

Joseph G. Joyner, Ed.D.  
Superintendent



## 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:** March 12, 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.

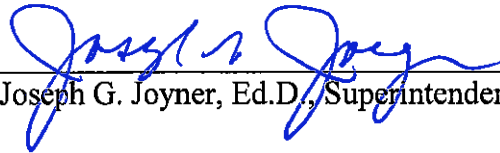
**Reviewed and submitted for approval by:** Paul Rose, Executive Director for Facilities & New Construction.

Respectfully Submitted,



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Tim Forson, Deputy Superintendent for Operations



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

**ST. JOHNS COUNTY SCHOOL DISTRICT**

**MAINTENANCE DEPARTMENT**

**MONTHLY ACTIVITIES REPORT**

**JANUARY 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.

<b>Requests Status Report</b>		<b>7/1/12 through 1/31/13</b>	
<b>Work Order Count</b>	<b>Location</b>	<b>Status</b>	<b>Total Costs</b>
17	Administration Building 9721	Closed Work Orders	\$20,117.45
2	Administration Building 9721	Work In Progress	\$5,229.92
34	Bartram Trail High 0411	Closed Work Orders	\$82,172.86
2	Bartram Trail High 0411	New Request	\$0.00
10	Bartram Trail High 0411	Work In Progress	\$44,316.04
75	Creekside High 0493	Closed Work Orders	\$73,630.17
1	Creekside High 0493	New Request	\$0.00
10	Creekside High 0493	Work In Progress	\$7,332.96
30	Crookshank Elementary 0021	Closed Work Orders	\$29,281.18
2	Crookshank Elementary 0021	Work In Progress	\$175.33
25	Cunningham Creek Elem. 0381	Closed Work Orders	\$11,995.55
1	Cunningham Creek Elem. 0381	Work In Progress	\$205.53
30	Durbin Creek Elementary 0441	Closed Work Orders	\$38,997.15
4	Durbin Creek Elementary 0441	Work In Progress	\$55,617.58
21	Evelyn Hamblen 0031	Closed Work Orders	\$5,894.12
4	Evelyn Hamblen 0031	Work In Progress	\$20,892.22
32	Fruit Cove Middle 0491	Closed Work Orders	\$16,705.96
4	Fruit Cove Middle 0491	Work In Progress	\$15,982.37
19	Fullerwood 9061	Closed Work Orders	\$4,429.38
2	Fullerwood 9061	Work In Progress	\$0.00
41	Gamble Rogers Middle 0371	Closed Work Orders	\$37,940.02
2	Gamble Rogers Middle 0371	Work In Progress	\$7,965.86
38	Hartley Elementary 0261	Closed Work Orders	\$20,599.74
4	Hartley Elementary 0261	Work In Progress	\$716.22
27	Hickory Creek Elementary 0501	Closed Work Orders	\$36,929.07
2	Hickory Creek Elementary 0501	Work In Progress	\$2,653.01
1	J Building / Purchasing Whse. 9754	Closed Work Orders	\$118.50
1	J Building / Purchasing Whse. 9754	New Request	\$0.00
45	Julington Creek Elementary 0241	Closed Work Orders	\$17,960.15
5	Julington Creek Elementary 0241	Work In Progress	\$0.00

