

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

**Sylvester School**

Printed on: 05/19/2013

Page: 1

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
3953	Classroom 15 Bad smell coming from the classroom sink. Time Available: any time  Action Taken: repaired broken stack on pipe	Medium Complete	03/29/2012 07/02/2012	95
3845	Basketball Court Gym The first heater on the right is leaking water onto the floor. The floor around the area is buckled and water damaged.  Action Taken: repaired	Medium Complete	02/08/2012 07/03/2012	146
3444	2nd Floor various locations Various windows don't stay open, some slam shut. Time Available: anytime  Action Taken: no way to adjust need to call the contractor who installed	Medium Complete	09/13/2011 07/09/2012	300
2935	2nd Floor hallway Stained tiles around light fixture on top floor in keypad entry stairwell. Possible leak over the weekend. Time Available: anytime  Action Taken: replaced tiles contractor repaired roof	Medium Complete	02/07/2011 07/11/2012	520
2914	2nd Floor RM 26 Room #26 (Lovell) roof leak by teacher desk. Time Available: before 8:30AM or after 3:30PM  Action Taken: contractor repaired	Medium Complete	02/03/2011 07/11/2012	524
3615	Classroom 21 The clock in my classroom will not keep the correct time. Time Available: Before/ after school  Action Taken: Replace with new battery operated clock.	Medium Complete	11/28/2011 07/17/2012	232

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

**Sylvester School**

Printed on: 05/19/2013

Page: 2

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
2767	2nd Floor Rm 14 The heater in Rm 14 seems to be leaking, tiles in front appear stained, as well as on inside on cement floor inside heater is wet/moist. Time Available: Before 8:15 after 3:15  Action Taken: Repaired by Heating & Cooling	Medium Complete	12/30/2010 07/17/2012	565
1764	Cafeteria cafeteria Univent on ceiling in caf by door near alarm panel is leaking water near the steamtrap. Time Available: anytime  Action Taken: Repaired by Heating & Cooling	Medium Complete	12/18/2009 07/17/2012	942
3878	3rd Floor LAFOND The kids keep picking at a hole in the drywall in closet area. it has grown alot in the last couple weeks.  Action Taken: repaired	Medium Complete	02/23/2012 07/18/2012	146
3546	Basement various bathrooms Formica needs to be reglued and sinks need to be recaulked in some of the bathrooms. Time Available: anytime  Action Taken: done	Medium Complete	10/31/2011 07/18/2012	261
4199	Hallway/Corridor Entrance The main alarm box in the entryway of the building is consistently buzzing today. It was occasional yesterday. Please send someone to shut it off. Time Available: anytime  Action Taken:	Medium Complete	07/17/2012 07/19/2012	2
4212	1st Floor Entry Hallway The fire box alarm continues to consistently ring. Time Available: anytime  Action Taken: repaired	Medium Complete	07/23/2012 07/27/2012	4

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

**Sylvester School**

Printed on: 05/19/2013

Page: 3

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4197	Hallway/Corridor 1st floor main office entry The emergency light on the wall above the doorway to the 1st floor main front office is disconnected and hanging off. Please attach it to the wall. Thank you Time Available: anytime  Action Taken:	Medium Complete	07/17/2012 07/27/2012	10
4152	2nd Floor Inside main entrance Inside trim work at the main entrance has detached from wall. Time Available: anytime  Action Taken:	Medium Complete	06/20/2012 07/27/2012	37
4196	Hallway/Corridor 1st floor front entrance Please repair the chair rail which has fallen off the wall on the side of the front entrance in the 1st floor hallway. Thank you. Time Available: anytime  Action Taken:	Medium Complete	07/17/2012 07/30/2012	13
4191	2nd Floor 4th gr boys bathroom The toilet closest to the door is leaking, have noticed water pooling on either side of the toilet towards the back, mopped up many times but doesn't seem to clear up the water.  Action Taken:	Medium Complete	07/16/2012 08/01/2012	16
4144	2nd Floor 4th gr Boys Bathroom The toilet closest to the door is leaking, have noticed water pooling on either side of the toilet towards the back, mopped up many times but doesn't seem to clear up the water. Time Available: before 8:15, after 3:15  Action Taken: rehung toilet, rebuilt flushometer	Medium Complete	06/18/2012 08/01/2012	44

