

MEMORANDUM

TO: Members of the School Board

FROM: Joseph G. Joyner, Ed.D., Superintendent of Schools

SUBJECT: Request for Acceptance of Maintenance Department Monthly Activities Report

DATE: February 11, 2014

Background Information: The Maintenance Department provides a monthly activities report for School Board review. The report consists of four (4) sections:

- a. The Requests Status Report provides statistical information regarding the total number of work orders issued for each facility, the number of work orders completed and the number in progress for the year to date time period specified. Also included are a total of costs expended.
- b. The Maintenance Department Projects Status Report describes work completed monthly at each facility based on requests for maintenance received, emergencies and projects planned to be completed during the stated month. In addition to the routine maintenance items completed, preventive maintenance projects and work orders are also noted. Also noted is the number of hours spent and total costs associated with the work orders through the last day of the month.
- c. The Maintenance Department Monthly Capital Improvement Projects Construction Status Report provides a monthly update of ongoing and completed work on capital projects.
- d. The Administrative Report provides a description of other significant activities performed by the Maintenance Department on behalf of the entire district that are not included in the other reports.

Strategic Plan Impact: Monthly report.

Educational Impact: Monthly report.

Fiscal Impact: Projects are funded by the Maintenance Department's operating and capital outlay budgets.

Recommendation: Acceptance of Maintenance Department Monthly Activities Report.

Action Required: Approval of the Superintendent's recommendation.

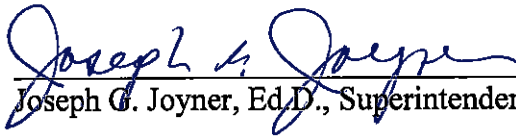
Drafted and submitted for approval by: Shane Walton, Director for Maintenance Services.

Reviewed and submitted for approval by: Paul Rose, Executive Director for Facilities & New Construction.

Respectfully Submitted,



Tim Forson, Deputy Superintendent for Operations



Joseph G. Joyner, Ed.D., Superintendent of Schools

ST. JOHNS COUNTY SCHOOL DISTRICT

**MAINTENANCE DEPARTMENT
MONTHLY ACTIVITIES REPORT**

DECEMBER 2013

Maintenance Department Activity Reports

Attached is a monthly activities report consisting of the following four sections:

a. Requests Status Report:

This report provides statistical information regarding number of Requests for Maintenance received from each facility, number of work orders in progress and completed at each facility for the year to date time period specified.

b. Projects Status Report:

This report describes work completed monthly at each facility based on requests for maintenance received, emergencies, and projects planned to be completed during the specified time period. Also included are items completed during the preventive maintenance teams' visit to each facility. Additionally, the report indicates the number of hours expended by Maintenance Department personnel and costs incurred for the work through the last day of the month.

c. Maintenance Department Capital Improvement Projects Construction Status Report:

This report provides an update of ongoing and completed work on all capital improvement projects. These projects are scheduled as a result of existing conditions and life cycle inspections conducted annually at each facility. Additionally, the Maintenance Department has established a program by which all facilities are placed on rotation to receive carpet and tile, painting, pavement rehabilitation, HVAC duct cleaning and indoor air quality assessments every three to four years.

d. Administrative Report:

This report provides a description of other significant activities performed by the Maintenance Department on behalf of the entire district that are not included in the above-mentioned reports.

Requests Status Report		7/1/13 through 12/31/13	
Work Order Count	Location	Status	Total Costs
14	Administration Building 9721	Closed Work Orders	\$11,969.31
3	Administration Building 9721	Work In Progress	\$650.84
36	Bartram Trail High 0411	Closed Work Orders	\$107,700.71
7	Bartram Trail High 0411	Work In Progress	\$83,106.32
57	Creekside High 0493	Closed Work Orders	\$66,983.14
3	Creekside High 0493	New Request	\$0.00
15	Creekside High 0493	Work In Progress	\$100,234.89
46	Crookshank Elementary 0021	Closed Work Orders	\$57,842.72
5	Crookshank Elementary 0021	Work In Progress	\$117,966.12
22	Cunningham Creek Elem. 0381	Closed Work Orders	\$25,461.75
1	Cunningham Creek Elem. 0381	New Request	\$0.00
4	Cunningham Creek Elem. 0381	Work In Progress	\$29,144.24
34	Durbin Creek Elementary 0441	Closed Work Orders	\$25,144.14
2	Durbin Creek Elementary 0441	New Request	\$0.00
5	Durbin Creek Elementary 0441	Work In Progress	\$10,950.47
15	Evelyn Hamblen 0031	Closed Work Orders	\$14,017.15
2	Evelyn Hamblen 0031	Work In Progress	\$23,142.11
1	First Coast Technical College 0042	Closed Work Orders	\$130.45
29	Fruit Cove Middle 0491	Closed Work Orders	\$177,786.56
6	Fruit Cove Middle 0491	Work In Progress	\$127,561.94
15	Fullerwood 9061	Closed Work Orders	\$4,235.26
34	Gamble Rogers Middle 0371	Closed Work Orders	\$36,746.29
2	Gamble Rogers Middle 0371	Work In Progress	\$2,075.19
39	Hartley Elementary 0261	Closed Work Orders	\$51,324.19
5	Hartley Elementary 0261	Work In Progress	\$44,818.65
30	Hickory Creek Elementary 0501	Closed Work Orders	\$55,476.73
1	Hickory Creek Elementary 0501	New Request	\$0.00
2	Hickory Creek Elementary 0501	Work In Progress	\$41,472.00
39	Julington Creek Elementary 0241	Closed Work Orders	\$41,433.86
7	Julington Creek Elementary 0241	Work In Progress	\$13,531.26
22	Ketterlinus Elementary 0091	Closed Work Orders	\$36,182.93
5	Ketterlinus Elementary 0091	Work In Progress	\$107,171.47
49	Landrum Middle 0311	Closed Work Orders	\$23,896.73

1	Landrum Middle 0311	New Request	\$0.00
11	Landrum Middle 0311	Work In Progress	\$98,627.51
42	Liberty Pines K-8 0472	Closed Work Orders	\$18,347.25
6	Liberty Pines K-8 0472	Work In Progress	\$48,171.85
17	Maintenance Department 9810	Closed Work Orders	\$7,409.21
1	Maintenance Department 9810	Work In Progress	\$0.00
38	Mason Elementary 0361	Closed Work Orders	\$60,725.65
6	Mason Elementary 0361	Work In Progress	\$61,928.76
36	Mill Creek Elementary 0341	Closed Work Orders	\$10,794.45
5	Mill Creek Elementary 0341	Work In Progress	\$69,564.09
71	Murray Middle 0171	Closed Work Orders	\$44,450.93
9	Murray Middle 0171	Work In Progress	\$88,815.94
1	Nease Clinic	Closed Work Orders	\$420.85
70	Nease High 0251	Closed Work Orders	\$79,000.72
6	Nease High 0251	Work In Progress	\$146,502.54
29	Ocean Palms Elementary 0391	Closed Work Orders	\$32,983.00
3	Ocean Palms Elementary 0391	Work In Progress	\$24,693.44
4	O'Connell Center	Closed Work Orders	\$307.48
48	Osceola Elementary 0331	Closed Work Orders	\$42,207.46
4	Osceola Elementary 0331	Work In Progress	\$85,485.26
17	Pacetti Bay Middle 0481	Closed Work Orders	\$19,739.99
2	Pacetti Bay Middle 0481	New Request	\$0.00
4	Pacetti Bay Middle 0481	Work In Progress	\$16,496.23
19	Palencia Elementary 0511	Closed Work Orders	\$20,589.84
46	Pedro Menendez High 0401	Closed Work Orders	\$43,251.99
1	Pedro Menendez High 0401	New Request	\$0.00
7	Pedro Menendez High 0401	Work In Progress	\$52,207.35
58	Ponte Vedra High 0492	Closed Work Orders	\$33,893.85
9	Ponte Vedra High 0492	Work In Progress	\$103,052.01
28	Ponte Vedra/Palm Valley Elem 0151	Closed Work Orders	\$51,441.64
2	Ponte Vedra/Palm Valley Elem 0151	Work In Progress	\$3,575.43
27	R. B. Hunt Elementary 0161	Closed Work Orders	\$46,280.51
3	R. B. Hunt Elementary 0161	Work In Progress	\$22,878.49
17	Rawlings Elementary 0351	Closed Work Orders	\$10,284.05
1	Rawlings Elementary 0351	New Request	\$0.00

