



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: January 8, 2013

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 the Maintenance Department's Monthly Activity Report.

Action Required: Approval of the Superintendent's recommendation.

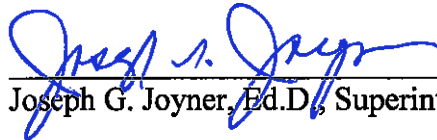
Drafted and submitted for approval by: Shane Walton, Director for Maintenance Services.

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

NOVEMBER 2012

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		7/1/12 through 11/26/12	
Work Order Count	Location	Status	Total Costs
13	Administration Building 9721	Closed Work Orders	\$18,818.26
1	Administration Building 9721	New Request	\$0.00
2	Administration Building 9721	Work In Progress	\$5,229.92
25	Bartram Trail High 0411	Closed Work Orders	\$36,387.45
2	Bartram Trail High 0411	New Request	\$0.00
5	Bartram Trail High 0411	Work In Progress	\$20,681.57
60	Creekside High 0493	Closed Work Orders	\$45,375.85
9	Creekside High 0493	Work In Progress	\$7,287.41
25	Crookshank Elementary 0021	Closed Work Orders	\$11,134.26
1	Crookshank Elementary 0021	Work In Progress	\$0.00
16	Cunningham Creek Elem. 0381	Closed Work Orders	\$8,807.60
1	Cunningham Creek Elem. 0381	New Request	\$0.00
2	Cunningham Creek Elem. 0381	Work In Progress	\$96.51
21	Durbin Creek Elementary 0441	Closed Work Orders	\$8,549.99
2	Durbin Creek Elementary 0441	Work In Progress	\$364.15
15	Evelyn Hamblen 0031	Closed Work Orders	\$4,174.32
3	Evelyn Hamblen 0031	Work In Progress	\$99.51
26	Fruit Cove Middle 0491	Closed Work Orders	\$13,628.55
13	Fullerwood 9061	Closed Work Orders	\$2,725.89
1	Fullerwood 9061	Work In Progress	\$123.82
28	Gamble Rogers Middle 0371	Closed Work Orders	\$36,675.21
1	Gamble Rogers Middle 0371	New Request	\$0.00
26	Hartley Elementary 0261	Closed Work Orders	\$11,741.78
2	Hartley Elementary 0261	Work In Progress	\$186.89
14	Hickory Creek Elementary 0501	Closed Work Orders	\$7,778.50
2	Hickory Creek Elementary 0501	Work In Progress	\$19,555.57
37	Julington Creek Elementary 0241	Closed Work Orders	\$15,707.02
1	Julington Creek Elementary 0241	New Request	\$0.00

1	Julington Creek Elementary 0241	Work In Progress	\$0.00
20	Ketterlinus Elementary 0091	Closed Work Orders	\$28,623.10
3	Ketterlinus Elementary 0091	New Request	\$0.00
53	Landrum Middle 0311	Closed Work Orders	\$40,891.74
2	Landrum Middle 0311	Work In Progress	\$37,336.60
16	Liberty Pines K-8 0472	Closed Work Orders	\$5,370.33
1	Liberty Pines K-8 0472	Work In Progress	\$0.00
15	Maintenance Department 9810	Closed Work Orders	\$9,426.78
2	Maintenance Department 9810	Work In Progress	\$1,474.69
21	Mason Elementary 0361	Closed Work Orders	\$9,517.84
1	Mason Elementary 0361	Work In Progress	\$22,071.12
30	Mill Creek Elementary 0341	Closed Work Orders	\$7,253.18
2	Mill Creek Elementary 0341	Work In Progress	\$0.00
49	Murray Middle 0171	Closed Work Orders	\$57,847.50
1	Murray Middle 0171	New Request	\$0.00
6	Murray Middle 0171	Work In Progress	\$506.22
1	Nease Clinic	Closed Work Orders	\$246.88
51	Nease High 0251	Closed Work Orders	\$58,513.05
6	Nease High 0251	Work In Progress	\$64,577.89
23	Ocean Palms Elementary 0391	Closed Work Orders	\$13,757.67
1	Ocean Palms Elementary 0391	Work In Progress	\$281.44
4	O'Connell Center	Closed Work Orders	\$1,412.02
28	Osceola Elementary 0331	Closed Work Orders	\$15,185.41
2	Osceola Elementary 0331	New Request	\$0.00
2	Osceola Elementary 0331	Work In Progress	\$84.58
10	Pacetti Bay Middle 0481	Closed Work Orders	\$19,343.92
1	Pacetti Bay Middle 0481	Work In Progress	\$2,625.00
7	Palencia Elementary 0511	Closed Work Orders	\$7,388.70
2	Palencia Elementary 0511	Work In Progress	\$157.37
2	Pedro Menendez Clinic	Closed Work Orders	\$163.69