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

**Sylvester School**

Printed on: 05/19/2013

Page: 4

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4004	Hallway/Corridor 12 Please test the water quality of the bubbler in the Gr 4 hallway outside of Rm 12. It was recently repaired but has been stagnant months. Thank you. Time Available: On M-W-Th-F, NOT between 8:30AM and 3:30PM. NOT between 8:30AM - 1:45 on T.  Action Taken:	Medium Complete	04/25/2012 08/01/2012	98
2538	Auditorium gym Window next to door B2 doesn't stay open Time Available: a  Action Taken: contractor repair only, need to call manufacturer only	Medium Complete	10/28/2010 08/01/2012	643
4151	2nd Floor Rm 14 The window on the right, shades do not work/chain is broken. Time Available: anytime  Action Taken:	Medium Complete	06/20/2012 08/06/2012	47
3589	1st Floor 4th gr Boys bathroom The cold faucets on both sinks spin all the way around Time Available: before 8:15 after 3:15  Action Taken: repaired	Medium Complete	11/10/2011 08/15/2012	279
2989	Classroom 13 1. I have a US Map that I need to get put up in my classroom the map is on the shelf in my student closet 2. The heater covers are really unsteady and are not secure - they kind of look like they are tipping over Time Available: any  Action Taken: done	Medium Complete	02/16/2011 08/15/2012	546
2707	Basement teachers bathroom Toilet on right had no water in it. This is the 2nd time Time Available: anytime  Action Taken: repaired	Medium Complete	12/13/2010 08/15/2012	611

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

**Sylvester School**

Printed on: 05/19/2013

Page: 5

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
2672	2nd Floor 3rd grade girls room Middle toilet had no water in it and had odor. Time Available: anytime  Action Taken: repaired	Medium Complete	12/06/2010 08/15/2012	618
2390	2nd Floor 4th Gr Girls Bathroom The toilet closest to the sink in the 4th Gr girls bathroom does not flush properly. It has been plunged a number of times and takes at least 6 flushes for waste to begin to move IF at all. Time Available: before 8:15 after 3:15  Action Taken: repaired	Medium Complete	09/20/2010 08/15/2012	695
2373	nurse the telephone line 829-2235 is in use by others and it is supposed to be a dedicated line into the health office. Also, the Center office is getting some of the 829-2235 calls.  Action Taken:	Medium Complete	09/15/2010 08/15/2012	700
2326	2nd Floor room 21 Broken clock. (tried new battery) Time Available: between 6:30-8:45 or after 3:15  Action Taken:	Medium Complete	09/03/2010 08/15/2012	712
2313	1st Floor 4th gr Girls bathroom Sink on the left in 4th gr Girls bathroom has no hot water and has much less pressure than other sink Time Available: Before 8:15 after 3:15  Action Taken: repaired	Medium Complete	09/01/2010 08/15/2012	714
2161	2nd Floor 4th Gr Girls Bathroom The toilet closest to the sink in the 4th Gr girls bathroom does not flush properly. It has been plunged a number of times and takes at least 6 flushes for waste to begin to move if at all. Time Available: before 8:15 after 3:15  Action Taken: repaired	Medium Complete	05/28/2010 08/15/2012	810