31	Ketterlinus Elementary 0091	Closed Work Orders	\$31,513.01
3	Ketterlinus Elementary 0091	New Request	\$0.00
1	Ketterlinus Elementary 0091	Work In Progress	\$3,513.13
71	Landrum Middle 0311	Closed Work Orders	\$82,414.72
4	Landrum Middle 0311	New Request	\$0.00
6	Landrum Middle 0311	Work In Progress	\$17,788.14
24	Liberty Pines K-8 0472	Closed Work Orders	\$6,773.59
3	Liberty Pines K-8 0472	Work In Progress	\$3,513.13
23	Maintenance Department 9810	Closed Work Orders	\$12,627.33
1	Maintenance Department 9810	Work In Progress	\$0.00
26	Mason Elementary 0361	Closed Work Orders	\$38,594.47
3	Mason Elementary 0361	Work In Progress	\$1,208.19
44	Mill Creek Elementary 0341	Closed Work Orders	\$20,380.87
3	Mill Creek Elementary 0341	Work In Progress	\$40,318.51
69	Murray Middle 0171	Closed Work Orders	\$65,480.06
2	Murray Middle 0171	New Request	\$0.00
14	Murray Middle 0171	Work In Progress	\$103,420.73
1	Nease Clinic	Closed Work Orders	\$246.88
61	Nease High 0251	Closed Work Orders	\$109,648.41
2	Nease High 0251	New Request	\$0.00
5	Nease High 0251	Work In Progress	\$84,963.85
27	Ocean Palms Elementary 0391	Closed Work Orders	\$16,462.17
1	Ocean Palms Elementary 0391	Work In Progress	\$24,201.14
6	O'Connell Center	Closed Work Orders	\$1,477.43
45	Osceola Elementary 0331	Closed Work Orders	\$17,737.69
8	Osceola Elementary 0331	Work In Progress	\$30,637.34
22	Pacetti Bay Middle 0481	Closed Work Orders	\$25,767.16
2	Pacetti Bay Middle 0481	New Request	\$0.00
5	Pacetti Bay Middle 0481	Work In Progress	\$7,969.01
12	Palencia Elementary 0511	Closed Work Orders	\$15,272.17
1	Palencia Elementary 0511	Duplicate Request	\$0.00
2	Pedro Menendez Clinic	Closed Work Orders	\$163.69
68	Pedro Menendez High 0401	Closed Work Orders	\$76,286.76
18	Pedro Menendez High 0401	Work In Progress	\$128,035.66

62	Ponte Vedra High 0492	Closed Work Orders	\$70,487.75
2	Ponte Vedra High 0492	Work In Progress	\$26,467.71
34	Ponte Vedra/Palm Valley Elem 0151	Closed Work Orders	\$29,660.61
4	Ponte Vedra/Palm Valley Elem 0151	Work In Progress	\$36,371.30
21	R. B. Hunt Elementary 0161	Closed Work Orders	\$41,593.73
3	R. B. Hunt Elementary 0161	Work In Progress	\$325.44
18	Rawlings Elementary 0351	Closed Work Orders	\$7,169.47
4	Rawlings Elementary 0351	Work In Progress	\$35,950.33
35	Sebastian Middle 0301	Closed Work Orders	\$49,836.81
1	Sebastian Middle 0301	New Request	\$0.00
5	Sebastian Middle 0301	Work In Progress	\$4,547.90
33	South Woods Elementary 0461	Closed Work Orders	\$13,876.76
4	South Woods Elementary 0461	Work In Progress	\$43,897.17
88	St. Augustine High 0181	Closed Work Orders	\$94,438.16
8	St. Augustine High 0181	Work In Progress	\$30,515.31
22	St. Johns Tech High 0033	Closed Work Orders	\$19,057.53
6	St. Johns Tech High 0033	Work In Progress	\$50,624.66
56	Switzerland Point Middle 0321	Closed Work Orders	\$24,910.00
1	Switzerland Point Middle 0321	New Request	\$0.00
8	Switzerland Point Middle 0321	Work In Progress	\$39,769.10
29	Timberlin Creek Elementary 0451	Closed Work Orders	\$34,594.40
2	Timberlin Creek Elementary 0451	New Request	\$0.00
2	Timberlin Creek Elementary 0451	Work In Progress	\$0.00
27	Transportation Department 9780	Closed Work Orders	\$10,293.02
2	Transportation Department 9780	Work In Progress	\$0.00
30	Wards Creek Elementary 0482	Closed Work Orders	\$9,908.67
3	Wards Creek Elementary 0482	Work In Progress	\$3,485.81
51	Webster Elementary 0201	Closed Work Orders	\$23,274.89
8	Webster Elementary 0201	Work In Progress	\$26,088.68
5	Yates Building 9740	Closed Work Orders	\$4,535.92
<b>1679</b>	<b>Total Year to Date</b>		<b>2,255,954.65</b>

