

Facilities Department Work Orders - Past 30 Days (Jul 17 - Aug 18)

Work Orders Completed

Asset ID	Assigned	Purpose	Created	Completed
FCC HVAC AC02	Facilities Staff	FCC Ac modification	7/12/2024	8/16/2024
ST336 HVAC EF01	Facilities Staff	H&S Check exhaust port in utility storage	7/23/2024	8/16/2024
ADMIN GROUNDS1	Facilities Staff	Re-support tree	8/1/2024	8/15/2024
ST330 HVAC EC02	Facilities Staff	Check turnout evap cooler	8/14/2024	8/15/2024
ESC HVAC EC03	Facilities Staff	Check evap cooler	8/14/2024	8/15/2024
ESC HVAC EC02	Facilities Staff	Check evap cooler	8/14/2024	8/15/2024
FLEET HVAC EF02	Facilities Staff	Check locker room exhaust fan	8/5/2024	8/15/2024
ST331 HVAC AC01	Facilities Staff	Check Ac for proper operation	8/8/2024	8/14/2024
ST334 HVAC EC02	Facilities Staff	NORTHEAST COOLER NOT WORKING CORRECTLY	7/31/2024	8/14/2024
ESC ROOF	Facilities Staff	Bay ceiling dripping	8/9/2024	8/12/2024
ST341 BLDG	Facilities Staff	Check door handle	8/12/2024	8/12/2024
ADMIN BLDG	Facilities Staff	Adjust door to close properly	8/12/2024	8/12/2024
ADMIN BLDG	Facilities Staff	curb rain water coming into admin	8/12/2024	8/9/2024
ST333 PLUMB	Facilities Staff	repair kitchen sink faucet	8/8/2024	8/9/2024
ST338 ELEC	Facilities Staff	Replace pigtail	8/8/2024	8/8/2024
ST334 ROOF	Facilities Staff	Repair roof	8/8/2024	8/8/2024
ST336 ROOF	Facilities Staff	Reinstall Facia	8/8/2024	8/8/2024
FCC BLDG	Facilities Staff	Check conference room ceiling for leak	7/31/2024	8/7/2024
ST332 HVAC EC02	Facilities Staff	Check laundry evap cooler	7/31/2024	8/7/2024
ST336 HVAC EF01	Facilities Staff	H&S Repair exhaust fan	7/23/2024	8/7/2024
ADMIN BLDG	Facilities Staff	H&S remove fire ext.	7/24/2024	8/7/2024
ST331 BAY DR 1	Facilities Staff	Check bay door 1	8/5/2024	8/6/2024
ADMIN BLDG	Facilities Staff	Check Admin chair	8/6/2024	8/6/2024
ST333 ROOF	Facilities Staff	Check kitchen skylight	8/5/2024	8/6/2024
ST336 BLDG	Facilities Staff	H&S Replace door seal	7/23/2024	8/6/2024
ST332 BLDG	Facilities Staff	RADIO ROOM DOOR LOCK MALFUNCTIONING	8/6/2024	8/5/2024
ST332 HVAC FC16	Facilities Staff	Check com room Ac	8/2/2024	8/5/2024
ST333 ICE	Facilities Staff	Check ice machine	8/1/2024	8/5/2024
ST339 PEST	Facilities Staff	Drop off ant treatment	8/1/2024	8/5/2024
TRNG.B ROOF	Facilities Staff	Resecure roof vent cover	7/30/2024	8/5/2024
ST330 FACP	Facilities Staff	Perform hard reset on FACP	7/31/2024	8/2/2024
ST336 BAY DR 4	Facilities Staff	Add remote	8/2/2024	8/2/2024
ADMIN BLDG	Facilities Staff	Install white board	7/24/2024	8/2/2024
ST338 PLUMB	Facilities Staff	Repair women's restroom toilet	8/2/2024	8/2/2024
FCC ROOF	Facilities Staff	Check and clean off roof (all levels)	7/31/2024	8/2/2024
ST330 FRIDGE B	Facilities Staff	Check B shift fridge sheles	7/30/2024	8/2/2024
TRNG.B ROOF	Facilities Staff	Check and clean off roof	7/24/2024	8/1/2024
ST334 ELEC	Facilities Staff	Repair under cabinet light	7/24/2024	7/31/2024