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

**Sylvester School**

Printed on: 05/19/2013

Page: 6

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
2074	Classroom all Paint the bottom half of walls in classrooms using the beige color selected for the univents. Where there is white cove base, paint that the same beige. Where there is black, pain the existing wood black. Seal all new cove base after painting. **AI, let' Action Taken: done	Medium Complete	04/26/2010 08/15/2012	842
1978	Cafeteria pantry Water leaking in pantry. Looks like it's coming in under the window in the shed & running down the wall. Time Available: anytime Action Taken: done contractor repair	Medium Complete	03/15/2010 08/15/2012	884
1981	Basement Teachers Cafe Leak below right window in teachers cafe Time Available: anytime Action Taken: only leaked during a very heavy rain has not leaked again	Medium Complete	03/15/2010 08/15/2012	884
1927	Cafeteria pantry Water leaking in pantry collecting in insulation covering air duct. Time Available: anytime Action Taken: contractor repaired	Medium Complete	02/26/2010 08/15/2012	901
1914	Cafeteria cafeteria Swinging door to caf is scraping floor tiles. Time Available: anytime Action Taken:	Medium Complete	02/22/2010 08/15/2012	905
1859	1st Floor 4th Gr Girls Bathroom The sink on the right is leaking Time Available: Before 8:15 after 3:15 Action Taken: repaired	Medium Complete	01/29/2010 08/15/2012	929

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

**Sylvester School**

Printed on: 05/19/2013

Page: 7

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4268	Office Entire buuilding We do not have phone service to any part of the building. Time Available: anytime  Action Taken:	Medium Complete	08/14/2012 08/24/2012	10
4305	1st Floor Teachers' Room The rented water cooler no longer provides hot water. Nor is it providing cold water. The water temperature from both choices is about the same, neither hot nor cold. Thank you. Time Available: anytime  Action Taken: back to supplier	Medium Complete	08/28/2012 08/28/2012	0
4113	13 My teacher chair has screws coming out of it and it is no longer sturdy or safe. I think I need a new chair. Time Available: any  Action Taken: ??? did you get a new chair see, Jane , she may be able to order you one	Medium Complete	06/05/2012 08/28/2012	84
3347	Classroom 11 Can I get a plug or line from a plug run by my desk so I can access the school computer. Thanks!  Action Taken:	Medium Complete	06/15/2011 08/28/2012	440
2682	14 I have a window shade that is broken - the chain is broken & frayed edges of the shade also seem to be ensnared at the top of the shade. Time Available: 10:40 or after3:15  Action Taken:	Medium Complete	12/07/2010 08/28/2012	630
4278	1st Floor computer room the walls in the computer room and an office off of the computer room need to be painted. It has some spots on that appear to be rust. Thank You  Action Taken: 2 men 3 hours	Medium Complete	08/16/2012 09/04/2012	19

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

**Sylvester School**

Printed on: 05/19/2013

Page: 8

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
3888	10 The pencil sharpener attached to my window sill is broken. Could you please replace with a new one?  Action Taken:	Medium Complete	03/05/2012 09/18/2012	197
2687	Classroom 20 I need the location of my paper towel dispenser changed as it is blocking a supply closet door, which can not be opened. If possible can it be re-installed on the wall next to the call button for the PA system call box? Time Available: Anytime  Action Taken:	Medium Complete	12/08/2010 09/18/2012	650
4343	1st Floor 15 The bottom flap of the heat blower keeps falling open. Time Available: any  Action Taken: secure filter bay door.	Medium Complete	09/06/2012 09/21/2012	15
4003	1st Floor teachers room The door going into the teachers break room sticks and has to have a shoulder put into it for it to open.  Action Taken: Belt sand door.	Medium Complete	04/25/2012 09/21/2012	149
3725	kitchen latch on oven door replace,i have this Time Available: anytime  Action Taken: Repair door latch on air bake oven.	Medium Complete	12/16/2011 09/21/2012	280
4364	1st Floor nurse office shade pull on big window in nurse office broken Time Available: any  Action Taken:	Medium Complete	09/10/2012 09/25/2012	15