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

1/1/31 through 1/31/13

Location	WOID	Description	Status	Craft	Assigned To	Manager	Requested	Completed	Labor	Total Costs	Requester
Administration Building 9721	13418	Add base board and replace cove base in First Floor Conference Room. Color - white/ 20 feet of cove base.	Closed Work Orders	Carpentry	Ortagus, Rick	Bruce Taylor	1/11/2013	1/30/2013	26	\$671.47	Johnny Stratton
Bartram Trail High 0411	13378	Door bell not ringing.	Closed Work Orders	Kitchen Equipment	Anderson, David	Joe Lewis	1/8/2013	1/11/2013	4	\$90.67	Jason Lee
Bartram Trail High 0411	13474	paint doors around facility	Closed Work Orders	Painting	Linskey, Jim	Joe Lewis	1/22/2013	1/24/2013	22.5	\$520.36	Jason Lee
Bartram Trail High 0411	13438	sewer backing up in girls locker room	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	1/15/2013	1/31/2013	11	\$228.42	Jason Lee
Bartram Trail High 0411	13463	sewer backing up	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	1/17/2013	1/31/2013	4	\$83.06	Jason Lee
Bartram Trail High 0411	13431	Girls floor drain backing up. Art lab sink draining slowly and replace drain screen.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	1/14/2013	1/15/2013	4	\$83.06	Jason Lee
Bartram Trail High 0411	13546	Milk box not cooling. Warmer door not staying closed magnetic seal broken and magnet missing.	Work In Progress	Kitchen Equipment	McLean, Derek	Joe Lewis	1/29/2013		2	\$41.93	Jason Lee
Bartram Trail High 0411	13377	Heat strips not coming online in the following rooms: 815,850,745,715 Also heat strips not heating to full capacity in AHU 2-1 and 2-2	Work In Progress	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/8/2013		17	\$405.90	Jason Lee



Creekside High 0493	13389	No A/C Blower runs.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/8/2013	1/11/2013	5.5	\$525.48	Robert Randazzo
Creekside High 0493	13488	2 sections of the lighting in gym is out.	Closed Work Orders	Electrical	Davis, Edward	Joe Lewis	1/23/2013	1/25/2013	30	\$634.35	Robert Randazzo
Creekside High 0493	13539	Lighting under walkway cover area Media / Band not working can hear contactor pull in then few seconds go off.	Closed Work Orders	Electrical	Thompson, Matt	Joe Lewis	1/29/2013	1/30/2013	2	\$31.22	Robert Randazzo
Creekside High 0493	13363	vent mechanical room	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Joe Lewis	1/7/2013	1/8/2013		\$1,807.53	Robert Randazzo
Creekside High 0493	13559	The doors closers on portable classrooms are being damaged from wind blowing wind catching doors open and breaking door closer hardware	Work In Progress	Carpentry	Crutchfield, Red	Joe Lewis	1/30/2013		7.5	\$786.60	Robert Randazzo
Creekside High 0493	13489	Water cooler at football field is not working	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	1/23/2013			\$0.00	Robert Randazzo
Creekside High 0493	13491	Need cement slab cut for access to irrigation leak area marked with paint.	Work In Progress	Masonry	Hagan, Elmer	Joe Lewis	1/23/2013		3	\$62.30	Robert Randazzo
Crookshank Elementary 0021	13359	conduct pm's	Closed Work Orders	General Maintenance	Lewis, Joseph	Joe Lewis	1/7/2013	1/31/2013	616.5	\$17,599.97	Ralph Waldrop
Crookshank Elementary 0021	13483	Replace toilet in classroom restroom	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	1/23/2013		4	\$255.25	Ralph Waldrop

