

Date Produced	Work Order #	Location	Description	Employee assigned	Estimated Completion	Date Completed	Comments
15-Feb-16	12866	Totem pole - roof	Build a totem pole roof	Darcy	Spring Break	complete	Shingles arriving
19-Jan-17	12867	Special Needs Room	Paper towel Dispenser pulled off wall	Romeo	March 1, 2017	March 2017	
21-Feb-17	12868	Office ladies Washroom	Move Boxes of books & Broken chairs	Romeo	March 1, 2017	March 2017	
09-Mar-17	12869	Room #112	Window will not shut	Romeo	March 10, 2017	March 2017	
10-Apr-17	12872	Gym	Ants in ceiling in changeroom	PCO	April 15, 2017	April 2017	
18-May-17	12875	Foods Room	behind Stoves & Fridges - copper wire	Darcy	May 2017	cancel	Custodian to clean first
10-May-17	12874	Multiple Locations	Mice in school - trap and reset traps	Darcy	May 2017	June 2017	close doors & remove food
21-Apr-17	12873	Wheelchair ramp	handrail is broken	Darcy	Summer 2017	June 2017	
	12878	Grounds - Gym	Prepare for GRAD ceremony	Darcy	June 2017	June 2017	
03-Apr-17	12871	Shop Hallway	Please remove broken chairs & basketball game	Labourer	Summer 2017	June 2017	
01-Jun-17	12876	Hallway	Replace locker 121	Darcy	May 2017	July 2017	
09-Jun-17	12879	Rm 108	Repair window frame on door	Darcy	June 2017	July 2017	DJ has broken piece
11-Jun-17	12880	Old Home Ec Rm	Fix washing machine	Romeo	Summer 2017	July 2017	no water will run
01-Jul-17	12883	Parking lot	repaving	Contractor	Summer 2017	complete	Tayco paving
01-Jun-17	12877	School - Exterior (mice)	replace sweeps(rubber) & copper mesh	Darcy	June 2017	Sept 2017	ongoing - awaiting doorsweeps
01-Jul-17	12884	Gym	Install new Score clock	Romeo	Summer 2017	Sept 2017	
13-Oct-17	12889	Library	Remove acrylic skylight panels	Darcy	Oct 18, 2017	Oct 18, 2017	
20-Jun-17	12882	Heating	heat Pump replaced	Contractor	Fall 2017	Oct 31, 2017	
12-Sep-17	12887	exterior doors	new doorsweeps and gaps closed up	Darcy	Sept 30, 2017	Oct 31, 2017	ongoing - awaiting doorsweeps
12-Sep-17	12888	Outside Special needs c	Please fix small fist sized hole.	Darcy	Sept 30, 2017	Oct 31, 2017	
20-Oct-17	12889	Shop	Dust Evac system not working	Romeo		Oct 31, 2017	Contractor called
26-Oct-17	12890	Shop	Skylight has significant crack - rain	Darcy		Oct 31, 2017	completed last year
11-Jun-17	12881	Gym	Repair spot light system/stage lights	HB Energy	Spring 2018		power box upgrade
01-Jul-17	12885	Gym floor	Refinsh gym floor	Contractor	Xmas 2017		
12-Sep-17	12886	Outside steps	Replace concrete stairs with wood stairs	Romeo	Oct 2018	90%	complete this week



REMINDER: Please use Maintenance Binder in office for small issues to be handled on next visit.