27	Sebastian Middle 0301	Closed Work Orders	\$82,466.45
5	Sebastian Middle 0301	Work In Progress	\$14,087.04
22	South Woods Elementary 0461	Closed Work Orders	\$22,955.03
3	South Woods Elementary 0461	Work In Progress	\$32,306.74
58	St. Augustine High 0181	Closed Work Orders	\$64,598.70
10	St. Augustine High 0181	Work In Progress	\$137,528.13
37	St. Johns Tech High 0033	Closed Work Orders	\$27,465.81
5	St. Johns Tech High 0033	Work In Progress	\$99,510.45
42	Switzerland Point Middle 0321	Closed Work Orders	\$111,034.46
1	Switzerland Point Middle 0321	New Request	\$0.00
5	Switzerland Point Middle 0321	Work In Progress	\$43,883.87
34	Timberlin Creek Elementary 0451	Closed Work Orders	\$61,544.93
1	Timberlin Creek Elementary 0451	New Request	\$0.00
24	Transportation Department 9780	Closed Work Orders	\$6,802.78
14	Wards Creek Elementary 0482	Closed Work Orders	\$40,368.55
5	Wards Creek Elementary 0482	Work In Progress	\$7,670.44
53	Webster Elementary 0201	Closed Work Orders	\$76,566.12
3	Webster Elementary 0201	Work In Progress	\$1,733.94
1	Yates Building 9740	Closed Work Orders	\$514.62
1	Yates Building 9740	Work In Progress	\$526.57
1557	Year to Date		\$ 3,613,849.78

**Maintenance Department Projects Status Report
(Routine and Preventive Maintenance Items)**

12/1/13 through 12/31/13

Location	WOID	Description	Status	Craft	Assigned To	Manager	Requested	Completed	Labor	Total Costs	Requester
Administration Building 9721	16136	pick up books from JCP CARES for homeless and to deliver to schools on 12/12/13. (requested by Mrs. Slough)	Work In Progress	Special Projects	Russ, Eric	Shane Walton	12/5/2013		23	\$482.84	Shane Walton
Creekside High 0493	16187	Lock is defective can not unlock this is a two keyed type lock set has key on both interior and exterior double function.	Closed Work Orders	Carpentry	Crutchfield, Red	Joe Lewis	12/12/2013	1/8/2014	4.5	\$278.27	Robert Randazzo
Creekside High 0493	16110	No heat classroom 765 cold air on heat demand. Forst vav damper closed.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Cunningham, Harold	Joe Lewis	12/2/2013	12/12/2013	4	\$82.84	Robert Randazzo
Creekside High 0493	16143	There are many lamps out in weight room. 20' ceiling need lift	Closed Work Orders	Electrical	Davis, Edward	Joe Lewis	12/5/2013	12/11/2013	36	\$1,289.95	Robert Randazzo
Creekside High 0493	16115	reprogram intercom system	Closed Work Orders	Intercoms	Lewis, Joseph	Joe Lewis	12/2/2013	12/3/2013		\$840.00	Robert Randazzo
Creekside High 0493	16125	Water cooler was knocked off mounting bracket and now the unit is very noisy. Removed power plug and out of service.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/3/2013			\$0.00	Robert Randazzo
Creekside High 0493	16133	Water cooler 200 hallway no water valve not working.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/4/2013			\$0.00	Robert Randazzo
Creekside High 0493	16126	Walk in cooler evap fan motor not working.	Work In Progress	Kitchen Equipment	McLean, Derek	Joe Lewis	12/3/2013		3	\$66.17	Robert Randazzo

Creekside High 0493	16226	No heat P-4	Work In Progress	Heating/Ventilation /Air Conditioning	Cunningham, Harold	Joe Lewis	12/18/2013	12/19/2013	5	\$583.85	Robert Randazzo
Crookshank Elementary 0021	16124	walk-in cooler down	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	12/3/2013	12/9/2013	4	\$788.44	Ralph Waldrop
Crookshank Elementary 0021	16113	Steamer not working	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	12/2/2013	12/9/2013	3	\$66.17	Ralph Waldrop
Cunningham Creek Elem. 0381	16106	Water pipe leaking above main entrance.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	12/2/2013	12/3/2013	4	\$84.58	Jody Hunter
Cunningham Creek Elem. 0381	16144	Flush valve sticking on urinal. Water leaking from bottom of toilet.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/5/2013			\$0.00	Jody Hunter
Durbin Creek Elementary 0441	16184	Odor in kitchen.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	12/12/2013	1/8/2014	17	\$387.27	Todd Ponce
Durbin Creek Elementary 0441	16130	Steamer turns on but will not build pressure.	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	12/4/2013	12/5/2013		\$0.00	Todd Ponce
Durbin Creek Elementary 0441	16131	Steamer turns on but will not build pressure.	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	12/4/2013	12/5/2013		\$0.00	Todd Ponce
Durbin Creek Elementary 0441	16123	Toilet is clogged in room 813. We have plunged it and we can't get it unclogged.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/3/2013			\$0.00	Todd Ponce
Durbin Creek Elementary 0441	16149	The kitchen floor drains are not draining.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/6/2013			\$0.00	Todd Ponce
Durbin Creek Elementary 0441	16151	The hot water heaters for the kitchen are leaking water. It appears that the tank is leaking at the bottom.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/6/2013		11.5	\$10,124.14	Todd Ponce

Evelyn Hamblen 0031	16104	Ice machine has water running out of over flow drain. Float possibly stuck. Unplugged machine and shut water off.	Closed Work Orders	Ice Machine Service	McLean, Derek	Joe Lewis	12/2/2013	12/9/2013	4.5	\$99.26	Troy Wilson
Gamble Rogers Middle 0371	16231	AC or heat not working blower motor not coming on	Closed Work Orders	Heating/Ventilation /Air Conditioning	Argitis, Louis	Bruce Taylor	12/19/2013	1/6/2014	7.5	\$295.96	Mike Ponce
Gamble Rogers Middle 0371	16217	Steamer will not steam	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/17/2013	12/18/2013	1	\$21.55	Mike Ponce
Gamble Rogers Middle 0371	16116	doors are hard to close	Closed Work Orders	Carpentry	Bishop, Charlie	Bruce Taylor	12/2/2013	1/8/2014	3	\$167.60	Mike Ponce
Gamble Rogers Middle 0371	16234	Steamer not steaming	Work In Progress	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/20/2013		8	\$176.20	Mike Ponce
Hartley Elementary 0261	16212	Slight water leak at Heat actuator in ceiling. Could get worse.	Work In Progress	Plumbing	Cunningham, Harold	Joe Lewis	12/17/2013		4	\$82.84	Bill Vaughn
Hartley Elementary 0261	16154	Irrigation system has major leak at pump. Unable to run system.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/6/2013			\$0.00	Bill Vaughn
Hickory Creek Elementary 0501	16196	Line 2 is not working.	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	12/13/2013	12/18/2013	3	\$66.17	Larry Davis
Hickory Creek Elementary 0501	16135	please install covers on boiler	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	12/5/2013	12/12/2013		\$0.00	Larry Davis
Julington Creek Elementary 0241	16203	Serving line has an electrical smell and the underside needs to be replaced.	Closed Work Orders	Electrical	Houghton, Mike	Eddie Ponce	12/13/2013	1/7/2014	7.5	\$164.67	Brian Taylor
Julington Creek Elementary 0241	16233	Milk cooler needs to be resealed.	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	12/20/2013	1/7/2014	3	\$66.17	Brian Taylor