44	Pedro Menendez High 0401	Closed Work Orders	\$14,984.26
2	Pedro Menendez High 0401	New Request	\$0.00
12	Pedro Menendez High 0401	Work In Progress	\$86,011.70
44	Ponte Vedra High 0492	Closed Work Orders	\$25,846.37
3	Ponte Vedra High 0492	New Request	\$0.00
9	Ponte Vedra High 0492	Work In Progress	\$8,968.02
26	Ponte Vedra/Palm Valley Elem 0151	Closed Work Orders	\$14,734.57
1	Ponte Vedra/Palm Valley Elem 0151	New Request	\$0.00
3	Ponte Vedra/Palm Valley Elem 0151	Work In Progress	\$12,030.97
15	R. B. Hunt Elementary 0161	Closed Work Orders	\$40,468.97
1	R. B. Hunt Elementary 0161	New Request	\$0.00
3	R. B. Hunt Elementary 0161	Work In Progress	\$104.91
12	Rawlings Elementary 0351	Closed Work Orders	\$4,085.94
1	Rawlings Elementary 0351	New Request	\$0.00
3	Rawlings Elementary 0351	Work In Progress	\$1,449.61
29	Sebastian Middle 0301	Closed Work Orders	\$20,043.96
2	Sebastian Middle 0301	Work In Progress	\$25,553.19
20	South Woods Elementary 0461	Closed Work Orders	\$11,350.21
3	South Woods Elementary 0461	Work In Progress	\$21,438.84
78	St. Augustine High 0181	Closed Work Orders	\$46,318.55
4	St. Augustine High 0181	Work In Progress	\$5,982.98
14	St. Johns Tech High 0033	Closed Work Orders	\$18,466.89
1	St. Johns Tech High 0033	New Request	\$0.00
7	St. Johns Tech High 0033	Work In Progress	\$523.46
42	Switzerland Point Middle 0321	Closed Work Orders	\$8,834.04
2	Switzerland Point Middle 0321	New Request	\$0.00
6	Switzerland Point Middle 0321	Work In Progress	\$2,205.55
21	Timberlin Creek Elementary 0451	Closed Work Orders	\$33,289.55
2	Timberlin Creek Elementary 0451	Work In Progress	\$116.37
17	Transportation Department 9780	Closed Work Orders	\$5,929.90
3	Transportation Department 9780	New Request	\$0.00
1	Transportation Department 9780	Work In Progress	\$2,936.94

20	Wards Creek Elementary 0482	Closed Work Orders	\$4,997.55
1	Wards Creek Elementary 0482	Work In Progress	\$166.07
39	Webster Elementary 0201	Closed Work Orders	\$18,152.09
2	Webster Elementary 0201	New Request	\$0.00
2	Webster Elementary 0201	Work In Progress	\$8,328.83
5	Yates Building 9740	Closed Work Orders	\$4,508.80
1217	Total Year to Date		\$ 1,127,015.74

Maintenance Department Projects Status Report
(routine and preventive maintenance items)

11/1/12 through 11/26/12

Location	WOID	Description	Status	Craft	Assigned To	Manager	Requested	Completed	Labor	Total Costs	Requester
Bartram Trail High 0411	13019	Inspect 110 electrical on projector installation project.	Closed Work Orders	Electrical	Davis, Edward	Joe Lewis	11/6/2012	11/7/2012	4	\$84.58	Jason Lee
Bartram Trail High 0411	13029	freezer is at 30 degrees	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	11/7/2012	11/14/2012	4.5	\$291.02	Jason Lee
Bartram Trail High 0411	13093	conduct preventive maintenance	Work In Progress	General Maintenance	Lewis, Joseph	Joe Lewis	11/19/2012			\$0.00	Jason Lee
Creekside High 0493	13077	Ice machine in Gym room 862 slow harvesting ice.	Work In Progress	Ice Machine Service	McLean, Derek	Joe Lewis	11/16/2012		5.5	\$288.94	Robert Randazzo
Creekside High 0493	13078	Need emergency shower/eyewash station installed in P-10 . Have station on site .	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	11/16/2012			\$0.00	Robert Randazzo
Creekside High 0493	13079	Water leaking from ceiling in Auditorium	Work In Progress	Roof	Kite, Tim	Joe Lewis	11/16/2012			\$0.00	Robert Randazzo
Creekside High 0493	13102	No heat	Work In Progress	Heating/ Ventilation/Air Conditioning	Anderson, David	Joe Lewis	11/26/2012			\$0.00	Robert Randazzo
Crookshank Elementary 0021	13051	Repair chain link fence on Crookshank Dr.	Closed Work Orders	Grounds	Lewis, Ricky	Joe Lewis	11/13/2012	11/15/2012	2.5	\$49.95	Ralph Waldrop
Crookshank Elementary 0021	13089	remove trees from lot behind school	Work In Progress	Tree Services	Contractor, Wrights Tree Service	Joe Lewis	11/19/2012			\$0.00	Ralph Waldrop
Cunningham Creek Elem. 0381	13048	High water in LCN lift station.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	11/13/2012	11/15/2012	6	\$111.63	Jody Hunter
Cunningham Creek Elem. 0381	13081	Vacuum breaker leaking on kitchen faucet.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	11/16/2012			\$0.00	Jody Hunter
Durbin Creek Elementary 0441	13062	The sewer line is clogged. Will need a sewer machine.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	11/14/2012	11/15/2012	9	\$167.45	Todd Ponce

