

Date Produced	Work Order #	Location	Description	Employee assigned	Estimated Completion	Date Completed	Comments
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	
05-Oct-17	31878	Room 120	Please fix supports for shelves	Darcy	November 2017	Nov 2017	
20-Nov-17	31879	Front Desk	Static noise through speaker system	Romeo	December 2017	Dec 2017	in progress
03-May-16	31877	Gym	Please fix bubbles in spots where lifting	CR Floors	Fall 2017		call contractor - again...
27-Nov-17	31880	Mechanical Room	Power bumps requiring manual reset of ne	Jason	December 2017		battery backup - rec'd
28-Nov-17	31881	Library	Please install one more section of shelving	Darcy	January 2018		when available
05-Dec-17	31882	Senior Girls Bathroom	Ballast needs changing	HB Energy	January 2018		
	31883	Senior Girls Bathroom	over flow drains can be pulled out easily	Romeo	January 2018		
	31884	Senior Girls Bathroom	replace 2 paper towel dispensers	Darcy	January 2018		
03-Jan-18	31885	Eye Wash Stations	Need new labels	Lynne	January 2018		get picture to create labels

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.