Cunningham Creek Elem. 0381	13381	AC in main server room not working.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Cunningham, Harold	Joe Lewis	1/8/2013	1/17/2013	8.5	\$322.43	Jody Hunter
Cunningham Creek Elem. 0381	13439	Water heater under sink leaking.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	1/15/2013	1/31/2013	9	\$348.54	Jody Hunter
Cunningham Creek Elem. 0381	13360	Bubbler leaking, will not shut off.	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	1/7/2013	1/16/2013	7	\$271.00	Jody Hunter
Cunningham Creek Elem. 0381	13467	Handle broke on main entrance doors.	Closed Work Orders	Doors and Hardware	Crutchfield, Red	Joe Lewis	1/18/2013	1/30/2013	3	\$66.93	Jody Hunter
Durbin Creek Elementary 0441	13401	One of the fans in the freezer is making a loud noise.	Closed Work Orders	Heating/Ventilation /Air Conditioning	McLean, Derek	Joe Lewis	1/10/2013	1/16/2013	10	\$209.65	Todd Ponce
Durbin Creek Elementary 0441	13451	remove old oven and replace with new one	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	1/16/2013	1/17/2013	19.5	\$396.62	Todd Ponce
Durbin Creek Elementary 0441	13384	Multiple roof leaks in rooms 801 - 811.	Closed Work Orders	Roof	Kite, Tim	Joe Lewis	1/8/2013	1/31/2013	15	\$413.19	Todd Ponce
Durbin Creek Elementary 0441	13479	water leak under ground	Closed Work Orders	Plumbing	Ponce, Robbie	Joe Lewis	1/22/2013	1/31/2013		\$0.00	Todd Ponce
Durbin Creek Elementary 0441	13541	Repair lift station.	Work In Progress	Electrical	Bradbury, Ted	Joe Lewis	1/29/2013		15	\$623.16	Joseph Lewis
Durbin Creek Elementary 0441	13400	Chiller 1 is not working.	Work In Progress	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Joe Lewis	1/10/2013			\$36,786.44	Todd Ponce
Evelyn Hamblen 0031	13356	Ice machine is in alarm status. Will not make ice . Shut the water and power of to machine.	Closed Work Orders	Ice Machine Service	McLean, Derek	Joe Lewis	1/6/2013	1/16/2013	25.5	\$536.07	Troy Wilson

Fruit Cove Middle 0491	13572	Fans in cooler not working	Closed Work Orders	Kitchen Equipment	Contractor, Taylor Refrigeration	Eddie Ponce	1/31/2013	2/1/2013		\$0.00	James Strange
Fruit Cove Middle 0491	13506	Fan in freezer not working	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	1/25/2013	1/29/2013	1.5	\$30.57	James Strange
Fruit Cove Middle 0491	13462	a/c unit has leak and needs repairing	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, Wilson Heat and Air	Joe Lewis	1/17/2013	1/23/2013		\$1,252.80	James Strange
Fruit Cove Middle 0491	13426	outside unit not working	Closed Work Orders	Heating/Ventilation /Air Conditioning	Blaylock, Eldon	Eddie Ponce	1/11/2013	1/18/2013	15	\$364.05	James Strange
Fruit Cove Middle 0491	13437	A few lights out need to be replaced for events coming up	Work In Progress	Electrical	Davis, Edward	Eddie Ponce	1/15/2013		15	\$384.38	James Strange
Fullerwood 9061	13477	Two air conditioning units in Fullerwood not working.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	1/22/2013	1/23/2013	10.5	\$660.03	Johnny Stratton
Fullerwood 9061	13419	Wall leaking on east wall in Media Services.	Closed Work Orders	General Maintenance	Ortagus, Rick	Bruce Taylor	1/11/2013	1/18/2013	10	\$220.74	Johnny Stratton
Gamble Rogers Middle 0371	13487	change light switch its broken	Closed Work Orders	Electrical	Davis, Edward	Bruce Taylor	1/23/2013	1/24/2013	2	\$42.29	Mike Ponce
Gamble Rogers Middle 0371	13375	need new 4" center faucet in principals restroom	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/8/2013	1/15/2013	2	\$127.53	Mike Ponce
Gamble Rogers Middle 0371	13446	ac unit not cooling	Closed Work Orders	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	1/16/2013	2/1/2013	6	\$129.30	Mike Ponce
Gamble Rogers Middle 0371	13386	ac unit keeps blowing fuse	Closed Work Orders	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	1/8/2013	1/23/2013		\$0.00	Mike Ponce