Durbin Creek Elementary 0441	13038	Exterior lighting not working properly.	Work In Progress	Electrical	Ponce, Robbie	Joe Lewis	11/8/2012				\$364.15	Todd Ponce
Fruit Cove Middle 0491	13011	cooler on lunch line not working	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	11/5/2012	11/20/2012	7.5		\$357.38	James Strange
Gamble Rogers Middle 0371	13023	AC unit freezing up	Closed Work Orders	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/6/2012	11/8/2012			\$0.00	Mike Ponce
Gamble Rogers Middle 0371	13088	urinal stoppage	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	11/19/2012	11/26/2012			\$0.00	Mike Ponce
Gamble Rogers Middle 0371	13103	no ac or heat no power to board	Work In Progress	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/26/2012				\$0.00	Mike Ponce
Hartley Elementary 0261	13018	Oven not getting up to set temp.	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	11/6/2012	11/15/2012	1.5		\$434.35	Bill Vaughn
Hartley Elementary 0261	12997	Request install 110v outlet in ceiling.	Closed Work Orders	Electrical	Thompson, Matt	Joe Lewis	11/1/2012	11/14/2012	3		\$181.34	Bill Vaughn
Hartley Elementary 0261	13064	Sewer line connecting P-3 and P-4 to main clogged. Need long snake.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	11/15/2012	11/16/2012	11		\$204.66	Bill Vaughn
Hartley Elementary 0261	12996	Request repair concrete in front of building. Trip hazard.	Work In Progress	Masonry	Hagan, Elmer	Joe Lewis	11/1/2012	11/2/2012	9		\$186.89	Bill Vaughn
Hickory Creek Elementary 0501	13045	Please check walk in cooler temp.	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	11/9/2012	11/20/2012	23.5		\$2,715.51	Larry Davis
Hickory Creek Elementary 0501	13065	please install retractable electric outlet.	Work In Progress	Electrical	Penque, Bruce	Eddie Ponce	11/15/2012				\$0.00	Larry Davis
Landrum Middle 0311	12998	Conduct Preventive Maintenance	Closed Work Orders	General Maintenance	PM, Ponce	Eddie Ponce	11/1/2012	11/26/2012	617.5		\$20,001.10	Brett Butler
Landrum Middle 0311	13090	Warming light on hot line exploded	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	11/19/2012	11/20/2012	6		\$122.48	Brett Butler

Maintenance Department 9810	13006	Pick up lift from ring power bring to shop, Pick up and deliver other equip. as needed.	Closed Work Orders	Heavy Equipment Operation	Conley, Ronnie	Bruce Taylor	11/2/2012	11/2/2012	7.5	\$167.33	Eddie Ponce
Maintenance Department 9810	13005	upgrade mail boxes	Work In Progress	Carpentry	Ortagus, Rick	Shane Walton	11/2/2012			\$151.71	Eddie Ponce
Mill Creek Elementary 0341	13050	GFI outlet not working	Closed Work Orders	Electrical	Thompson, Matt	Joe Lewis	11/13/2012	11/15/2012	2	\$51.17	Robert Davis
Mill Creek Elementary 0341	13076	Help cut and trim	Work In Progress	Landscaping	Lewis, Ricky	Joe Lewis	11/16/2012			\$0.00	Robert Davis
Mill Creek Elementary 0341	13099	Freezer not working	Work In Progress	Heating/ Ventilation/Air Conditioning	McLean, Derek	Joe Lewis	11/26/2012			\$0.00	Robert Davis
Murray Middle 0171	13059	water fountain damaged, stuck on.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	11/14/2012	11/19/2012	6	\$124.59	Paul Pelletier
Murray Middle 0171	13069	steamer is not working	Work In Progress	Kitchen Equipment	McLean, Derek	Joe Lewis	11/15/2012		2	\$97.97	Paul Pelletier
Murray Middle 0171	13060	urinal leaking at the wall	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	11/14/2012		2	\$41.53	Paul Pelletier
Murray Middle 0171	13052	6 exit signs do not light when tested.300 east, 600 east, 815 , cafeteria east, cafe lobby east, kitchen exit	Work In Progress	Electrical	Thompson, Matt	Joe Lewis	11/13/2012		2.5	\$144.00	Paul Pelletier
Murray Middle 0171	13021	reach in freezer has error E3, we cleaned filter and reset, but error hasn't cleared.	Work In Progress	Kitchen Equipment	McLean, Derek	Joe Lewis	11/6/2012		2	\$43.10	Paul Pelletier
Murray Middle 0171	13003	circulation fan has failed, unit has power and controls.	Work In Progress	Heating/ Ventilation/Air Conditioning	Thompson, Matt	Joe Lewis	11/2/2012		2	\$44.62	Paul Pelletier
Nease High 0251	12995	Auto sham reach-in warmer not working properly	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	11/1/2012	11/7/2012	2.5	\$50.95	Bob Wamser
Nease High 0251	13020	install plywood at chiller plant for sound control	Work In Progress	Carpentry	Ortagus, Rick	Shane Walton	11/6/2012			\$0.00	Bob Wamser
Nease High 0251	13096	Conduct preventive maintenance	Work In Progress	General Maintenance	PM, Ponce	Eddie Ponce	11/20/2012			\$578.46	Bob Wamser

