

Date Produced	Work Order #	Location	Description	Employee assigned	Estimated Completion	Date Completed	Comments
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
31-Jan-18	31885	Main Lobby	broken pot lights & one ballast	HBEnergy	March 2018	Completed	
05-Dec-17	31882	Senior Girls Bathroom	Ballast needs changing	HBEnergy	January 2018	Completed	
03-Jan-18	31885	Eye Wash Stations	Need new labels	Lynne	January 2018	new complete	get picture to create labels
13-Feb-18	31886	Room 108	Retreival Permanent Resident Card	Romeo or Darcy	February 2018	complete	
27-Nov-17	31880	Mechanical Room	Power bumps requiring manual reset of ne	Jason	December 2017	Complete	battery backup - rec'd
28-Nov-17	31883	Senior Girls Bathroom	over flow drains can be pulled out easily	Romeo	January 2018		
28-Nov-17	31881	Library	Please install one more section of shelving	Darcy	January 2018		when available
28-Nov-17	31884	Senior Girls Bathroom	replace 2 paper towel dispensers	Darcy	January 2018		
13-Feb-18	31886	Room 108	Please tighten door knob	Randy	Feb 13, 2018		
01-Apr-18	31887	Staff Room	Motion active switches are failing	HBEnergy	TBD		

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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.