Gamble Rogers Middle 0371	13434	need lift to fix light cover	Closed Work Orders	General Maintenance	Conley, Ronnie	Bruce Taylor	1/14/2013	1/23/2013		\$0.00	Mike Ponce
Gamble Rogers Middle 0371	13498	need light bulbs for reach in coolers	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	1/24/2013	2/1/2013	3	\$88.55	Mike Ponce
Hartley Elementary 0261	13493	Portable #2 A/C is down	Closed Work Orders	Heating/Ventilation /Air Conditioning	Cunningham, Harold	Joe Lewis	1/24/2013	1/25/2013	2	\$205.66	Bill Vaughn
Hartley Elementary 0261	13366	Have 1/2 or 2" main line break in irrigation system. I have pump disconnected.	Closed Work Orders	Irrigation	Ponce, Robbie	Joe Lewis	1/7/2013	1/16/2013	6	\$137.05	Bill Vaughn
Hartley Elementary 0261	13399	Classroom door lock worn out. Can not open door from hallway. This is a safety issue.	Closed Work Orders	Key and Lock	Crutchfield, Red	Joe Lewis	1/10/2013	1/15/2013	2	\$233.83	Bill Vaughn
Hartley Elementary 0261	13383	Chill water valve/actuator is frozen. (Will not open).	Work In Progress	Heating/Ventilation /Air Conditioning	Cunningham, Harold	Joe Lewis	1/8/2013			\$186.98	Bill Vaughn
Hartley Elementary 0261	13571	conduct preventive maintenance	Work In Progress	General Maintenance	Lewis, Joseph	Joe Lewis	1/31/2013			\$0.00	Bill Vaughn
Hickory Creek Elementary 0501	13409	Chiller will not cool building.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Eddie Ponce	1/10/2013	2/1/2013		\$0.00	Larry Davis
Hickory Creek Elementary 0501	13497	Warmer is not working.	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	1/24/2013	1/29/2013	8	\$165.38	Larry Davis
Hickory Creek Elementary 0501	13402	Roof is leaking.	Closed Work Orders	Roof	Burchfield, Joe	Eddie Ponce	1/10/2013	1/17/2013	6	\$125.64	Larry Davis

Julington Creek Elementary 0241	13478	Front door handle has a broken spring	Closed Work Orders	Doors and Hardware	Cothron, Joe	Eddie Ponce	1/22/2013	1/29/2013	1.5	\$66.76	Brian Taylor
Julington Creek Elementary 0241	13505	Bottom of fence around retention pond has open areas between the fence and the ground.	Work In Progress	Fence Repair	Graves, David	Eddie Ponce	1/25/2013		8	\$166.12	Brian Taylor
Julington Creek Elementary 0241	13486	the projectors need to be relocated and there's not enough electrical wire to move them.	Work In Progress	Electrical	Penque, Bruce	Eddie Ponce	1/23/2013		1	\$19.87	Brian Taylor
Julington Creek Elementary 0241	13556	plumbing in ceiling is leaking	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	1/30/2013		5	\$104.70	Brian Taylor
Julington Creek Elementary 0241	13557	toilets leaking from base	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	1/30/2013			\$0.00	Brian Taylor
Ketterlinus Elementary 0091	13542	Unsafe electrical panel. Needs blank plate to cover exposed buss bar. Written up on SREF.	Closed Work Orders	Electrical	Thompson, Matt	Joe Lewis	1/29/2013	1/30/2013	2.5	\$39.03	Rick Whittington
Ketterlinus Elementary 0091	13532	need batteries for emergency lights and need to add light to girls down stairs restroom. Written up on fire inspection.	Closed Work Orders	Electrical	Thompson, Matt	Joe Lewis	1/28/2013	1/30/2013	3	\$127.47	Rick Whittington
Ketterlinus Elementary 0091	13427	Possible bearing bad on motor in air handler	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/11/2013	1/16/2013	2	\$510.80	Rick Whittington
Ketterlinus Elementary 0091	13537	Ice machine leaking. Needs service	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	1/28/2013	1/31/2013	2	\$41.93	Rick Whittington