Ocean Palms Elementary 0391	13041	P001 is own by us and the AC is not working the unit is icing up the filters are clean and the coil is clean might have a bad reversing valve.	Closed Work Orders	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/8/2012	11/9/2012	3.5	\$75.43	Gio Morales
Ocean Palms Elementary 0391	13084	AC unit -24 does not shut down and keeps pumping cold air into the classroom. Might have a bad reversing valve, stuck on cool. I reset the unit but it still the same.	Closed Work Orders	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/16/2012	11/26/2012		\$0.00	Gio Morales
O'Connell Center	13024	Relocate and install new t'stat.	Closed Work Orders	Heating/Ventilation/Air Conditioning	Anderson, David	Joe Lewis	11/6/2012	11/7/2012	8	\$313.78	Joe Lewis
Osceola Elementary 0331	13025	big refrigerator door is broken, needs repaired	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	11/6/2012	11/16/2012		\$295.86	Sterling Cofield
Osceola Elementary 0331	13000	lights will not cut off in classroom, problem with switch	Closed Work Orders	Electrical	Wynn, Al	Bruce Taylor	11/1/2012	11/2/2012	6	\$109.92	Sterling Cofield
Osceola Elementary 0331	13031	arm needs repair on the dish machine	Work In Progress	Kitchen Equipment	Harrison, Steve	Bruce Taylor	11/7/2012			\$0.00	Sterling Cofield
Pacetti Bay Middle 0481	13068	indoor air quality problems (need new filters)	Work In Progress	Heating/Ventilation/Air Conditioning	Lewis, Joseph	Joe Lewis	11/15/2012			\$2,625.00	Jack Blocker
Palencia Elementary 0511	13097	Install exhaust fan for dryer.	Work In Progress	Heating/Ventilation/Air Conditioning	Blaylock, Eldon	Eddie Ponce	11/20/2012		9	\$157.37	Andy Knight
Pedro Menendez High 0401	13022	Boys Handicapped stall stopped up will not unclog.	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	11/6/2012	11/7/2012	3	\$56.51	Joedy Ashton
Pedro Menendez High 0401	13049	Hot Water line leaks in both areas.	Closed Work Orders	Plumbing	Contractor, McCrary's Plumbing	Bruce Taylor	11/13/2012	11/13/2012		\$657.50	Joedy Ashton
Pedro Menendez High 0401	13067	Hot Water Heater leaking underneath Tank.	Work In Progress	Plumbing	Kizer, Brian	Bruce Taylor	11/15/2012		6	\$139.20	Joedy Ashton

Pedro Menendez High 0401	13037	Water leak around secondary Pump.	Work In Progress	Heating/ Ventilation/Air Conditioning	Argitis, Louis	Bruce Taylor	11/14/2012		7	\$150.85	Joedy Ashton
Pedro Menendez High 0401	13034	Replace compressor on York ycaso360ec46 Chiller #2 Circuit #1. Quoted price 33,829.00 extended warranty 4522.00	Work In Progress	Heating/ Ventilation/Air Conditioning	Contractor, WW Gay	Bruce Taylor	11/8/2012			\$38,351.59	Joedy Ashton
Pedro Menendez High 0401	13035	Replace oil filters, install filter line driers on Chiller one Circuit one and Chiller two Circuit Four. Note: This is recommended for warranty. quote, 2299.00 each.	Work In Progress	Heating/ Ventilation/Air Conditioning	Contractor, WW Gay	Bruce Taylor	11/8/2012			\$4,598.24	Joedy Ashton
Pedro Menendez High 0401	13036	Oil Sampling , Chiller #1 Circuits 2, 3 and 4. Oil Sampling , Chiller #2 Circuits 1, 2 and 3. Oil Sampling , Chiller #3 Circuits 1, 2, 3 and 4. Quoted 240.00 per circuit. This is performed as a preventive maintenance.	Work In Progress	Heating/ Ventilation/Air Conditioning	Contractor, WW Gay	Bruce Taylor	11/8/2012			\$2,040.00	Joedy Ashton
Pedro Menendez High 0401	13037	Replace Failed Liquid Line Solenoid on Chiller one Circuit one as needed for operation.	Work In Progress	Heating/ Ventilation/Air Conditioning	Contractor, WW Gay	Bruce Taylor	11/8/2012			\$4,149.32	Joedy Ashton
Ponte Vedra High 0492	13070	GFI receptacle located on back wall of serving line has an electrical burning smell. Found breaker in Panel CNLD Breaker # 12 and shut off. The soda coolers are also on the same circuit.	Closed Work Orders	Electrical	Davis, Edward	Eddie Ponce	11/15/2012	11/16/2012	4	\$94.56	Nick Athanasias

