NAME: SBO-MAINT

November 1, 2017

Date Produced	Work Order #	Location	Description	Employee assigned	Estimated Completion	Date Completed	Comments
14-Dec-15	22837	Maint Shop	Trailer Inspection - 6 months	Baileys/ Romeo Gaiga		Jan 2016	Romeo to drop off on way to CR
23-Dec-15	71861	Vehicles	Emergency/First Aid Kits for each vehicle	Darcy		Jan 2016	Romeo to check and order kits
09-Nov-15	71745	Roof	Clean Gutters	Darcy & Romeo		Mar 2016	1-2 hrs to finish
12-Jan-16	71870	Board Office Outdoor lights	HBE installed timer	Romeo		April 2016	
04-Apr-16	71871	Board Room	Long Service plaque	Romeo		May 2016	
Jun-16	71860	Light Main office	ballast or bulb repair	Darcy/Romeo		Jun 2016	
27-Jul-16	71861	Old Board Office	outside door catching -building sinking	Romeo	Aug 2016	Aug/16	
01-Nov-16	71862	Board Office	Roof leaking - 3 spots	Romeo	Nov 2016	Nov 2016	
01-Jun-17	71863	Old SBO	paint Outside	Contractor	Summer 2017		
01-Jun-17	71862	Old SBO	Floors	Contractor	Summer 2017	July 2017	
01-Jun-17	71864	Old SBO	Move walls	Romeo/Darcy	Summer 2017	Complete	
25-Sep-17	71868	CHH	Front Door locking automatically	Romeo	Oct 13/17	Oct 2017	
25-Sep-17	71869	CHH	Coat hooks by front door & kitchen	Romeo	Oct 13/17	Oct 2017	
03-Oct-17	71871	CHH	Toilet handle broken	LT	Oct 10, 2017	Oct 11/17	
10-Jul-17	71866	Coffee room	Storage units	Lynne/Romeo	October 2017	Oct 2017	this week
19-Sep-17	71870	CHH	LED Lights	HBE	Oct 2017	Oct 2017	
17-Dec-15	71859	Washrooms	repair drywall and paint - old soap disp.	Darcy	Fall 2017	Oct 2017	ongoing
20-Oct-17	71868	CHH	Please hang sign STV/LSS under office	Darcy	Oct 2017	Oct 2017	
May-17	71860	Shop Roof	replace	Romeo	Spring 2018		
01-Jun-17	71861	Generator	Backup for servers	Contractor	Fall 2017		6 weeks
10-Jul-17	71867	Vault	Shelves	Romeo	December 2017		Annie to give details