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

**Sylvester School**

Printed on: 05/19/2013

Page: 9

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4104	1st Floor 15 The metal flap at the bottom of blower keeps falling down and slamming onto the floor. Time Available: any time  Action Taken: Fabricate spacer to keep filter bay door secure.	Medium Complete	05/31/2012 09/26/2012	118
4027	Auditorium Gym Last year I had some bolts put into the wall in the gym for hanging a portable screen. I would love to have additional bolts put in to extend the area that can be used for the screen. Time Available: varies  Action Taken: Extend portable screen fasteners.	Medium Complete	05/02/2012 09/26/2012	147
4491	Classroom 21 My clock will not keep the correct time.  Action Taken: Replace with battery operated clock.	Medium Complete	09/27/2012 09/28/2012	1
4498	2nd Floor 20 My large round table is lop-sided. Could you please lower the higher side so that it is level? Thanks! Time Available: morning until 9, after school  Action Taken: Adjust table legs.	Medium Complete	09/28/2012 10/02/2012	4
4499	Computer Lab computer lab Could you please set the clock in the computer lab to the correct time? Thanks!  Action Taken: Install new atomic clock.	Medium Complete	09/28/2012 10/02/2012	4
4438	1st Floor & 2nd Floor Phone in the small office is not connected to the outside lines. Calls to Ext. 34 in the cafeteria ring 1x and bounce to the operator. Ext. 33 in gr 4 hallway doesn't ring to internal calls. Some extensions are misidentified when dialed. For inst  Action Taken: verizon fix	Medium Complete	09/20/2012 10/09/2012	19

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

**Sylvester School**

Printed on: 05/19/2013

Page: 10

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
3586	Grounds building exterior Outside entry of building has flaking / peeling paint with exposed wood. Time Available: anytime  Action Taken:	Medium Complete	11/10/2011 10/16/2012	341
4047	Classroom 11 Wall near second egress is falling apart Time Available: any  Action Taken: John W. looked at	Medium Complete	05/14/2012 10/17/2012	156
4453	2nd Floor Room 23 Both classroom doors have to be slammed shut in order to close them. Time Available: Before 8:00 after 3:00  Action Taken: tightened the hinge screws on all doors on the first and 2 floor	Medium Complete	09/21/2012 10/30/2012	39
4698	1st Floor 15 When the heat is on it is extremely loud. It sounds like hissing steam. The sound is not coming from the blower but behind the shelving to the left of the blower.  Action Taken: decrease steam pressure to keep relief valves from releasing.	Medium Complete	11/05/2012 11/07/2012	2
4702	1st Floor Hallway-Outside Rm 12 The radiator outside Rm 12 is leaking into the hallway. Time Available: Before 8:00 after 3:00  Action Taken: Decrease steam pressure on boilers.	Medium Complete	11/05/2012 11/07/2012	2
4725	Kitchen cafe Water leaking into the kitchen. Its affecting the prep for todays lunch.  Action Taken: wind blown rain through the air intake	Emergency Complete	11/08/2012 11/08/2012	0

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

**Sylvester School**

Printed on: 05/19/2013

Page: 11

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4722	Auditorium Gym door facing Center Gym door is leaking at the top near/around hinge. Placed a bucket to collect the water. Time Available: Anytime  Action Taken: leak due to wind driven rain	Medium Complete	11/07/2012 11/08/2012	1
4703	Basement Stem Lab Multiple windows in the Stem Lab, stuck/will not open Time Available: Before 8:00, after 3:00  Action Taken: checked windows you can reach woked fine	Medium Complete	11/06/2012 11/08/2012	2
4692	1st Floor 1st and 2nd floors Phone lines to the Principal, School Psychologist, Cafeteria and Gr. 3 staff are not working. When called from an inside phone line, they are incorrectly identified and do not connect. Nor do they connect to an outside line. Time Available: anytime  Action Taken:	Medium Complete	11/01/2012 11/08/2012	7
4682	1st Floor 1st and 2nd floors Some phone extensions are not working. They do not ring, ring busy and/or show up in the as the wrong phone. Time Available: anytime  Action Taken: gary smith	Medium Complete	10/31/2012 11/08/2012	8
4726	Classroom School Wide ALL clocks need to be adjusted to reflect Daylight Savings. Time Available: ANYTIME  Action Taken: done	Medium Complete	11/08/2012 11/14/2012	6
4765	Boiler Room Boiler Room Carbon Monoxide alarm was going off this evening, called Tom around 5:30. Time Available: Anytime  Action Taken:	Medium Complete	11/19/2012 11/19/2012	0