Julington Creek Elementary 0241	16223	AC breaker for room 119 keeps tripping.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	12/18/2013	12/20/2013	15.5	\$1,072.70	Brian Taylor
Julington Creek Elementary 0241	16167	Room 127 seems to be having a power draw issue related to the projector.	Work In Progress	Electrical	Penque, Bruce	Eddie Ponce	12/10/2013			\$0.00	Brian Taylor
Julington Creek Elementary 0241	16178	Plumbing on back of toilet needs to be replaced rest room out of order.	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	12/11/2013		5	\$183.28	Brian Taylor
Julington Creek Elementary 0241	16179	Toilet base needs new seal. Leaks	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	12/11/2013		3	\$84.58	Brian Taylor
Julington Creek Elementary 0241	16238	Major backup in the 400 hall . all bathrooms.	Work In Progress	Plumbing	Contractor, McCrary's Plumbing	Eddie Ponce	12/20/2013			\$0.00	Brian Taylor
Ketterlinus Elementary 0091	16188	Can pull store front door open when locked. Cannot secure building. Breezeway.	Closed Work Orders	Doors and Hardware	Crutchfield, Red	Joe Lewis	12/12/2013	12/18/2013	2	\$44.62	Rick Whittington
Ketterlinus Elementary 0091	16232	lower main gates	Work In Progress	Fence Repair	Contractor, Armstrong Fence	Joe Lewis	12/19/2013			\$0.00	Rick Whittington
Landrum Middle 0311	16157	AH8 will not work. Condenser has to be reset daily to activate unit	Closed Work Orders	Heating/Ventilation /Air Conditioning	Blaylock, Eldon	Eddie Ponce	12/9/2013	12/16/2013		\$0.00	Brett Butler
Landrum Middle 0311	16156	Security/safety fence gates will not latch or close properly	Closed Work Orders	Fence Repair	Graves, David	Eddie Ponce	12/9/2013	12/16/2013	18	\$415.74	Brett Butler
Landrum Middle 0311	16142	Can opener fell apart. Please replace	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	12/5/2013	12/10/2013	6	\$300.34	Brett Butler

Landrum Middle 0311	16236	A light fixture cover is falling from ceiling - a scissors lift will be needed.	Closed Work Orders	General Maintenance	Penque, Bruce	Eddie Ponce	12/20/2013	1/9/2014		\$0.00	Brett Butler
Landrum Middle 0311	16219	AON unit for cafeteria has bad circuit board. Estimate for parts and labor to be forwarded to Mr. Ponce from WW Gav	Work In Progress	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Eddie Ponce	12/17/2013			\$0.00	Brett Butler
Liberty Pines K-8 0472	16201	Two irrigation valves are leaking and need replaced.	Work In Progress	Irrigation	Conley, Ronnie	Bruce Taylor	12/13/2013			\$0.00	Robert Sturm
Liberty Pines K-8 0472	16189	We have a Rib/Ribu1 bad in ems cabinet, Al has the part for it. We need it to turn the lights off at night.	Work In Progress	Electrical	Davis, Edward	Bruce Taylor	12/12/2013		4	\$472.96	Robert Sturm
Liberty Pines K-8 0472	16190	We have 2 - GE Medium Exposure Surge Suppressor bad in electrical room 124 that are protecting the main electrical panels.	Work In Progress	Electrical	Davis, Edward	Bruce Taylor	12/12/2013		9	\$2,406.68	Robert Sturm
Liberty Pines K-8 0472	16191	We have a GE PQM11 power quality meter that is in alarm state on main electrical switch gear. Need someone to reset or replace the unit.	Work In Progress	Electrical	Davis, Edward	Bruce Taylor	12/12/2013		24.5	\$502.33	Robert Sturm
Maintenance Department 9810	16147	Repair lights on trailer #2 and tires on hand truck.	Work In Progress	General Maintenance	Ortagus, Rick	Shane Walton	12/6/2013			\$0.00	Shane Walton
Mason Elementary 0361	16207	cooler in the serving line will not cool below 50 degrees	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/16/2013	12/17/2013	3	\$66.17	Alvez Barkoskie

Mason Elementary 0361	16208	G.F.I. receptacles will not trip when tested during fire inspection. Also one emergency exit sign is not working.	Work In Progress	Electrical	Wynn, Al	Bruce Taylor	12/16/2013				\$0.00	Alvez Barkoskie
Mill Creek Elementary 0341	16159	Bathroom door will not close all the way	Closed Work Orders	Doors and Hardware	Crutchfield, Red	Joe Lewis	12/9/2013	12/9/2013	3.5		\$258.24	Robert Davis
Mill Creek Elementary 0341	16158	cut and remove tree and grade driveway to rear of school	Work In Progress	Grounds	Contractor, Yard Pro	Joe Lewis	12/9/2013				\$1,125.00	Robert Davis
Murray Middle 0171	16173	outlet melt down in wall.	Closed Work Orders	Electrical	Bradbury, Ted	Joe Lewis	12/11/2013	12/12/2013	1.5		\$33.47	Paul Pelletier
Murray Middle 0171	16109	reach in freezer not working.	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	12/2/2013	12/9/2013	3		\$66.17	Paul Pelletier
Murray Middle 0171	16172	drain under main sink is backing up and letting water run onto the floor	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	12/11/2013				\$0.00	Paul Pelletier
Murray Middle 0171	16169	partition door ripped off stall	Work In Progress	Doors and Hardware	Crutchfield, Red	Joe Lewis	12/11/2013				\$0.00	Paul Pelletier
Murray Middle 0171	16221	paint wall with newly laid blocks	Work In Progress	Painting	Linskey, Jim	Joe Lewis	12/17/2013		15.5		\$360.14	Paul Pelletier
Murray Middle 0171	16168	pressure washer has a leak.	Work In Progress	Kitchen Equipment	McLean, Derek	Joe Lewis	12/11/2013				\$0.00	Paul Pelletier
Murray Middle 0171	16228	lift station pump is laying on its side running. station pumps run without turning off.	Work In Progress	Plumbing	Kizer, Brian	Joe Lewis	12/19/2013				\$0.00	Paul Pelletier
Ocean Palms Elementary 0391	16174	AC 5 not working board is bad	Closed Work Orders	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	12/11/2013	12/12/2013	3		\$61.68	Brett Butler
Ocean Palms Elementary 0391	16239	Evaporator fan not working in freezer. Contacted Taylor ref to repair per Bruce Taylor	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, Taylor Refrigeration	Bruce Taylor	12/20/2013	1/8/2014			\$0.00	Brett Butler

Ocean Palms Elementary 0391	16197	Ice machine is not working. Possible blockage in valve according to beep sensor.	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/13/2013	12/17/2013	4.5	\$98.50	Brett Butler
Ocean Palms Elementary 0391	16198	Exhaust fan above stoves making noise that may indicate bearings are going bad.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Harrison, Steve	Bruce Taylor	12/13/2013	12/17/2013	4.5	\$99.26	Brett Butler
Ocean Palms Elementary 0391	16162	Dishwasher leaking in kitchen	Work In Progress	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/9/2013	12/17/2013	18.5	\$882.94	Brett Butler
O'Connell Center	16205	odor in building	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	12/13/2013	12/19/2013	4	\$79.48	Robert Davis
Osceola Elementary 0331	16216	leaking around the handle in boys bathroom. Needs repair	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	12/17/2013	12/19/2013	2	\$45.92	Sterling Cofield
Osceola Elementary 0331	16108	air handler in working in classroom	Closed Work Orders	Heating/Ventilation /Air Conditioning	Argitis, Louis	Bruce Taylor	12/2/2013	12/4/2013	3	\$56.43	Sterling Cofield
Osceola Elementary 0331	16112	208-- Replace faucet in sink; RM 116 repair or replace faucet	Work In Progress	Plumbing	Kizer, Brian	Bruce Taylor	12/2/2013			\$0.00	Sterling Cofield
Pacetti Bay Middle 0481	16127	CHWP #1 not running. Overload will not reset.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Cunningham, Harold	Joe Lewis	12/4/2013	12/9/2013	8	\$259.23	Jack Blocker
Pacetti Bay Middle 0481	16194	Walk in cooler fan not working. (1 of 2)	Work In Progress	Kitchen Equipment	McLean, Derek	Joe Lewis	12/13/2013			\$0.00	Jack Blocker
Pedro Menendez High 0401	16177	Heating Element burnt out on Food Warmer.	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/11/2013	12/16/2013	4	\$87.72	Joedy Ashton
Pedro Menendez High 0401	16118	Sprinkler Pipe Leaking in Cafe. Called Maximum Fire.	Closed Work Orders	Fire Alarm System	PM, Taylor	Bruce Taylor	12/2/2013	12/13/2013		\$260.00	Joedy Ashton
Pedro Menendez High 0401	16199	Elevator Door will not make Contact just keeps opening.	Closed Work Orders	Elevators	Contractor, Schindler Elevator	Bruce Taylor	12/13/2013	1/9/2014		\$0.00	Joedy Ashton

