

Date Produced	Work Order #	Location	Description	Employee assigned	Estimated completion	Date Completed	Comments
1-Jul-17	41877	Kitchen	Fix kitchen drawer not working	Derek	Summer 2017	Sept 2017	
1-Apr-16	41867	Roof	Fall protection- safety	Romeo			no roof walking required
1-Aug-17	41878	Gym Floor	Paint lines on floor	contractor	Fall 2017	Oct 2017	
15-Mar-17	41872	Gym	Repair gym doors (front & back)	Darcy	Oct 2017	Oct 2017	wooden doors w/metal frames
13-Apr-17	41874	Storage area	Insulate Sea Can to make room for works	Darcy	Fall 2017	Oct 2017	supplies ordered
28-Sep-17	41879	Gym	Paint volleyball post a bold red colour	Derek	Oct 12, 2017	complete	
28-Sep-17	41881	Washrooms	Repairs to boys and girls washrooms	Darcy	Oct 31, 2017	complete	
28-Sep-17	41880	Gym	Open gym washrooms for PE classes	Derek	Oct 5, 2017	Complete	keys sent??
4-Jan-18	41882	Portable #1&2	New 1250L oil tank	Derek	Jan 10/2018	Complete	arrived in Kyuquot
8-Mar-18	41883	Mr. Woodland class	Sink is dripping constantly	Romeo	March 2018	Complete	
16-Apr-18	41889	Classrooms	Eyewash stations	Romeo	summer 2018	Complete	how many are appropriate?
1-May-18	41891	Portable #3	Repair damage from truck	Darcy	May 2018	Complete	
16-Apr-18	41890	Various	Fire Extinguishers - overdue for certificati	Romeo	May 15, 2018	error	

28-Nov-17	41881	Portable #4	New back porch stairs	Romeo	summer 2018		
5-Mar-18	41884	Portables	order oil tanks	Derek	wants 5 tanks		need to hear from Derek
16-Apr-18	41885	Signs, signs, signs	Danger - Explosive Hazard - No smoking	Romeo/Lynne	May 2018		Darcy has list
			No Smoking (2)	Romeo/Lynne	May 2018		
			Visitors Please report to office (2)	Romeo/Lynne	May 2018		
			hazard - Door may swing open suddenly	Romeo/Lynne	May 2018		
16-Apr-18	41886	Blinds for various windows	portables 1-4, plus school windows	Romeo	summer 2018		
16-Apr-18	41887	Outside lights	Photocell activated LED lights	HBEnergy	summer 2018		
16-Apr-18	41888	LA Room	Repair sliders on windows	Romeo	summer 2018		
1-Jun-18	41900	Ventilation system	Duct cleaning	D. Mattson	summer 2018		Contractor
1-Jun-18	41889	Heating/Electrical sys	Major upgrade	D. Mattson	summer 2018		Contractor
1-Jun-18	41901	Kitchen/Foods room	cabinets and storage upgraded	Darcy/Romeo	summer 2018		
1-Jun-18	41902	Outside	cement walkways	Darcy/Romeo	summer 2018		
1-Jun-18	41903	Hallway	Water fountain	Romeo	summer 2018		School to purchase fountain

Derek - Please return completed Work Orders to Lynne @ SBO .

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