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

**Sylvester School**

Printed on: 05/19/2013

Page: 12

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
4482	Kitchen 0 aging grease trap needs cleaning and or replacement Time Available: 9:00-2:00  Action Taken: vaccuumed out	Medium Complete	09/26/2012 11/21/2012	56
4734	Front Entrance The front entrance exterior light is not working. Would you check for a burnt out light bulb? Time Available: NOT 7:45-8:45AM or 2:15-3:15PM  Action Taken:	Medium Complete	11/08/2012 11/28/2012	20
4454	Classroom 11 a section of a wall has a panel and around it is slowly crumbling  Action Taken: cleaned out the area did the first fill needs to dry, came back sanded and did 2 coat mon. came in sanded painted.	Medium Complete	09/23/2012 01/02/2013	101
5044	1st Floor nurse Dried old blood on nurse office floor from last Friday. Called day custodian to clean and disinfect. Time Available: done by Mr Hook  Action Taken: Jason Hook took care of it	Medium Complete	01/07/2013 01/07/2013	0
5059	del. supplies for buckeye to sylv.  Action Taken:	Medium Complete	01/08/2013 01/08/2013	0
5067	1st Floor staircase I was asked to see if some sort of hook can be installed in the wall. A bunch of hula hoops were donated and the kids need somewhere to hang them so they are not thrown all over the floor in front of the staircase. Thanks  Action Taken:	Medium Complete	01/10/2013 01/11/2013	1

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

**Sylvester School**

Printed on: 05/19/2013

Page: 13

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5066	Playground the chain The chain that blocks cars from pulling through the parking lot is destroyed. A delivery driver drove through it the other day. I was able to mickey mouse it back together but most of the plastic links are broken and brittle. I would prefer a metal chain  Action Taken: replaced chain and leftover chain left with jason hook. i believe roll cost approx \$120. Joe C. picked up chain and had invoice	Medium Complete	01/10/2013 01/15/2013	5
5068	2nd Floor Whole building When they installed the new paper towel dispensers they did not change all of the old ones out. They both take different rolls of paper so I would think the old ones need to go. I dont know the reasoning behind what did get changed and what did not. Thank  Action Taken: need contractor to come back to finish installing remaining paper towel dispensers	Medium Complete	01/10/2013 01/15/2013	5
5085	Kitchen kitchen please remove the portable steam table from sylvester school to the high school Time Available: school hours  Action Taken:	Medium Complete	01/15/2013 01/17/2013	2
5094	1st Floor Cafe One of the old ceiling units is sagging a little bit. Part of the tile next to it fell down. Cafe employee complained about it making a sound.  Action Taken: c&h removed unit john and al replaced the drop ceiling .	Medium Complete	01/16/2013 01/22/2013	6
5098	2nd Floor 4th gr Boys Bathroom The urinal on the right leaks, to the right of the flusher noticed a couple of leaks on the pipe. Time Available: Before 8:00, after 3:00  Action Taken: investigate leaking flushometer found nothing leaking	Medium Complete	01/16/2013 01/22/2013	6

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

**Sylvester School**

Printed on: 05/19/2013

Page: 14

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5122	2nd Floor  empty and remove bookcases put patch on pipe reassemble  Action Taken: done	Medium Complete	01/24/2013 01/24/2013	0
5140	1st Floor 15 The time on the clock still still not accurate because of power outage last week. Time Available: ANY!  Action Taken: Reset electric clock.	Medium Complete	01/29/2013 01/30/2013	1
5114	1st Floor 15 The time on the clock is incorrect. Thank you Time Available: any!  Action Taken: Reset electric clock.	Medium Complete	01/23/2013 01/30/2013	7
5163	2nd Floor room 21 The pipes that lead to the heater are hot. Need some insulation wraps to make them safe.  Action Taken: gave 4- 8ft pipe covers and tope	Medium Complete	01/31/2013 02/04/2013	4
5149	Parking Lot  The lights out front are not coming on in time. It is pitch black in the front of the building when it gets dark.  Action Taken: Adjust timer.	Medium Complete	01/30/2013 02/05/2013	6
5177	1st Floor 15 The room temperature is still hovering around 62 for the day. It was 58 when I arrived. The heat is coming on for longer than it was before last week, but never goes above 64. Time Available: any!  Action Taken: reseting the heat timer this should make it work please let me know as early as possible if it does not thank you	Medium Complete	02/05/2013 02/06/2013	1