Pedro Menendez High 0401	16121	Toilets Backing up coming up out of the Floor Drains.	Work In Progress	Plumbing	Contractor, McCrary's Plumbing	Bruce Taylor	12/3/2013				\$0.00	Joedy Ashton
Pedro Menendez High 0401	16107	Blowout under 3rd. Base Bleachers.	Work In Progress	Irrigation	Conley, Ronnie	Bruce Taylor	12/2/2013				\$0.00	Joedy Ashton
Ponte Vedra High 0492	16145	Need to see if Edward can come out and locate any electric lines, where we are going to auger holes for our new scoreboard.	Closed Work Orders	Electrical	Davis, Edward	Eddie Ponce	12/5/2013	12/6/2013	3.5		\$69.93	Nick Athanaseas
Ponte Vedra High 0492	16227	Need to do locates for the drainage project for PVHS court yard and patio	Closed Work Orders	Electrical	Davis, Edward	Eddie Ponce	12/18/2013	12/20/2013	4		\$79.92	Nick Athanaseas
Ponte Vedra High 0492	16160	Drill new holes for new scoreboard and hit a main line	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	12/9/2013	12/11/2013	14		\$301.70	Nick Athanaseas
Ponte Vedra/Palm Valley Elem 0151	16153	A/C not cooling. Please evaluate and repair.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, Taylor Refrigeration	Eddie Ponce	12/6/2013	1/9/2014			\$0.00	Brandon Hennessey
Ponte Vedra/Palm Valley Elem 0151	16225	Wall outlets are not working and bathroom lighting in 320 is not working. Please evaluate and repair as needed.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	12/18/2013	12/20/2013	7		\$124.57	Brandon Hennessey
Ponte Vedra/Palm Valley Elem 0151	16213	Locate sewer gas odor and repair.	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	12/17/2013		3.5		\$75.43	Edward Ponce
R. B. Hunt Elementary 0161	16111	pick up restroom partitions	Closed Work Orders	General Maintenance	Russ, Eric	Eddie Ponce	12/2/2013	12/10/2013	2		\$39.96	Raymond Kledzik
R. B. Hunt Elementary 0161	16132	replace damaged electrical junction box cover	Work In Progress	Electrical	Penque, Bruce	Eddie Ponce	12/4/2013				\$0.00	Raymond Kledzik

Rawlings Elementary 0351	16229	The rinse cycle on the dishwasher is not operating properly. Please evaluate and repair as needed. Thanks.	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	12/19/2013	1/9/2014	13.5	\$298.15	Brandon Hennessey
Sebastian Middle 0301	16214	oak tree blown over - needs to be removed	Closed Work Orders	General Maintenance	Lewis, Joseph	Joe Lewis	12/17/2013	12/17/2013		\$500.00	Jeff Baldwin
Sebastian Middle 0301	16175	W.W. Gay Mechanical is requesting an access door be cut into the ceiling so they can work on the fire dampers.	Closed Work Orders	Carpentry	Crutchfield, Red	Joe Lewis	12/11/2013	1/8/2014	7.5	\$192.46	Jeff Baldwin
Sebastian Middle 0301	16129	Freezer will not shut off. It is running too cold.	Closed Work Orders	Kitchen Equipment	Contractor, Taylor Refrigeration	Joe Lewis	12/4/2013	12/4/2013		\$0.00	Jeff Baldwin
Sebastian Middle 0301	16171	Reach in cooler is not cooling properly.	Work In Progress	Kitchen Equipment	McLean, Derek	Joe Lewis	12/11/2013			\$0.00	Jeff Baldwin
Sebastian Middle 0301	16170	Air is not cooling properly.	Work In Progress	Heating/Ventilation /Air Conditioning	Cunningham, Harold	Joe Lewis	12/11/2013			\$570.00	Jeff Baldwin
South Woods Elementary 0461	16192	Slicer will not adjust nob will not turn and dryer not drying very good	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/12/2013	12/16/2013	2	\$43.86	Bennie Witt
St. Augustine High 0181	16193	Repair reach-in coolers on serving lines.	Work In Progress	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/13/2013	12/17/2013	16.5	\$363.94	Mike Hazel
St. Johns Tech High 0033	16137	E-building air compressor for a/c system that controls vav boxes not running. Need repaired.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	12/5/2013	12/9/2013	6	\$143.48	Troy Wilson
St. Johns Tech High 0033	16139	Aux. fuel pump that pumps fuel from holding tank to Aux. tank is froze up. Needs to be replaced.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	12/5/2013	12/19/2013	16	\$1,783.34	Troy Wilson

St. Johns Tech High 0033	16222	Need cafeteria tables picked up from Mill Creek and delivered back to SJTHS.	Closed Work Orders	Special Projects	Graves, David	Joe Lewis	12/18/2013	1/6/2014	8	\$169.16	Troy Wilson
Switzerland Point Middle 0321	16163	Convection oven will not turn on. This is a different oven then the one that had given us systemic problems in the past. The oven is the one in the lower right of the bank of ovens as you face the ovens.	Closed Work Orders	Electrical	Houghton, Mike	Eddie Ponce	12/10/2013	12/16/2013	10	\$253.13	Al Pantano
Switzerland Point Middle 0321	16224	(NU-PLUS NU-i2000 squared) water filter element on ice machine sprung a leak in the side of the filter. Water is shutoff. Ice machine requires a new water filter. Filter last changed 07/22/13	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	12/18/2013	12/19/2013		\$0.00	Al Pantano
Switzerland Point Middle 0321	16117	Door closer on exterior door is leaking oil. Door has lost all tension in closer causing door to hit the exterior wall when opened.	Closed Work Orders	Doors and Hardware	Preston, Richard	Eddie Ponce	12/2/2013	12/6/2013	6	\$105.57	Al Pantano

Switzerland Point Middle 0321	16165	Tripping hazard for students where concrete walkways form a triangle (dirt at center of triangle...children trip on exposed edge). Requires concrete work to fill the triangle approx. 14'x10'x20'x4"thick.	Closed Work Orders	Grounds	Repult, Bryan	Eddie Ponce	12/10/2013	12/11/2013	15	\$327.90	Al Pantano
Switzerland Point Middle 0321	16235	Lost power in ceiling receptacles (projectors) in classrooms 310 and 610 after power surge that affected the entire building.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	12/20/2013	1/6/2014	4	\$81.52	Al Pantano
Switzerland Point Middle 0321	16141	Electrical receptacle in ceiling inoperative. Breaker is not triggered. Receptacle was working previously.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	12/5/2013	12/20/2013	4	\$81.52	Al Pantano
Switzerland Point Middle 0321	16200	Remove one convection oven in preparation for install of replacement oven by Designs, Equipment, and Furnishings	Work In Progress	Kitchen Equipment	Houghton, Mike	Eddie Ponce	12/13/2013		14.5	\$424.49	Al Pantano
Switzerland Point Middle 0321	16204	Condensation building up at base of air handler. Unit is older unit.	Work In Progress	Heating/Ventilation /Air Conditioning	Johnson, Harry	Eddie Ponce	12/13/2013		7.5	\$167.33	Al Pantano
Timberlin Creek Elementary 0451	16146	The power went out for a long period of time . The generator did not come on.	Closed Work Orders	Generators	Contractor, Ring Power	Bruce Taylor	12/6/2013	12/6/2013	4	\$84.58	Bill Fowler