Ponte Vedra High 0492	13074	Outside double door plate has come loose from bottom of door, causing it to catch on threshold and not closing all the time. May have to remove door.	Closed Work Orders	Doors and Hardware	Cothron, Joe	Eddie Ponce	11/16/2012	11/20/2012	5	\$109.65	Nick Athanaseas
Ponte Vedra High 0492	13075	Based on fire inspection the following fire rated corridor doors did not close properly: 520, 540 and double doors outside 704	Closed Work Orders	Doors and Hardware	Cothron, Joe	Eddie Ponce	11/16/2012	11/20/2012	6	\$131.58	Nick Athanaseas
Ponte Vedra High 0492	13001	Media Center double glass store front doors, lower door lock pins not pulling in all the way. This cause door pin to scrape the threshold and sometimes door will not open. Teacher' Lounge doors panic hardware gets stuck.	Closed Work Orders	Doors and Hardware	Cothron, Joe	Eddie Ponce	11/1/2012	11/5/2012	7	\$153.51	Nick Athanaseas
Ponte Vedra High 0492	12991	Freezer seams icing up near front walkway area. Mike has been taping seams.	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	11/1/2012	11/5/2012	3.5	\$71.33	Nick Athanaseas
Ponte Vedra High 0492	13056	Switch relay making a buzzing noise. The switch is located directly over door inside classroom.	Work In Progress	Electrical	Penque, Bruce	Eddie Ponce	11/14/2012			\$0.00	Nick Athanaseas
Ponte Vedra High 0492	13015	We were putting up all the side basketball goals and the NW goal stopped. Edward was here and is looking for the issue.	Work In Progress	Electrical	Davis, Edward	Eddie Ponce	11/5/2012		4	\$84.58	Nick Athanaseas
Ponte Vedra High 0492	12992	Replace heater in vtu.	Work In Progress	Heating/ Ventilation/Air Conditioning	Johnson, Harry	Eddie Ponce	11/1/2012			\$0.00	Nick Athanaseas
Ponte Vedra High 0492	13012	Repair fire sprinkler system.	Work In Progress	Fire Alarm System		Eddie Ponce	11/5/2012			\$1,400.00	Nick Athanaseas

Ponte Vedra High 0492	13085	Production lighting does not work. Drama teacher did some troubleshooting. There is power to DMX and lighting. Lighting is not reacting. Maybe DMX chip issue.	Work In Progress	Electrical	Davis, Edward	Eddie Ponce	11/17/2012				\$0.00	Nick Athanaseas
Ponte Vedra High 0492	13080	GFI on the back wall of serving line and where the drink cooler is plugged in started a burning smell. Turned off breaker #12 in pane CNLD	Work In Progress	Electrical	Davis, Edward	Eddie Ponce	11/16/2012		6		\$126.87	Nick Athanaseas
Ponte Vedra High 0492	13072	Doyon ovens aren't working properly. Please evaluate and repair.	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	11/15/2012	11/20/2012	2		\$39.69	Nick Athanaseas
R. B. Hunt Elementary 0161	13092	Bard unit not heating	Work In Progress	Heating/Ventilation/Air Conditioning	Blaylock, Eldon	Eddie Ponce	11/19/2012		3		\$52.46	Raymond Kledzik
R. B. Hunt Elementary 0161	13017	Air handler drain pan leaking onto floor. drain lines seem to be clear	Work In Progress	Heating/Ventilation/Air Conditioning	Blaylock, Eldon	Eddie Ponce	11/5/2012		3		\$52.46	Raymond Kledzik
R. B. Hunt Elementary 0161	13073	Floor drain in dish room backing up	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	11/15/2012				\$0.00	Raymond Kledzik
South Woods Elementary 0461	13058	AHU # 4 belts slipping as per Joe King.	Closed Work Orders	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/14/2012	11/14/2012			\$0.00	Bennie Witt
South Woods Elementary 0461	13043	Pump leaking at connection. As per Steve Green.	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	11/8/2012	11/16/2012	4		\$75.34	Bennie Witt
South Woods Elementary 0461	13027	Water fountain will not stop running	Work In Progress	Plumbing	Kizer, Brian	Bruce Taylor	11/6/2012				\$0.00	Bennie Witt
St. Augustine High 0181	13046	Repair 2 reach-in coolers, and walk-in freezer	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	11/13/2012	11/13/2012	4		\$132.16	Mike Hazel
St. Augustine High 0181	13016	Repair a/c unit in dining room out side fan	Closed Work Orders	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/5/2012	11/7/2012	3.5		\$75.43	Mike Hazel
St. Augustine High 0181	13082	Preventive Maintenance 2012	Work In Progress	General Maintenance	PM, Taylor	Bruce Taylor	11/16/2012		61.5		\$1,517.82	Mike Hazel

