	Grounds Install G key lock on gates turf field and tennis courts Action Taken:	High Complete	05/08/2013 05/13/2013	5

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