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

**Sylvester School**

Printed on: 05/19/2013

Page: 15

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5181	1st Floor Custodial Need Terminator ASAP, there is none. Time Available: anytime  Action Taken: done	Medium Complete	02/05/2013 02/06/2013	1
5164	Grounds outside keypad door Need leaf blower. It seems a wind tunnel has blown all of the leaves against the door. The leaves are also wet and on concrete so a blower would be the best way to remove them. Thank You  Action Taken:	Medium Complete	01/31/2013 02/06/2013	6
5220	1st Floor 15 Thermostat was adjusted today, but heat is still not running for more than 5 min per hour and temp is not rising any higher.  Action Taken: reset thermostat boiler timer is being adjusted	Medium Complete	02/15/2013 02/15/2013	0
5214	1st Floor 15 My classroom is still not getting any warmer than 62 degrees. Heat only comes on about once an hour for about 5 minutes.  Action Taken: John to look at ASAP, will go through unit next week and open unit up and inspect and test....went to room thermostat was down all the way	Medium Complete	02/14/2013 02/15/2013	1
5175	2nd Floor bathroom across from office The sink in the adult bathroom is draining very slowly. Looked down it but could not see anything. Might need a snake. Thanks  Action Taken: Drain full of debris, take apart trap to unclogg.	Medium Complete	02/04/2013 02/19/2013	15
5182	2nd Floor 4th gr Boys Bathroom The paper towel dispenser has fallen off wall. Time Available: Before 8:00, after 3:00  Action Taken: Replace paper towel holder.	Medium Complete	02/05/2013 02/25/2013	20

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

**Sylvester School**

Printed on: 05/19/2013

Page: 16

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5168	1st Floor 10 The top left corner of the white board in my classroom has become disconnected from the wall. The screw is still there it just needs to be screwed back into the wall. Time Available: 8-3  Action Taken: secured white board to wall	Medium Complete	02/01/2013 02/25/2013	24
5287	Basement Custodial Closet Time clock is jammed Time Available: anytime  Action Taken: Clear jam and reset time clock.	Medium Complete	03/06/2013 03/11/2013	5
5291	1st Floor custodial office The punch clock is jammed. Can't punch in or out.  Action Taken: Clear jam and reset time clock.	Medium Complete	03/07/2013 03/11/2013	4
5293	2nd Floor Mrs. Hrenko I need a hook installed so a rolled up map can be held down. A hook underneath the chalk holder should work fine. Thanks  Action Taken: picked up hooks from hardware store and installed	Medium Complete	03/07/2013 03/12/2013	5
5263	1st Floor custodial office The Verizon box in the custodial office is beeping and the replace battery light is lit up. Time Available: any  Action Taken: picked up battery from Baynes Electric and replaced	Medium Complete	03/04/2013 03/12/2013	8
5324	Playground behind the building A hole has opened up next to one of the drains. It must be from plowing and the rain washing it out. This is in a high foot/car/bus traffic area and I am afraid that the grate is going to cave in. Thanks Jason  Action Taken: dpw repair	Medium Complete	03/13/2013 03/15/2013	2