Landrum Middle 0311	13372	Fire door in hallway not closing. Doors are miss-aligned	Closed Work Orders	Carpentry	Cothron, Joe	Eddie Ponce	1/8/2013	1/14/2013	3.5	\$78.09	Brett Butler
Landrum Middle 0311	13422	Water fountain in locker room is leaking from the bottom	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	1/11/2013	1/15/2013	3	\$62.82	Brett Butler
Landrum Middle 0311	13423	outside air unit will not run.. ACD2	Closed Work Orders	Heating/Ventilation /Air Conditioning	Johnson, Harry	Eddie Ponce	1/11/2013	1/18/2013	8	\$163.44	Brett Butler
Landrum Middle 0311	13424	ACD4 outside air unit will not run	Closed Work Orders	Heating/Ventilation /Air Conditioning	Johnson, Harry	Eddie Ponce	1/11/2013	1/18/2013	3.5	\$72.07	Brett Butler
Landrum Middle 0311	13538	HPD 18 has no power. I have checked breakers and unit	Closed Work Orders	Heating/Ventilation /Air Conditioning	Blaylock, Eldon	Eddie Ponce	1/28/2013	2/5/2013		\$0.00	Brett Butler
Landrum Middle 0311	13444	Re-install key switch in panel for raising/lowering basketball goals	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	1/15/2013	1/17/2013		\$0.00	Brett Butler
Landrum Middle 0311	13425	AH8 air damper will not open	Work In Progress	Heating/Ventilation /Air Conditioning	Johnson, Harry	Eddie Ponce	1/11/2013		18	\$499.98	Brett Butler
Landrum Middle 0311	13421	Cover bottom portion of mirror with paneling/wanes coating. Mirrors keep getting broken in weight room and several students have been injured	Work In Progress	Carpentry	Cothron, Joe	Eddie Ponce	1/11/2013			\$0.00	Brett Butler
Landrum Middle 0311	13567	At top of apex in media center (24 foot) several lights burned out	Work In Progress	Ceilings	Penque, Bruce	Eddie Ponce	1/31/2013		2	\$39.74	Brett Butler
Liberty Pines K-8 0472	13395	There is no hot water in the washing machine in the kitchen.	Closed Work Orders	Plumbing	Harrison, Steve	Bruce Taylor	1/9/2013	1/14/2013	3	\$64.65	Robert Sturm

Liberty Pines K-8 0472	13534	The shaft on VAV unit in classroom 520 and 415 is broken or stripped on the damper.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	1/28/2013	1/31/2013	6.5	\$140.08	Robert Sturm
Liberty Pines K-8 0472	13482	The showers in both the boys and girls locker room won't shut completely off. They keep dripping.	Work In Progress	Plumbing	Kizer, Brian	Bruce Taylor	1/23/2013			\$0.00	Robert Sturm
Liberty Pines K-8 0472	13420	The recirculating valve on the hot water supply pipe to the kitchen has gone bad and keeps tripping the resettable switch.	Work In Progress	Plumbing	Kizer, Brian	Bruce Taylor	1/11/2013		2	\$37.67	Robert Sturm
Maintenance Department 9810	13369	Repair receptacle in warehouse. See Eric for location.	Closed Work Orders	Electrical	Davis, Edward	Eddie Ponce	1/8/2013	1/8/2013	1	\$21.15	Edward Ponce
Maintenance Department 9810	13380	Repair rusty bumper on generator.	Closed Work Orders	General Maintenance	Ortagus, Rick	Shane Walton	1/8/2013	2/4/2013	2	\$44.62	Shane Walton
Maintenance Department 9810	13433	Repair trailer #7.	Closed Work Orders	General Maintenance	Ortagus, Rick	Shane Walton	1/14/2013	2/4/2013	2	\$74.08	Shane Walton
Mason Elementary 0361	13562	please add 2ea receptacle outlets to wall.	Closed Work Orders	Electrical	Wynn, Al	Bruce Taylor	1/30/2013	2/4/2013		\$19.30	Alvez Barkoskie
Mason Elementary 0361	13466	fresh air supply fan (sf-8) in 300 hall is not working. It has power going to it and the command is calling for it but the motor will not run.	Work In Progress	Heating/Ventilation /Air Conditioning	Argitis, Louis	Bruce Taylor	1/17/2013		3	\$58.19	Alvez Barkoskie
Mill Creek Elementary 0341	13417	Steamer drain not draining	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	1/11/2013	1/11/2013	3	\$62.90	Robert Davis