St. Johns Tech High 0033	13009	Air handler sounds like it has a bad contactor. Lots of humming and clicking	Work In Progress	Heating/Ventilation/Air Conditioning	Anderson, David	Joe Lewis	11/4/2012				\$0.00	Troy Wilson
St. Johns Tech High 0033	13042	Toilet in boys restroom leaking at base of wall.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	11/8/2012				\$0.00	Troy Wilson
Switzerland Point Middle 0321	13026	in the teachers lounge 400 hall the toilet will not flush in that teachers bath room	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	11/6/2012	11/13/2012	2		\$41.88	Euclid Cooper
Switzerland Point Middle 0321	12990	a seat on the gym bleacher was broken off, I put duck tap over it to keep anyone from getting a splinter in them	Closed Work Orders	Bleachers	Cothron, Joe	Eddie Ponce	11/1/2012	11/20/2012	6		\$190.39	Euclid Cooper
Switzerland Point Middle 0321	13008	need hole trimmed that was cut in the cafeteria wall	Closed Work Orders	Carpentry	Cothron, Joe	Eddie Ponce	11/3/2012	11/20/2012	13		\$285.09	Euclid Cooper
Switzerland Point Middle 0321	13047	A/C unit was cutting on & off ever 10sec. so I cut it off for 1min. and now its not running at all the fan motor was hot when I cut it off. The A/C is needed because of the books (media center)	Closed Work Orders	Heating/Ventilation/Air Conditioning	Johnson, Harry	Eddie Ponce	11/13/2012	11/13/2012	5		\$102.15	Euclid Cooper
Switzerland Point Middle 0321	13054	girls bathroom across from room 360 toilet stop working	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	11/14/2012	11/19/2012	1		\$20.94	Euclid Cooper
Switzerland Point Middle 0321	13055	Two sinks in lab 310 will not drain	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	11/14/2012	11/19/2012	3		\$62.82	Euclid Cooper
Switzerland Point Middle 0321	13007	Big "T" concrete cutting cut and electrical wire on Sat. cutting a hold in the cafeteria need repaired and a plug in moved	Work In Progress	Electrical	Davis, Edward	Eddie Ponce	11/3/2012				\$514.49	Euclid Cooper
Timberlin Creek Elementary 0451	13002	Partition wall door is loose and pulling away from classroom wall.	Closed Work Orders	Carpentry	Bishop, Charlie	Bruce Taylor	11/2/2012	11/5/2012	7		\$156.17	Bill Fowler

Timberlin Creek Elementary 0451	13061	Room temp is 65 degrees either the actuator is stuck closed or the heat strips are not working, or both.	Work In Progress	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/14/2012		6	\$116.37	Bill Fowler
Timberlin Creek Elementary 0451	13098	Heat strips not working.	Work In Progress	Heating/Ventilation/Air Conditioning	Argitis, Louis	Bruce Taylor	11/26/2012			\$0.00	Bill Fowler
Wards Creek Elementary 0482	12994	Air Quality check - Musky smell	Closed Work Orders	Heating/Ventilation/Air Conditioning	Rosenfeld, Randy	Bruce Taylor	11/1/2012	11/6/2012	23	\$475.96	Tim Lundquist
Wards Creek Elementary 0482	13053	The oven is not working.	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	11/13/2012	11/13/2012	2	\$43.10	Tim Lundquist
Wards Creek Elementary 0482	13044	Kitchen has no gas pressure, tank is full.	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	11/9/2012	11/13/2012		\$0.00	Tim Lundquist
Wards Creek Elementary 0482	13083	Hot water Booster for dish washer will not work. I trouble shot and it has 480v but power from small transformer does not have power to pull in coil on contacted.	Work In Progress	Kitchen Equipment	McLean, Derek	Bruce Taylor	11/16/2012		8	\$166.07	Tim Lundquist
Webster Elementary 0201	13033	The walk-in cooler temperature is a little on the high side at 44 degree when we came in this morning	Closed Work Orders	Heating/Ventilation/Air Conditioning	Houghton, Mike	Eddie Ponce	11/8/2012	11/13/2012	4.5	\$154.43	Mike Oliver
Webster Elementary 0201	13094	The reach in cooler near the serving line is running a little hot	Work In Progress	Heating/Ventilation/Air Conditioning	Houghton, Mike	Eddie Ponce	11/20/2012			\$0.00	Mike Oliver
Yates Building 9740	13014	Light switches in Room 21 not working properly.	Closed Work Orders	Electrical	Davis, Edward	Bruce Taylor	11/5/2012	11/9/2012	2	\$54.03	Johnny Stratton