Timberlin Creek Elementary 0451	16152	Disposal in kitchen is jammed up.	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	12/6/2013	12/9/2013	3	\$65.79	Bill Fowler
Timberlin Creek Elementary 0451	16230	Both main doors from the 022 orange hallway to court yard are disabled.	Closed Work Orders	Doors and Hardware	Bishop, Charlie	Bruce Taylor	12/19/2013	1/8/2014	15	\$317.18	Bill Fowler
Transportation Department 9780	16202	Toilets are backed up.	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	12/13/2013	12/17/2013	2	\$43.10	Marlena Reput
Transportation Department 9780	16183	Please check water to the islands. The water hoses are not working and the drivers need them in the morning to wash off the windows so they can see.	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	12/12/2013	12/17/2013	1	\$21.55	Marlena Reput
Wards Creek Elementary 0482	16105	Kitchen sink stopped up in drain pipe. Also valve in another sink will not stop running.	Work In Progress	Plumbing	Kizer, Brian	Bruce Taylor	12/2/2013		4	\$75.44	Timothy Lundquist
Webster Elementary 0201	16134	The flush valve in the restroom is leaking	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	12/5/2013			\$146.26	Mike Oliver
Webster Elementary 0201	16155	The top oven in the kitchen is not heating up	Work In Progress	Kitchen Equipment	Houghton, Mike	Eddie Ponce	12/9/2013		7.5	\$1,587.68	Mike Oliver
Webster Elementary 0201	16220	We have several emergency lights and exit signs that are out and need repaired due to the Fire Marshall report.	Work In Progress	Electrical	Penque, Bruce	Eddie Ponce	12/17/2013			\$0.00	Mike Oliver

Maintenance Department Capital Improvements Projects

7/1/13 through 12/31/13

Location	WOID	Description	Status	Assigned To	Manager	Requested	Completed	Total Costs	Requester
Administration Building 9721	14696	repair generator	Closed Work Orders	Contractor, Ring Power	Shane Walton	7/10/2013	8/14/2013	\$5,933.00	Shane Walton
Bartram Trail High 0411	15864	service elevator	Closed Work Orders	Contractor, Schindler Elevator	Joe Lewis	10/29/2013	12/9/2013	\$0.00	Jason Lee
Bartram Trail High 0411	15807	install canopy over gym door	Closed Work Orders	Contractor, Citory Solutions	Joe Lewis	10/22/2013	12/9/2013	\$10,289.50	Jason Lee
Bartram Trail High 0411	15004	install motion sensors in hallways	Closed Work Orders	Davis, Edward	Joe Lewis	8/13/2013	9/25/2013	\$0.00	Jason Lee
Bartram Trail High 0411	16114	upgrade stucco in stairwells	Work In Progress	Kite, Tim	Joe Lewis	12/2/2013		\$0.00	Jason Lee
Bartram Trail High 0411	15852	2013/2014 Carpet and tile replacement	Work In Progress	Contractor, Express Tile	Shane Walton	10/28/2013		\$58,796.16	Jason Lee
Bartram Trail High 0411	15111	install motion detectors	Work In Progress	Contractor, AEC Electric	Joe Lewis	8/20/2013		\$0.00	Jason Lee
Bartram Trail High 0411	16036	upgrade parking lot lights to solar	Work In Progress	Contractor, AEC Electric	Joe Lewis	11/14/2013		\$23,929.55	Jason Lee
Bartram Trail High 0411	14443	upgrade weight room flooring	Work In Progress	Lewis, Joseph	Joe Lewis	5/30/2013		\$0.00	Jason Lee
Creekside High 0493	16035	repair partition walls	Work In Progress	Contractor, Southeastern Surface	Joe Lewis	11/14/2013		\$4,550.51	Robert Randazzo
Creekside High 0493	16037	upgrade lighting at stadium	Work In Progress	Contractor, AEC Electric	Joe Lewis	11/15/2013		\$40,129.30	Robert Randazzo

Creekside High 0493	16001	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$54,203.65	Robert Randazzo
Crookshank Elementary 0021	15802	upgrade hand wash stations	Closed Work Orders	Contractor, McCrary's Plumbing	Joe Lewis	10/22/2013	12/9/2013	\$10,942.00	Ralph Waldrop
Crookshank Elementary 0021	14710	2013 HVAC Replacements Wilson, Taylor, WW Gay	Closed Work Orders	Contractor, Wilson Heat and Air	Joe Lewis	7/15/2013	9/6/2013	\$19,910.00	Ralph Waldrop
Crookshank Elementary 0021	15969	Upgrade three sets of double storefront doors including electrified hardware.	Work In Progress	Contractor, Duval Glass & Mirror	Eddie Ponce	11/7/2013		\$25,530.00	Edward Ponce
Crookshank Elementary 0021	15871	replace carpet in various rooms	Work In Progress	Contractor, James Bros. Carpet	Shane Walton	10/29/2013		\$21,470.05	Ralph Waldrop
Crookshank Elementary 0021	15995	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$34,936.96	Ralph Waldrop
Crookshank Elementary 0021	15896	install tile in various rooms	Work In Progress	Contractor, Express Tile	Shane Walton	10/31/2013		\$10,602.00	Ralph Waldrop
Crookshank Elementary 0021	15872	upgrade fencing	Work In Progress	Contractor, Armstrong Fence	Joe Lewis	10/29/2013		\$25,427.11	Ralph Waldrop
Cunningham Creek Elem. 0381	16209	Upgrade 22 emergency escape windows.	Work In Progress	Contractor, CC Borden	Eddie Ponce	12/16/2013		\$0.00	Edward Ponce
Cunningham Creek Elem. 0381	16025	upgrade parking lot lights	Work In Progress	Contractor, AEC Electric	Joe Lewis	11/14/2013		\$29,144.24	Jody Hunter

Evelyn Hamblen 0031	14725	2013 HVAC Replacements	Closed Work Orders	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013	9/25/2013	\$8,284.00	Troy Wilson
Evelyn Hamblen 0031	15901	upgrade restrooms	Work In Progress	Contractor, Express Tile	Joe Lewis	11/1/2013		\$16,167.11	Troy Wilson
Evelyn Hamblen 0031	16120	Upgrade windows.	Work In Progress	Contractor, St. Johns Door & Win	Eddie Ponce	12/3/2013		\$6,975.00	Edward Ponce
Fruit Cove Middle 0491	14896	Install sidewalk canopy.	Closed Work Orders	Contractor, Citory Solutions	Eddie Ponce	8/6/2013	10/28/2013	\$26,334.00	Edward Ponce
Fruit Cove Middle 0491	15999	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$44,638.30	James Strange
Fruit Cove Middle 0491	14720	2013 HVAC Replacements WW Gay, Wilson Heat & Air	Work In Progress	Contractor, WW Gay	Joe Lewis	7/15/2013		\$45,118.00	James Strange
Fruit Cove Middle 0491	16122	Upgrade carpet and vct tile in various locations.	Work In Progress	Contractor, James Bros. Carpet	Eddie Ponce	12/3/2013		\$35,148.60	Edward Ponce
Hartley Elementary 0261	14711	2013 HVAC Replacements Wilson, Taylor	Closed Work Orders	Contractor, Wilson Heat and Air	Joe Lewis	7/15/2013	9/25/2013	\$40,721.00	Bill Vaughn
Hartley Elementary 0261	15851	replace carpet in various areas	Work In Progress	Contractor, James Bros. Carpet	Shane Walton	10/28/2013		\$32,128.31	Bill Vaughn
Hartley Elementary 0261	15848	upgrade restrooms	Work In Progress	Contractor, McCrary's Plumbing	Joe Lewis	10/28/2013		\$12,607.50	Bill Vaughn