Mill Creek Elementary 0341	13440	Conduct Preventive Maintenance	Work In Progress	General Maintenance	Lewis, Joseph	Joe Lewis	1/15/2013		709	\$22,665.84	Robert Davis
Murray Middle 0171	13447	classroom door will not open	Closed Work Orders	Doors and Hardware	Crutchfield, Red	Joe Lewis	1/16/2013	1/16/2013	1.5	\$222.68	Paul Pelletier
Murray Middle 0171	13407	Repair boiler	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Joe Lewis	1/10/2013	1/10/2013		\$1,305.00	Paul Pelletier
Murray Middle 0171	13364	balance hot water system	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Joe Lewis	1/7/2013	1/8/2013		\$848.00	Paul Pelletier
Murray Middle 0171	13361	door will not lock, or unlock without a lot of trouble.	Closed Work Orders	Key and Lock	Crutchfield, Red	Joe Lewis	1/7/2013	1/9/2013	1.5	\$33.47	Paul Pelletier
Murray Middle 0171	13448	2 reach in refrigerators leaking water onto food/	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	1/16/2013	1/18/2013	1.5	\$30.57	Paul Pelletier
Murray Middle 0171	13548	bus loop lighting is out, will need lift to repair, and we have a replacement light here	Closed Work Orders	Electrical	Thompson, Matt	Joe Lewis	1/30/2013	2/5/2013	7.5	\$533.63	Paul Pelletier
Murray Middle 0171	13429	pumps in chiller plant do not respond to scheduling or controls	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/14/2013	1/31/2013		\$308.36	Paul Pelletier
Murray Middle 0171	13455	water meter man says we are using a lot of water at the chiller plant, I shut down plant and can here water running.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/17/2013	2/5/2013	9.5	\$212.50	Paul Pelletier
Murray Middle 0171	13406	cooling tower is down, vfd controller possibly blown	Work In Progress	Heating/Ventilation /Air Conditioning	Davis, Edward	Joe Lewis	1/10/2013		4	\$1,712.27	Paul Pelletier



Murray Middle 0171	13443	room 620 will not cool, I see a problem with the controls cutting in and out as I am trying to trouble shoot unit	Work In Progress	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/15/2013				\$0.00	Paul Pelletier
Murray Middle 0171	13468	water fountain sounds like the compressor has gone bad, very loud. also cafeteria water fountain is partially pulled from wall.	Work In Progress	Plumbing	Ponce, Robbie	Joe Lewis	1/18/2013				\$0.00	Paul Pelletier
Murray Middle 0171	13428	Ap 's office is smelling like sewer again, looks like leak is back in ceiling again as well.	Work In Progress	Plumbing	Cunningham, Harold	Joe Lewis	1/14/2013				\$0.00	Paul Pelletier
Murray Middle 0171	13358	Repair lift station.	Work In Progress	Plumbing		Eddie Ponce	1/7/2013				\$0.00	Edward Ponce
Nease High 0251	13403	freezer will not get below 0 degrees	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	1/10/2013	1/14/2013	10.5		\$221.60	Bob Wamser
Nease High 0251	13475	double reach in warmer not working	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	1/22/2013	1/31/2013	7		\$146.76	Bob Wamser
Nease High 0251	13560	install a security viewing device, need a 1 3/4 hole	Closed Work Orders	Carpentry	Cothron, Joe	Eddie Ponce	1/30/2013	2/1/2013	2.5		\$106.36	Bob Wamser
Nease High 0251	13561	p-trap under prep sink is leaking	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	1/30/2013		5		\$104.70	Bob Wamser
Ocean Palms Elementary 0391	13362	AC is locking out from the flow switch but the pan is empty and the heat continues to run high 122 degrees without turning off it could have a bad sensor	Closed Work Orders	Heating/Ventilation /Air Conditioning	Argitis, Louis	Bruce Taylor	1/7/2013	1/10/2013	2.5		\$47.03	Gio Morales