Maintenance Department Capital Improvements Projects 7/1/12 through 11/26/12

Location	WOID	Description	Status	Assigned To	Project Manager	Requested	Completed	Total Costs	Requester
Bartram Trail High 0411	12837	Install door access system to seven entry points.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	10/10/2012		\$20,182.77	Edward Ponce
Bartram Trail High 0411	12323	Preventive Maintenance on Elevators for 2012/2013	Closed Work Orders	Contractor, Schindler Elevator	Joe Lewis	8/24/2012	8/24/2012	\$2,065.74	Jason Lee
Bartram Trail High 0411	11886	pressure wash facility	Closed Work Orders	Contractor Krystal, Klean	Joe Lewis	7/9/2012	9/12/2012	\$11,720.05	Jason Lee
Creekside High 0493	12957	Preventive Maintenance on elevators for 2012/2013	Work In Progress	Contractor, Schindler Elevator	Joe Lewis	10/29/2012		\$6,898.08	Robert Randazzo
Cunningham Creek Elem. 0381	11452	Retrofit / replacement from t-12 to t- 8 lighting fixtures complete school plant.	Work In Progress	Contractor, AEC Electric	Bruce Taylor	5/10/2012		\$111,119.99	Bruce Taylor
Evelyn Hamblen 0031	13071	install relocatable on facility	Work In Progress	Contractor, Mobile Modular	Joe Lewis	11/15/2012		\$0.00	Troy Wilson
Gamble Rogers Middle 0371	10359	replace bad water valves	Work In Progress		Joe Lewis	12/5/2011		\$0.00	Mike Ponce
Ketterlinus Elementary 0091	11909	upgrade windows in music room	Closed Work Orders	Hagan, Elmer	Joe Lewis	7/12/2012	7/30/2012	\$1,465.44	Rick Whittington

Ketterlinus Elementary 0091	11924	Replace carpet in room 131 due to sewer back up	Closed Work Orders	Contractor, James Bros. Carpet	Joe Lewis	7/23/2012	8/9/2012	\$2,227.92	Rick Whittington
Landrum Middle 0311	11738	Replace HVAC Units	Work In Progress	Contractor, Wilson Heat and Air	Joe Lewis	6/13/2012		\$53,189.00	Joseph Lewis
Landrum Middle 0311	12423	Replace hvac system for cafeteria. HVAC Replacement Program	Work In Progress	Contractor, WW Gay	Eddie Ponce	8/30/2012		\$33,557.47	Edward Ponce
Landrum Middle 0311	11895	Replace doors in gym and multi purpose room.	Closed Work Orders	Cothron, Joe	Eddie Ponce	7/10/2012	11/2/2012	\$6,166.52	Edward Ponce
Landrum Middle 0311	12423	Replace hvac system for cafeteria. HVAC Replacement Program	Work In Progress	Contractor, WW Gay	Eddie Ponce	8/30/2012		\$33,557.47	Edward Ponce
Mill Creek Elementary 0341	11732	Replace HVAC Units	Work In Progress	Contractor, Wilson Heat and Air	Joe Lewis	6/13/2012		\$23,739.00	Robert Davis
Murray Middle 0171	11884	Locker rooms have been tiled, can the remaining exposed walls be painted, also principals small office painted as well.	Closed Work Orders	Ash, David	Joe Lewis	7/9/2012	7/23/2012	\$1,476.49	Paul Pelletier
Nease High 0251	10381	Upgrade lighting in auditorium.	Work In Progress	Contractor, AEC Electric	Eddie Ponce	12/7/2011		\$12,700.60	Edward Ponce
Nease High 0251	10339	Upgrade HVAC - Phase 3	Work In Progress	Contractor, WW Gay	Shane Walton	11/29/2011		\$4,003,689.29	Shane Walton

Nease High 0251	7271	Upgrade Courtyard Dining Area	Work In Progress	Contractor, CC Borden	Shane Walton	11/17/2010		\$388,637.92	Shane Walton
Nease High 0251	12600	Repair Running Track Surface As Needed.	Work In Progress	Contractor, Papico	Bruce Taylor	9/13/2012		\$61,820.02	Bruce Taylor
Nease High 0251	12164	Raise existing storm drain, Install three foot wide flume from lime rock parking lot to bottom of slope ditch.	Closed Work Orders	Contractor, G and H Underground	Eddie Ponce	8/15/2012	9/13/2012	\$4,885.00	Edward Ponce
Nease High 0251	11986	Conduct FPL Feasibility Study	Closed Work Orders	Contractor, Matern Engineering	Shane Walton	7/31/2012	8/16/2012	\$2,500.00	Shane Walton
Nease High 0251	12600	Repair Running Track Surface As Needed.	Work In Progress	Contractor, Papico	Bruce Taylor	9/13/2012		\$61,820.02	Bruce Taylor
Osceola Elementary 0331	11896	Upgrade seven exterior doors.	Closed Work Orders	Cothron, Joe	Eddie Ponce	7/10/2012	8/31/2012	\$4,284.17	Edward Ponce
Pacetti Bay Middle 0481	11036	install magnetic weather stripping	Work In Progress	Crutchfield, Red	Joe Lewis	3/9/2012		\$1,993.50	Jack Blocker
Pedro Menendez High 0401	12589	Install access door system.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	9/13/2012		\$29,513.13	Edward Ponce
Pedro Menendez High 0401	12325	Preventive Maintenance on Elevators for 2012/2013	Work In Progress	Contractor, Schindler Elevator	Bruce Taylor	8/24/2012		\$1,426.56	Joedy Ashton
Ponte Vedra High 0492	12807	Repair elevator shaft.	Work In Progress	Contractor, Schindler Elevator	Eddie Ponce	10/8/2012		\$7,116.00	Edward Ponce