Hickory Creek Elementary 0501	14763	Install walkway cover from sidewalk to P.E. pavilion.	Closed Work Orders		Eddie Ponce	7/22/2013	10/23/2013	\$16,438.80	Edward Ponce
Hickory Creek Elementary 0501	15951	Upgrade parent pickup and bus loop walkway cover.	Work In Progress	Contractor, Perfection, Architectural System	Eddie Ponce	11/5/2013		\$41,472.00	Edward Ponce
Julington Creek Elementary 0241	14713	2013 HVAC Replacements	Closed Work Orders	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013	8/15/2013	\$17,870.84	Brian Taylor
Julington Creek Elementary 0241	16181	Upgrade floor tile in restrooms.	Work In Progress	Contractor, Express Tile	Eddie Ponce	12/11/2013		\$12,920.83	Edward Ponce
Ketterlinus Elementary 0091	15940	replace corroded coils	Work In Progress	Contractor, WW Gay	Joe Lewis	11/5/2013		\$86,877.70	Rick Whittington
Ketterlinus Elementary 0091	15803	upgrade restrooms	Work In Progress	Contractor, McCrary's Plumbing	Joe Lewis	10/22/2013		\$1,162.42	Rick Whittington
Ketterlinus Elementary 0091	15922	replace shade fabric	Work In Progress	Contractor, BYO Playground, Inc.	Joe Lewis	11/4/2013		\$6,863.68	Rick Whittington
Ketterlinus Elementary 0091	16024	upgrade light fixtures	Work In Progress	Contractor, AEC Electric	Joe Lewis	11/14/2013		\$12,267.67	Rick Whittington
Landrum Middle 0311	15983	Seal concrete patio.	Closed Work Orders	Contractor, Rose and Barrett	Eddie Ponce	11/8/2013	12/9/2013	\$5,953.00	Edward Ponce

Landrum Middle 0311	15714	Replace expansion plate in main hallway.	Closed Work Orders	Repult, Bryan	Eddie Ponce	10/9/2013	11/1/2013	\$281.25	Edward Ponce
Landrum Middle 0311	15119	Insulate ceiling deck between band room and classroom.	Closed Work Orders	Contractor, Acousti Engineering	Eddie Ponce	8/20/2013	8/20/2013	\$0.00	Edward Ponce
Landrum Middle 0311	16210	Upgrade landscaping.	Work In Progress		Eddie Ponce	12/16/2013		\$1,800.00	Edward Ponce
Landrum Middle 0311	15968	Upgrade non lit reader board sign.	Work In Progress	Contractor, B&S Signs, Inc.	Eddie Ponce	11/7/2013		\$3,654.34	Edward Ponce
Landrum Middle 0311	14721	2013 HVAC Replacements Wilson Heat & Air, B & G Refrigeration, Taylor Refrigeration	Work In Progress	Contractor, Wilson Heat and Air	Joe Lewis	7/15/2013		\$63,075.03	Brett Butler
Landrum Middle 0311	16086	Refinish interior doors.	Work In Progress	Contractor, Rose and Barrett	Eddie Ponce	11/25/2013		\$4,809.60	Edward Ponce
Landrum Middle 0311	15956	Upgrade three sets of double storefront doors.	Work In Progress	Contractor, Duval Glass & Mirror	Eddie Ponce	11/6/2013		\$11,400.00	Edward Ponce
Liberty Pines K-8 0472	15998	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$44,638.30	Robert Sturm
Mason Elementary 0361	15915	Upgrade boilers, Replacement of boiler #2	Closed Work Orders	Contractor, WW Gay	Bruce Taylor	11/1/2013	1/9/2014	\$17,571.89	Bruce Taylor
Mason Elementary 0361	14714	2013 HVAC Replacements	Closed Work Orders	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013	7/15/2013	\$24,314.00	Alvez Barkoskie

Mason Elementary 0361	15917	Carpet and tile replacement	Work In Progress	Contractor, James Bros. Carpet	Shane Walton	11/1/2013		\$33,451.67	Bruce Taylor
Mason Elementary 0361	15914	Upgrade Fire Panel and partial devices.	Work In Progress	Contractor, SAFE, Inc.	Bruce Taylor	11/1/2013		\$15,013.20	Bruce Taylor
Mason Elementary 0361	16186	Upgrade group restrooms.	Work In Progress	Contractor, Express Tile	Bruce Taylor	12/12/2013		\$7,583.18	Bruce Taylor
Mason Elementary 0361	15932	Upgrade sound system in Cafetorium	Work In Progress	PM, Taylor	Bruce Taylor	11/4/2013		\$4,281.72	Bruce Taylor
Mill Creek Elementary 0341	15996	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$34,936.96	Robert Davis
Mill Creek Elementary 0341	15861	upgrade exterior lighting	Work In Progress	Contractor, AEC Electric	Joe Lewis	10/29/2013		\$7,562.78	Robert Davis
Mill Creek Elementary 0341	14715	2013 HVAC Replacements	Work In Progress	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013		\$18,127.00	Robert Davis
Murray Middle 0171	15796	upgrade motor control center	Work In Progress	Lewis, Joseph	Joe Lewis	10/22/2013		\$25,172.50	Paul Pelletier
Murray Middle 0171	16088	Upgrade five pairs of double storefront doors.	Work In Progress	Contractor, Duval Glass & Mirror	Eddie Ponce	11/25/2013		\$15,900.00	Edward Ponce
Murray Middle 0171	15805	upgrade eyewash stations	Work In Progress	Ponce, Robbie	Joe Lewis	10/22/2013		\$2,745.00	Paul Pelletier
Murray Middle 0171	16000	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$44,638.30	Paul Pelletier

Nease High 0251	14733	remove 4 pine trees and stumps repair asphalt	Closed Work Orders	Contractor, Wrights Tree Service	Eddie Ponce	7/16/2013	8/29/2013	\$6,500.00	Bob Wamser
Nease High 0251	15882	Upgrade safety straps for goals in gym.	Closed Work Orders	Contractor, Hufcor	Eddie Ponce	10/31/2013	12/9/2013	\$3,850.00	Edward Ponce
Nease High 0251	15931	Upgrade electrical and networking drops.	Closed Work Orders	Contractor, AEC Electric	Eddie Ponce	11/4/2013	11/4/2013	\$0.00	Edward Ponce
Nease High 0251	14783	Install gutters and flashing in various areas.	Closed Work Orders	Burchfield, Joe	Eddie Ponce	7/24/2013	9/4/2013	\$6,061.35	Edward Ponce
Nease High 0251	14804	Remove underground fuel tank.	Closed Work Orders	Contractor, AMEC	Eddie Ponce	7/29/2013	10/28/2013	\$13,028.96	Edward Ponce
Nease High 0251	14987	Repair ceiling replace door and attach letters to press box.	Closed Work Orders	Preston, Richard	Eddie Ponce	8/13/2013	9/4/2013	\$2,154.44	Edward Ponce
Nease High 0251	16008	Upgrade lockers.	Work In Progress	Contractor, Storagecraft	Eddie Ponce	11/13/2013		\$9,962.00	Edward Ponce
Nease High 0251	15895	Upgrade electric and network chases.	Work In Progress	Contractor, AEC Electric	Eddie Ponce	10/31/2013		\$24,751.11	Edward Ponce
Nease High 0251	16002	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$54,203.65	Bob Wamser
Nease High 0251	16180	Upgrade (9) 3 ft x 7 ft hollow metal doors and all hardware and panic devices.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	12/11/2013		\$14,719.50	Edward Ponce

