

Date Produced	WORK Order #	Location	Description	Employee assigned	Estimated Completion	Date Completed	Comments
21-Sep-16	31885	Quansett Hutt	Roll up metal doors not working	Romeo	Nov 2016	Dec 2016	destroyed- install double door
10-Jan-17	31858	Gym door	Push bars do not disengage top rails	Romeo	Jan 2017	Jan 2017	
25-Jan-17	31864	Back Field	Complete fencing around field				LT discuss with W. Alsop
24-Jun-16	31882	Room 109	Sink has become partially plugged	Randy Darcy	Oct 2016	March 2017	
03-Oct-16	31886	Library	Move computers and install shelving	Romeo Darcy	January 2017	March 2017	
20-Jan-17	31859	Primary Room	Broken Window (pic's attached)	Romeo/Randy	Jan 2017	March 2017	Darcy
23-Jan-17	31860	Strong Start	Hole in window	Romeo/Randy	Jan 2017	March 2017	Darcy
20-Jan-17	31861	Primary Room - Cabinets	Locking mechanisms not correct	Romeo	Jan 2017	March 2017	Darcy
20-Jan-17	31862	Primary Room - Cabinets	Door hinges broken	Romeo	Jan 2017	March 2017	Darcy
17-Feb-17	31864	Room 109	Straighten our TV	Randy	Feb 2017	March 2017	Darcy
17-Feb-17	31866	Room 128	Install bulletin Board- Conference room	Randy	Feb 2017	March 2017	Darcy
17-Feb-17	31868	Library/sec hallway	Replace broken ceiling tiles	Darcy	Feb 2017	March 2017	Darcy
17-Feb-17	31869	Room 109	Repair divider - legs broken	Darcy	Feb 2017	March 2017	Darcy
07-Mar-17	31870	Room 128	Install storage shelves on either side of TV	Darcy	March 2017	March 2017	Darcy
24-Jan-17	31863	Strong start	Install bookshelf on coat cupboard	Darcy	April 2017	March 2017	
01-Nov-16	31857	Shop/Maint	Install sprinkler system	Romeo/Contractor	Spring 2017	March 2017	
24-Jun-16	31883	Room 128	Please install privacy blind	Darcy	Oct 2016	Complete	blind is picked up
04-Apr-16	31876	Roof	Fall Protection - Safety	Romeo	Summer 2017	cancel	
07-Mar-17	31871	Gym	Install shoe cubbies outside gym	Darcy	Summer 2017	complete	from RWES
27-Apr-17	31873	Library	Install surplus shelving	Darcy	Summer 2017	Complete	
01-Jul-17	31874	Gym	Repair air vent hanging from security cable	Romeo	Summer 2017	Complete	Bring scaffolding
01-Jul-17	31875	Gym	Repair door latch mechanism	Romeo	Summer 2017	Complete	
01-Jul-17	31876	Room 107	replace broken glass panel in door	Darcy	Summer 2017	Complete	
01-Jul-17	31877	Staff Room	Hang Kyuquot paddle as discussed	Darcy/Romeo	Summer 2017	Complete	
01-Jul-17	31879	Strong Start	Please install a second hanger rack	Darcy	Summer 2017	Complete	2 feet above current rack
01-Jul-17	31878	Room 128 - conference	Change lock on door to standard ZESS	Romeo	Summer 2017	Sept 2017	
13-Apr-17	31872	Gym	Purchase and install clock	Randy	Summer 2017	complete?	
11-Sep-17	31879	Primary Classroom	Purchase and install hooks	Randy	Sept 20, 2017	complete?	
13-Sep-17	31879	Water Fountain - Lobby	Please fix the trickle of water to a stream	Randy	Oct 30, 2017	Oct 2, 2017	
18-Oct-17	31880	Lobby	Please move drum to Library under TV	Randy	Oct 18, 2017	Oct 18, 2017	
03-May-16	31877	Gym	Please fix bubbles in spots where lifting	CR Floors	Fall 2017		call contractor - again...
05-Oct-17	31878	Room 120	Please fix supports for shelves	Darcy	November 2017		

Randy - Please return PM Work Orders to Lynne @ SBO as they are completed.
 Move composting outside. - not permitted in a non ventilated area. - Romeo to check

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