NAME : CMESS

January 15, 2018

Date Produced	Work Order #	Location	Description	employee assigned	Estimated Completion	Date Completed	Comments
04-Apr-16	22879	HVAC - Office Heat	New motor to install	HBE		Complete	
24-May-16	22877	Lawn Mower	Please fix broken mower	Dillon		Complete	Delivered last week
05-Apr-16	22880	Outside Door to staff parkin	Water coming in under door	Romeo		April 2016	
24-May-16	22878	Mower room - storage	please fix/repair light balasts	Romeo	Sept 2016	Sept 2016	Next trip in
17-Oct-16	22877	School Fire Safety Inspectio	Remedy deficiencies as per report	Romeo	Nov 2016	Nov 2016	
01-Feb-16	22876	Home Ec Room - doorway	Floor damage	CR Floors	Nov 2016	Dec 2016	Contracted
18-Nov-16	22877	Custodial room	Floor machine- not working	Romeo	Nov-16	January 2017	
07-Feb-17	22879	Art Room & Shop	Light fixture covers are falling down	Darcy	Summer 2017	March 2017	
23-Feb-17	22880	Mens Washroom	Water leak in bathroom	Darcy	March 7, 2017	March 2017	
01-Apr-17	22882	New library prep	Get bin & clean out hallway	Darcy	May 2017	April 2017	
01-Mar-17	22881	Floor Machine	New Floor machine on order	Lynne	June 2017	June 2017	
01-May-17	22882	New Roof	Roof is smelling very strong when hot	Romeo	Summer 2017	June 2017	
19-Jun-17	22883	back parking lot	Please remove bike racks & chalk boards	Labourer	Summer 2017	June 2017	
19-Jun-17	22884	outside of school	Please remove tree and overgrown branch	Labourer	Summer 2017	June 2017	
07-Jul-17	22879	Art Room/shop	Light fixture covers are falling down	Romeo	Summer 2017	Sept 2017	
07-Sep-17	22881	Outside Front	Paint School name on front of building	Darcy	Sept 2017	Sept 2017	
16-Jan-17	22878	Water Fountain- Home Ec	Repair water damage	Darcy	Fall 2017		Not Required
17/07/2017	22880	kitchen	dishwasher is not heating water	romeo	Sept 2017	Oct 2017	Schools Cost - JB to decide
12/10/2017	22883	Hallway/Staff Room	Replace lights as needed	Darcy	Nov 15, 2017	Oct 2017	
05/10/2017	22882	Water Heater	Please increase temp by 2 degrees	Darcy	Oct 31, 2017	oct 31/17	next trip
04/10/2017	22881	Playground	clean up tree limbing debris	Darcy	Oct 31, 2017		70% complete
20/10/2017	22883	Playground	Purchase & install 2 BB hoops w/ backboa	Darcy	Dec 2017		at Maint Dept.
04/01/2018	22884	Parking lot door and shop	replace light panel cover	Darcy	January 2018		
13/12/2017	22885	science lab	Repair cupboard hinges	Darcy	January 2018		
13/12/2017	22886	Photocopier Room	Replace ceiling tiles	Darcy	January 2018		
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REMINDER: Please use Maintenance Binder in office for small issues to be handled on next visit.