Nease High 0251	16057	Upgrade site signage.	Work In Progress	Contractor, B&S Signs, Inc.	Eddie Ponce	11/19/2013		\$6,909.00	Edward Ponce
Ocean Palms Elementary 0391	14717	2013 HVAC Replacements	Work In Progress	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013		\$18,812.00	Gio Morales
Ocean Palms Elementary 0391	16164	Clean/ mow all fence line around school.	Work In Progress	Contractor, Yard Pro	Bruce Taylor	12/10/2013		\$4,998.50	Bruce Taylor
Osceola Elementary 0331	14803	Replace Metal floor joist as needed.	Closed Work Orders	PM, Taylor	Bruce Taylor	7/25/2013	8/13/2013	\$3,011.94	Bruce Taylor
Osceola Elementary 0331	14737	Foundation repair to Two concrete relocatable classrooms, as per quote 2013-6-2	Closed Work Orders	PM, Taylor	Bruce Taylor	7/16/2013	8/13/2013	\$17,279.76	Bruce Taylor
Osceola Elementary 0331	14716	2013 HVAC Replacements	Closed Work Orders	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013	9/25/2013	\$10,892.00	Sterling Cofield
Osceola Elementary 0331	15997	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$34,936.96	Sterling Cofield
Osceola Elementary 0331	15934	Upgrade sound system in Cafetorium	Work In Progress	PM, Taylor	Bruce Taylor	11/4/2013		\$3,519.77	Bruce Taylor
Osceola Elementary 0331	15936	Upgrade casework in listed areas.	Work In Progress	Contractor, P Brandon, Inc.	Bruce Taylor	11/4/2013		\$47,028.53	Bruce Taylor
Pacetti Bay Middle 0481	15806	cut doorway in wall in classroom	Work In Progress	Lewis, Joseph	Joe Lewis	10/22/2013		\$5,230.00	Jack Blocker

Pacetti Bay Middle 0481	15811	repair/replace drain pipe and repair parking lot	Work In Progress	Contractor, Duval Asphalt	Joe Lewis	10/22/2013		\$10,628.00	Jack Blocker
Pedro Menendez High 0401	15814	Repair storm drain in Bus loop drive.	Closed Work Orders	Contractor, G and H Underground	Bruce Taylor	10/23/2013	11/18/2013	\$9,386.38	Bruce Taylor
Pedro Menendez High 0401	14742	Change out damaged ceiling tile and grid as needed as part of renovation from wood shop to classroom.	Closed Work Orders	Contractor, Jim's Drywall	Bruce Taylor	7/16/2013	8/14/2013	\$4,847.04	Bruce Taylor
Pedro Menendez High 0401	15794	Trim and shape 199 trees as needed.	Closed Work Orders	PM, Taylor	Bruce Taylor	10/22/2013	12/5/2013	\$4,975.00	
Pedro Menendez High 0401	15841	Upgrade sound system	Work In Progress	PM, Taylor	Bruce Taylor	10/25/2013		\$10,073.30	Bruce Taylor
Pedro Menendez High 0401	15765	Remove all old VCT tile and reinstall utilizing 13" x13" ceramic tile as per Bid # 2012-02	Work In Progress	Contractor, Express Tile	Shane Walton	10/16/2013		\$38,463.96	Bruce Taylor
Ponte Vedra High 0492	15815	Install electrical power and hand dryers in boys and girls Locker rooms.	Closed Work Orders	Contractor, Quality Electrical	Eddie Ponce	10/23/2013	12/9/2013	\$4,837.35	Edward Ponce
Ponte Vedra High 0492	14684	Maintenance on elevators.	Closed Work Orders	Contractor, Schindler Elevator	Eddie Ponce	7/9/2013	8/15/2013	\$6,343.80	Edward Ponce

Ponte Vedra High 0492	15832	Upgrade site signage.	Work In Progress	Contractor, B&S Signs, Inc.	Eddie Ponce	10/24/2013		\$4,930.00	Edward Ponce
Ponte Vedra High 0492	16003	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$51,410.80	Nick Athanaseas
Ponte Vedra High 0492	15942	Upgrade irrigation system.	Work In Progress	Contractor, C & L Landscape	Eddie Ponce	11/5/2013		\$5,039.05	Edward Ponce
Ponte Vedra High 0492	16211	Upgrade drainage in courtyard.	Work In Progress	Contractor, McCrary's Plumbing	Eddie Ponce	12/16/2013		\$29,594.00	Edward Ponce
Ponte Vedra High 0492	16014	upgrade /repair folding walls	Work In Progress	Contractor, Southeastern Surface	Joe Lewis	11/13/2013		\$2,833.65	Nick Athanaseas
Ponte Vedra High 0492	15840	Upgrade door holder room # 520.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	10/25/2013		\$1,384.76	Edward Ponce
Ponte Vedra High 0492	16009	Repair divider curtain in gymnasium.	Work In Progress	Contractor, Southeastern Surface	Eddie Ponce	11/13/2013		\$880.00	Edward Ponce
Ponte Vedra/Palm Valley Elem 0151	14718	2013 HVAC Replacements B & G Refrigeration, Taylor	Closed Work Orders	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013	9/25/2013	\$38,981.00	Brandon Hennessey
Ponte Vedra/Palm Valley Elem 0151	14664	Replace grease trap for kitchen.	Closed Work Orders		Eddie Ponce	7/8/2013	8/15/2013	\$3,400.00	Edward Ponce
Ponte Vedra/Palm Valley Elem 0151	15800	Install additional parking to back of school.	Work In Progress	Contractor, Wrights Tree Service	Eddie Ponce	10/22/2013		\$3,500.00	Edward Ponce

R. B. Hunt Elementary 0161	15200	Pressure wash prep and paint underside of walkway.	Closed Work Orders	Contractor, A to Z Custom Homes	Eddie Ponce	8/23/2013	10/23/2013	\$3,498.00	Edward Ponce
R. B. Hunt Elementary 0161	15442	Pressure wash front of school.	Closed Work Orders	Contractor Krystal, Klean	Eddie Ponce	9/13/2013	10/8/2013	\$1,831.12	Edward Ponce
R. B. Hunt Elementary 0161	14712	2013 HVAC Replacement	Closed Work Orders	Contractor, Taylor Refrigeration	Joe Lewis	7/15/2013	9/25/2013	\$1,850.00	Raymond Kledzik
R. B. Hunt Elementary 0161	16067	Upgrade group restroom.	Work In Progress	Contractor, McCrary's Plumbing	Eddie Ponce	11/21/2013		\$19,778.49	Edward Ponce
Rawlings Elementary 0351	15673	A/C for the Art room is not cooling. Please evaluate and repair as needed.	Closed Work Orders	Contractor, B & G Refrigeration	Eddie Ponce	10/3/2013	10/28/2013	\$3,117.25	Brandon Hennessey
Sebastian Middle 0301	14722	2013 HVAC Replacements	Closed Work Orders	Contractor, Wilson Heat and Air	Joe Lewis	7/15/2013	9/6/2013	\$23,793.00	Jeff Baldwin
Sebastian Middle 0301	14886	upgrade classroom(art room)	Closed Work Orders	Contractor, Express Tile	Joe Lewis	8/6/2013	9/6/2013	\$11,740.29	Jeff Baldwin
Sebastian Middle 0301	15984	install hold open devices	Closed Work Orders	Contractor, SAFE, Inc.	Joe Lewis	11/8/2013	12/9/2013	\$2,005.83	Jeff Baldwin
Sebastian Middle 0301	15973	Upgrade four sets of double hollow metal doors.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	11/7/2013		\$13,084.00	Edward Ponce
South Woods Elementary 0461	14747	Upgrade Water Treatment Plant, 2013/2014 S/Y	Work In Progress	PM, Taylor	Bruce Taylor	7/17/2013		\$16,865.17	Bruce Taylor