Ponte Vedra High 0492	12014	Had Inspection on Elevators. Elevator #1 failed due to water in elevator shaft.	Closed Work Orders	Contractor, Schindler Elevator	Eddie Ponce	8/2/2012	10/2/2012	\$2,675.00	Nick Athanaseas
Ponte Vedra/Palm Valley Elem 0151	11950	Upgrade lighting in restrooms.	Closed Work Orders	Contractor, AEC Electric	Eddie Ponce	7/25/2012	10/2/2012	\$4,582.63	Edward Ponce
Rawlings Elementary 0351	11735	Replace HVAC Units	Work In Progress	Contractor, Wilson Heat and Air	Joe Lewis	6/13/2012		\$25,054.00	Brandon Hennessey
Sebastian Middle 0301	11739	Replace HVAC Units	Work In Progress	Contractor, Wilson Heat and Air	Joe Lewis	6/13/2012		\$64,361.00	Jeff Baldwin
Sebastian Middle 0301	10760	remove strobes for tile replacement	Work In Progress	Contractor, SAFE, Inc.	Joe Lewis	2/6/2012		\$0.00	Jeff Baldwin
Sebastian Middle 0301	10674	upgrade gang restrooms	Work In Progress	Contractor, Express Tile	Joe Lewis	1/26/2012		\$40,842.23	Jeff Baldwin
South Woods Elementary 0461	12157	upgrade water plant	Work In Progress	Contractor, US Water	Bruce Taylor	8/15/2012		\$11,547.70	Bennie Witt
South Woods Elementary 0461	12158	upgrade Wastewater plant	Work In Progress	Contractor, US Water	Bruce Taylor	8/15/2012		\$9,891.14	Bennie Witt
Switzerland Point Middle 0321	11740	Replace HVAC Units	Work In Progress	Contractor, WW Gay	Joe Lewis	6/13/2012		\$22,960.00	Euclid Cooper

Timberlin Creek Elementary 0451	12131	Repair cracked and broken stucco as needed at chiller walls.	Closed Work Orders	Payne, Harold	Bruce Taylor	8/13/2012	8/28/2012	\$1,789.29	Bruce Taylor
Webster Elementary 0201	11736	Replace HVAC Units	Work In Progress	Contractor, Wilson Heat and Air	Joe Lewis	6/13/2012		\$24,718.00	Mike Oliver
Webster Elementary 0201	12850	Install 18 speakers to intercom system in various areas of school.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	10/12/2012		\$8,328.83	Edward Ponce
Webster Elementary 0201	12638	Replace existing gates to front entrance.	Closed Work Orders	Contractor, Armstrong Fence	Eddie Ponce	9/18/2012	11/19/2012	\$6,111.64	Edward Ponce
Webster Elementary 0201	12850	Install 18 speakers to intercom system in various areas of school.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	10/12/2012		\$8,328.83	Edward Ponce

Administrative Report

Preventive Maintenance Teams: The three PM Teams continue their annual visits to schools and facilities for the 2012/2013 school year. Each team is assigned to perform preventive maintenance work at fourteen (14) facilities for a period of two weeks at elementary schools, middle schools and administrative facilities and three weeks at high schools. This year's preventive maintenance schedule began on October 1, 2012 with Ketterlinus, R. B. Hunt and Timberlin Creek Elementary Schools. They will rotate from school to school and conclude the visits on May 24, 2013. In addition to the foregoing, visits have also been completed at Hickory Creek and Mason Elementary Schools; Gamble Rogers, Landrum, Murray and Sebastian Middle Schools and Bartram, Nease and St. Augustine High Schools.

Peer Review Committee: This committee is comprised of maintenance managers, maintenance supervisors and Shane Walton, Director of Maintenance Services, who inspect schools on a rotating basis, share ideas and provide support and assistance to other maintenance managers in all areas of school maintenance. Approximately eighteen (18) schools are evaluated annually. The Peer Review visits began on September 13, 2012 at Osceola Elementary and will conclude on May 23, 2013 at St. Johns Technical High School. In addition to the foregoing, the committee has also completed reviews of Crookshank, Cunningham, Durbin Creek, Hartley and Ketterlinus Elementary Schools and The Evelyn Hamblen Center.

Capital Outlay Projects: Preliminary work has begun on approximately one hundred fifty (150) capital outlay projects scheduled for completion during the 2012/2013 school year. Project Managers have been assigned to schedule and oversee each project.

Maintenance Managers' Meeting: Met with Maintenance Managers in preparation for winter break shutdown.