ST336 ELEC	Facilities Staff	H&S Replace exterior GFCI nw	7/24/2024	7/31/2024
ADMIN GATE	Facilities Staff	Check Admin gate	7/31/2024	7/31/2024
ST336 FLAG POLE	Facilities Staff	flag pole not allowing the flag to move	7/29/2024	7/31/2024
ST333 BLDG	Facilities Staff	Check toilet seats	7/31/2024	7/31/2024
ST336 DRYER	Facilities Staff	H&S disassemble and clean dryer trap and exhaust	7/23/2024	7/31/2024
FLEET ELEC	Facilities Staff	Install district info monitor and receptical	7/29/2024	7/30/2024
ST334 BAY DR 3	Facilities Staff	Check bay door for operation	7/30/2024	7/30/2024
ST333 PLUMB	Facilities Staff	Repair washer soap dispenser	7/30/2024	7/30/2024
ST336 ELEC	Facilities Staff	H&S Install cover plate	7/23/2024	7/30/2024
ST336 ELEC	Facilities Staff	H&S Replace in-op GFCI Kitchen bar	7/23/2024	7/29/2024
ST336 ELEC	Facilities Staff	H&S Replace in-op exterior GFCI near A/C	7/23/2024	7/29/2024
ST336 ELEC	Facilities Staff	H&S Install lock	7/23/2024	7/29/2024
ST336 ELEC	Facilities Staff	H&S Replace exterior GFCI @evaps	7/24/2024	7/29/2024
ST336 BLDG	Facilities Staff	H&S Bunk 140 window drags on stucco	7/23/2024	7/29/2024
ST336 BLDG	Facilities Staff	H&S Bunk 131 window drags on stucco	7/23/2024	7/29/2024
ST336 ELEC	Facilities Staff	repair fan switch	7/30/2024	7/29/2024
ST332 HVAC FC15	Facilities Staff	troubleshoot 2 non working A/Cs	7/29/2024	7/26/2024
ST333 ELEC	Facilities Staff	H&S repair misc lights	5/2/2024	7/25/2024
ST336 PLUMB	Facilities Staff	H&S Womens restroom faucet leaks	7/23/2024	7/25/2024
ST336 PLUMB	Facilities Staff	H&S Lobby restroom cold leaks @1/4 turn	7/23/2024	7/25/2024
FHQ ICE MACHINE	Facilities Staff	Check Fhq Ice Machine	7/25/2024	7/25/2024
ST336 HVAC EC02	Facilities Staff	Check both swamp coolers	7/24/2024	7/25/2024
ADMIN ELEC	Facilities Staff	H&S replace GFCI	7/24/2024	7/24/2024
ADMIN BLDG	Facilities Staff	Stucco repair Chief Bradley's balcony	7/23/2024	7/24/2024
ST330 PLUMB	Facilities Staff	inspect water leak lobby toilet	7/23/2024	7/24/2024
ST337 HVAC DAC01	Facilities Staff	COM ROOM AC TEMPERATURE FAULT	7/25/2024	7/24/2024
ST336 ELEC	Facilities Staff	H&S Replace in-op lights in all of st.	7/23/2024	7/23/2024
ST331 BLDG1	Facilities Staff	Check microwave	7/8/2024	7/23/2024
ST341 HVAC AC03	Facilities Staff	Check T-stat	7/22/2024	7/23/2024
ST337 BLDG	Facilities Staff	replace stained ceiling tiles (4) in kitchen	7/23/2024	7/22/2024
ST337 HVAC EF08	Facilities Staff	fix loud squealing exhaust fan in bay	7/23/2024	7/22/2024
ST337 HVAC EC01	Facilities Staff	Repair evap cooler water supply	7/22/2024	7/22/2024
ST337 PLUMB	Facilities Staff	check toilets	7/9/2024	7/22/2024
FCC BLDG	Facilities Staff	trim trees in front of FCC	7/23/2024	7/22/2024
ST335 GROUNDS	Facilities Staff	Trim trees	6/28/2024	7/22/2024
ST331 BAY DOOR GATE PM1	Facilities Staff	Remove old turn out racks	7/22/2024	7/19/2024
FHQ HVAC AH02	Facilities Staff	Add Ac return in Shawn's office	6/18/2024	7/19/2024