South Woods Elementary 0461	14748	Upgrade Waste Water treatment Plant 2013/2014 S/Y	Work In Progress	PM, Taylor	Bruce Taylor	7/17/2013		\$13,348.24	Bruce Taylor
St. Augustine High 0181	14724	2013 HVAC Replacements Taylor Refrigeration, B & G Refrigeration, WW Gay	Closed Work Orders	Contractor, Taylor Refrigeration	Joe Lewis	7/15/2013	8/15/2013	\$39,854.00	Mike Hazel
St. Augustine High 0181	14743	Change out damaged 2x4 ceiling tiles and replace with 2x2 tiles.	Closed Work Orders	Contractor, Jim's Drywall	Bruce Taylor	7/16/2013	9/6/2013	\$2,587.57	Bruce Taylor
St. Augustine High 0181	15769	replace window blinds	Work In Progress	Contractor, Window Covers and More	Shane Walton	10/16/2013		\$18,850.00	Shane Walton
St. Augustine High 0181	15770	upgrade intercom system (security)	Work In Progress	Contractor, SAFE, Inc.	Shane Walton	10/16/2013		\$8,087.23	Shane Walton
St. Augustine High 0181	15021	Upgrade auditorium stage lighting	Work In Progress	Contractor, AEC Electric	Shane Walton	8/14/2013		\$57,964.65	Mike Hazel
St. Augustine High 0181	16215	Upgrade Benches @ Front entrance of school.	Work In Progress	PM, Taylor	Bruce Taylor	12/17/2013		\$4,993.90	Bruce Taylor
St. Augustine High 0181	16218	Furnish and install Canopy in Courtyard.	Work In Progress	PM, Taylor	Bruce Taylor	12/17/2013		\$0.00	Bruce Taylor
St. Augustine High 0181	16161	Upgrade landscaping, in courtyards.	Work In Progress	PM, Taylor	Bruce Taylor	12/9/2013		\$0.00	Bruce Taylor

St. Augustine High 0181	15982	Install auto security gate at back of school leading to Kitchen and receiving.	Work In Progress	Contractor, Armstrong Fence	Bruce Taylor	11/8/2013		\$11,680.80	Bruce Taylor
St. Augustine High 0181	16119	Repair / Replace roofing and soffit as need at concession and dugouts as needed.	Work In Progress	Bishop, Charlie	Bruce Taylor	12/3/2013		\$2,871.82	Bruce Taylor
St. Johns Tech High 0033	15018	upgrade fire alarm	Closed Work Orders	Contractor, SAFE, Inc.	Joe Lewis	8/14/2013	9/6/2013	\$0.00	Troy Wilson
St. Johns Tech High 0033	15937	pour basketball court	Closed Work Orders	Hagan, Elmer	Joe Lewis	11/4/2013	11/14/2013	\$5,774.92	Troy Wilson
St. Johns Tech High 0033	16064	Upgrade landscape	Work In Progress	Lewis, Joseph	Joe Lewis	11/20/2013		\$0.00	Troy Wilson
St. Johns Tech High 0033	15985	replace air handler building H	Work In Progress	Contractor, WW Gay	Joe Lewis	11/8/2013		\$51,573.00	Troy Wilson
St. Johns Tech High 0033	15900	upgrade restrooms	Work In Progress	Contractor, Express Tile	Joe Lewis	11/1/2013		\$4,225.60	Troy Wilson
St. Johns Tech High 0033	15935	Upgrade two windows.	Work In Progress	Contractor, Duval Glass & Mirror	Eddie Ponce	11/4/2013		\$2,262.00	Edward Ponce
St. Johns Tech High 0033	16004	2013/2014 Duct Cleaning	Work In Progress	Contractor, Simpson Environmental	Shane Walton	11/12/2013		\$41,449.85	Troy Wilson

Switzerland Point Middle 0321	14723	2013 HVAC Replacements	Closed Work Orders	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013	9/25/2013	\$30,357.00	Joseph Lewis
Switzerland Point Middle 0321	15933	Upgrade fire alarm system.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	11/4/2013		\$20,463.48	Edward Ponce
Switzerland Point Middle 0321	15839	Upgrade intercom system.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	10/25/2013		\$14,115.62	Edward Ponce
Wards Creek Elementary 0482	14694	Widen bus loop and extend walkway cover	Closed Work Orders	Contractor, Duval Asphalt	Shane Walton	7/10/2013	12/6/2013	\$26,182.92	Shane Walton
Wards Creek Elementary 0482	15883	upgrade folding walls	Work In Progress	Contractor, Southeastern Surface	Joe Lewis	10/31/2013		\$2,599.00	Timothy Lundquist
Wards Creek Elementary 0482	15913	Upgrade Landscape	Work In Progress	Contractor, Ham's Nursery	Bruce Taylor	11/1/2013		\$4,996.00	Bruce Taylor
Wards Creek Elementary 0482	16056	Retrofit common areas yellow, Blue, Green and Orange along with front office area. 352 total light fixtures.	Work In Progress	Contractor, AEC Electric	Bruce Taylor	11/19/2013		\$0.00	Bruce Taylor
Webster Elementary 0201	14719	2013 HVAC Replacements B & G Refrigeration, Wilson Heat & Air	Closed Work Orders	Contractor, B & G Refrigeration	Joe Lewis	7/15/2013	9/6/2013	\$15,948.00	Mike Oliver
Webster Elementary 0201	14687	Retrofit T-12 lighting to T-8 Lighting as needed throughout school.	Closed Work Orders	Contractor, AEC Electric	Bruce Taylor	7/9/2013	8/15/2013	\$39,132.74	Bruce Taylor

Administrative Report

Preventive Maintenance Teams: The three preventive maintenance (PM) teams continue their annual visits to schools and facilities for the 2013-2014 school year. The three individual PM teams are assigned to perform detailed preventive maintenance work at fourteen (14) facilities each for a period of two weeks at elementary schools, middle schools and administrative facilities and three weeks at the high schools. This year's preventive maintenance schedule began on September 23rd at R. B. Hunt Elementary School. The teams will rotate from school to school and conclude their visits on May 23, 2014. In addition to the foregoing, visits have also been completed at Crookshank, Hickory Creek, Ketterlinus, Mill Creek, Ocean Palms, Osceola, Palencia, Ponte Vedra-Rawlings, Timberlin Creek and Wards Creek Elementary Schools; Gamble Rogers, Murray, Sebastian and Switzerland Point Middle Schools and Bartram, Nease and St. Augustine High Schools.

Peer Review Committee: This committee consists of school maintenance managers, district maintenance supervisors and Shane Walton, Director of Maintenance Services, who visit and inspect schools on a rotating basis. The peer review program provides an opportunity to share ideas and provide mutual support and assistance to maintenance managers in all areas of school maintenance. Approximately eighteen (18) schools are evaluated annually. The Peer Review visits began on September 12, 2013 at Wards Creek Elementary and will conclude on May 29, 2014 at Pacetti Bay Middle School. In addition to the foregoing, the committee has also completed reviews of Hickory Creek, Julington Creek, Palencia, R. B. Hunt and South Woods Elementary Schools, The Webster School and Sebastian and Switzerland Point Middle School.

Capital Outlay Projects: During the winter break numerous projects were completed at the following schools:

Bartram:	Ceiling and tile replacement
Creekside:	Pressure washing
Crookshank:	Replacement of doors; carpet replacement; tile replacement; installation of fencing
Fruit Cove:	HVAC replacement
Osceola:	Relocatable site work; upgrade of casework in Art room.
Hartley:	HVAC replacement
Hickory Creek:	Refinishing of floors; replacement of main gate
Landrum:	Replacement of storefront doors; bleacher repairs
Mason:	Carpet replacement
Menendez:	Cafeteria floor replacement; tree trimming
Murray:	Replacement of storefront doors
Pacetti Bay:	Asphalt repair
St. Augustine:	Ceiling and tile replacement; upgrade auditorium lighting; replacement of security gates; refinish gym floor; installation of window blinds
St. Johns Tech.:	Painting; replacement of air handler unit
Yates Building:	HVAC replacement