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

**Sylvester School**

Printed on: 05/19/2013

Page: 17

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5228	1st Floor 15 The room temp is 58 degrees. No heat has come from the blower since I arrived at 7:30.  Action Taken:	Medium Complete	02/25/2013 03/18/2013	21
5127	1st Floor 15 The classroom is still extremely cold, even after the pipe was fixed this week. The temperature in the room is currently 62 degrees. Since the thermostat is near the door to the hallway, it reads about 68. I have gotten a thermometer to read the temp i  Action Taken: Heat timer re-programed by Cooling & Heating.	Medium Complete	01/25/2013 03/26/2013	60
5315	1st Floor cafe Heavy odor coming from wooden baseboard that is bolted to the wall.  Action Taken: custodian cleaned area no longer smells	Medium Complete	03/12/2013 03/28/2013	16
5389	Kitchen kitchen please pick up the steam table and bring it to high school Time Available: 9am to 1pm  Action Taken: done	Medium Complete	03/26/2013 03/29/2013	3
5417	Custodial We need Terminator, small & big trash bags, Toilet paper Time Available: anytime  Action Taken:	Medium Complete	04/01/2013 04/03/2013	2
5376	3rd Floor rm 26. Mr.Lovell I need brackets installed to hold up a map. Thanks.  Action Taken:	Medium Complete	03/25/2013 04/04/2013	10

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

**Sylvester School**

Printed on: 05/19/2013

Page: 18

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5401	Classroom 20 The classroom is extremely hot. The thermometer is registering 86 degrees. We have opened 5 of the 7 windows (2 will not open), but it remains very warm and uncomfortable. Time Available: all day  Action Taken: Replaced heat valve by Cooling and Heating.	Medium Complete	03/28/2013 04/05/2013	8
5402	3rd Floor 20 The heat in the room is very high and uncomfortable. We open the windows but then the students become cold. Then the room rapidly re-heats.  Action Taken: Replaced heat valve by Cooling and Heating.	Medium Complete	03/28/2013 04/05/2013	8
5461	Playground Toddlers Playground Area Received a call from a parent who was in the Toddler's playground area reporting a "wobbling light pole"  Action Taken: Tightened anchor bolts	Medium Complete	04/10/2013 04/10/2013	0
5200	Cafeteria kitchen please repair screen in kitchen Time Available: 8:30am to 1;00pm  Action Taken: done	Medium Complete	02/12/2013 04/10/2013	57
5430	3rd Floor 20 Literacy Room The temperature in my room is approximately 84 degrees and uncomfortably hot. The windows are open to make the room comfortable. I understand this problem has been occurring many years (more than 12). Please fix this.  Action Taken: Heating Contractor due tomorrow morning to replace defective parts. repaired	Medium Complete	04/04/2013 04/11/2013	7
5394	3rd Floor room 22 My classroom is 93 degrees. Time Available: anytime  Action Taken: Cooling & Heating looked at 3-29-13 parts on order should be in for next Tuesday repaired by cooling and heating	Medium Complete	03/27/2013 04/11/2013	15

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

**Sylvester School**

Printed on: 05/19/2013

Page: 19

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5375	2nd Floor Gym The vents on the wall have come loose. Need power drill to tighten them closer to the wall.  Action Taken:	Medium Complete	03/25/2013 04/11/2013	17
5499	Remove ceiling convector Cafe. Replace several heating valves that are not working properly.  Action Taken:	High Complete	04/15/2013 04/21/2013	6
5292	2nd Floor main hallway Need some hooks installed to hang some framed photo's.  Action Taken:	Medium Complete	03/07/2013 04/22/2013	46
5527	Toilets plugged 3rd floor.  Action Taken:	High Complete	04/25/2013 04/26/2013	1
5297	Repair time clock, unable to punch time card. Senior Center correct day on Time clock  Action Taken: Repaired ribbon	Medium Complete	03/07/2013 04/29/2013	53
5557	Kitchen kitchen I would like to request 2 case trash bags Time Available: anytime  Action Taken: done	Medium Complete	05/06/2013 05/07/2013	1

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

Sylvester School

Printed on: 05/19/2013

Page: 20

WO #	Area Description Area Number Description of Problem Action Taken	Priority Status	Requested Date Completed Date	Days Aged
5523	Kitchen kitchen I am requesting 2 cases of trash bags. THANKS ANN Time Available: anytime  Action Taken: done	Medium Complete	04/25/2013 05/07/2013	12

End of report: 20 pages