ST333 HVAC DAC01	Facilities Staff	Ac dripping water	7/18/2024	7/18/2024
ST334 BLDG	Facilities Staff	H&S Resecure electrical box in ceiling	7/8/2024	7/18/2024
77 Work Orders Completed by Facilities Staff				

Asset ID	Assigned	Purpose	Created	Completed
Monthly Landscaping x 16 Sites	AAA Landscape	Monthly Landscaping	8/16/2024	7/31/2024
FLEET BACKFLOW 2	Accurate Backflow Testing	Annual Backflow Insp	8/16/2024	7/24/2024
FLEET BACKFLOW 1	Accurate Backflow Testing	Annual Backflow Insp	8/16/2024	7/24/2024
ST330 FIT TREAD	Ace Fitness Equipment Service & Delivery	Check treadmill for issues	5/28/2024	7/24/2024
Annual Building Termite Inspection x 5 Sites	Bill's Home Service	Annual Building Termite Inspection	7/18/2024	7/29/2024
Monthly Pest Control Service x 13 Sites	Bill's Home Service	Monthly Pest Control Service	7/5/2024	7/26/2024
ST339 FACP	Cintas	Admin Fire Monitoring	8/16/2024	7/1/2025
ADMIN BLDG	Cintas	Admin Mat service	7/3/2024	7/29/2024
ST337 FACP	Cintas	FACP trouble alert	8/1/2024	7/3/2024
FLEET INTRUSION ALARM	Connect Security	Quarterly security monitoring Nov-Jan	5/13/2024	7/31/2024
FCC INTRUSION ALARM	Connect Security	Security monitoring	5/13/2024	7/31/2024
ESC INTRUSION ALARM	Connect Security	Security monitoring	5/13/2024	7/31/2024
ST332 BAY DR 3	Miner Southwest	Bay door not closing	7/22/2024	7/30/2024
ST334 BAY DR 2	Miner Southwest	Bay door came away from wall	7/15/2024	7/22/2024
ST333 BAY DOOR GATE PM1	Miner Southwest	Bay Door and Gate Pm's	8/5/2024	8/5/2024
ST332 BAY DOOR PM1	Miner Southwest	Bay door and Gate Pm's	8/5/2024	8/5/2024
HVAC PM x 15 Sites	Tolin Mechanical	HVAC Pm	7/23/2024	7/31/2024
ADMIN BLDG	Vangaurd cleaning systems	Monthly Cleaning service	7/18/2024	7/31/2024
63 Work Orders Completed by Contractors				

Work Orders Pending

Asset ID	Assigned	Purpose	Created
ST331 PLUMB	Facilities Staff	Clean urinal	8/12/2024
ST331 BLDG1	Facilities Staff	Check microwave	8/12/2024
TRNG.A PLUMB	Facilities Staff	Flush water system	8/8/2024
ADMIN PLUMB	Facilities Staff	H&S lobby drinking fountain	7/24/2024
ST336 BLDG	Facilities Staff	H&S Splash protection at mop sink	7/23/2024
ST336 STOVE	Facilities Staff	H&S Repair stove	7/23/2024
ST332 HVAC EC01	Facilities Staff	Check evap drain line	8/14/2024
LOGS HVAC DAC01	Facilities Staff	Check for water leak dripping	8/14/2024
ST330 HVAC FC06	Facilities Staff	Check kitchen Ac	8/13/2024
FLEET HVAC EC03	Facilities Staff	WAREHOUSE COOLER NOT WORKING	8/7/2024
ST336 HVAC EC01	Facilities Staff	H&S Check for cooler controls to be added inside	7/23/2024
ST336 HVAC EF01	Facilities Staff	H&S Install exhaust fan in turnout room	7/23/2024
ST333 BLDG	Facilities Staff	Install broom shovel rake holders	8/19/2024
ST334 ROOF	Facilities Staff	Check and clean off roof (all levels)	7/30/2024
ADMIN ELEC	Facilities Staff	H&S reroute ext cord	7/24/2024
FLEET ELEC	Facilities Staff	Repair parts room light	8/16/2024
ST341 ELEC	Facilities Staff	Change exterior lighting	8/14/2024
ST341 ELEC	Facilities Staff	Change shore cord end	8/13/2024
FCC ROOF	Facilities Staff	Replace all skylight covers	7/30/2024
ADMIN ELEC	Facilities Staff	H&S Check electrical panels 3rd floor #2	7/24/2024
ADMIN ELEC	Facilities Staff	H&S Check electrical panels 3rd floor	7/24/2024
ADMIN ELEC	Facilities Staff	H&S Check electrical panels 2nd floor	7/24/2024
ST339 ELEC	Facilities Staff	Check turnout room lights	7/24/2024
23 Work Orders Pending for Facilities Staff			

Asset ID	Assigned	Purpose	Created
Monthly Pest Control x 15 Sites	Bill's Home Service	Monthly Pest Control Service	8/5/2024
Annual Termite Inspection x 2 Sites	Bill's Home Service	Annual Building Termite Inspection	7/18/2024
ST336 BLDG	CENTIMARK CORPORATION	Roof Flashing damage - Reattach	8/7/2024
ADMIN FACP	Cintas	FACP supervisory alarm	8/12/2024
ST330 FACP	Cintas	FACP trouble alert	8/6/2024
20 Work Orders Pending for Contractors			