Ocean Palms Elementary 0391	13472	Preventive Maintenance SY 2012/13	Work In Progress	General Maintenance	PM, Taylor	Bruce Taylor	1/18/2013		915	\$23,861.63	Bruce Taylor
Osceola Elementary 0331	13535	Toilet leaking and flooding floor	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/28/2013	1/28/2013	2	\$37.67	Bruce Taylor
Osceola Elementary 0331	13536	No Heat to classroom	Closed Work Orders	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	1/28/2013	1/28/2013	4.5	\$96.98	Bruce Taylor
Osceola Elementary 0331	13563	Milk box not cooling	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	1/31/2013	2/1/2013	2.5	\$53.88	Bruce Taylor
Osceola Elementary 0331	13553	Dishwasher arm making loud noise	Work In Progress	Kitchen Equipment	Harrison, Steve	Bruce Taylor	1/30/2013	2/1/2013	5.5	\$591.25	Bruce Taylor
Osceola Elementary 0331	13492	Main Breaker tripping in portable 303	Work In Progress	Electrical	Davis, Edward	Bruce Taylor	1/23/2013		6	\$191.60	Bruce Taylor
Osceola Elementary 0331	13547	Replaced busted 4x4 post and rehang signage as needed.	Work In Progress	Carpentry	Ortagus, Rick	Bruce Taylor	1/30/2013			\$17.67	Bruce Taylor
Osceola Elementary 0331	13552	Portable 307 back door will not lock	Work In Progress	Carpentry	Ortagus, Rick	Bruce Taylor	1/30/2013			\$0.00	Bruce Taylor
Pacetti Bay Middle 0481	13397	Kitchen exhaust fan not working	Closed Work Orders	Kitchen Equipment	McLean, Derek	Joe Lewis	1/10/2013	1/22/2013	7	\$229.94	Jack Blocker
Pacetti Bay Middle 0481	13391	Chiller #2 not working. Circulating pump tripping reset button	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Joe Lewis	1/9/2013	1/31/2013		\$0.00	Jack Blocker
Pacetti Bay Middle 0481	13544	install fence and gate at rear of school	Work In Progress	Fence Repair	Lewis, Ricky	Joe Lewis	1/29/2013		27	\$615.20	Jack Blocker

Pacetti Bay Middle 0481	13461	Cooling valve not working. Valve stuck open	Work In Progress	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/17/2013				\$0.00	Jack Blocker
Palencia Elementary 0511	13357	Conduct preventive maintenance.	Closed Work Orders	General Maintenance	PM, Ponce	Eddie Ponce	1/7/2013	1/22/2013	270		\$7,541.49	Edward Ponce
Pedro Menendez High 0401	13450	Repairs to Chiller 3 circuit 3, in Sept. 2012	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Bruce Taylor	1/16/2013	1/16/2013			\$312.00	Bruce Taylor
Pedro Menendez High 0401	13376	Wax ring leaking at wall on urinals at football gang and boys gang in school also toilet in girls gang not flushing	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/8/2013	1/16/2013	6		\$144.59	Joedy Ashton
Pedro Menendez High 0401	13469	Hot Water return line leaking in Classroom.	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/18/2013	1/18/2013	5		\$94.18	Joedy Ashton
Pedro Menendez High 0401	13454	Urinal keeps flushing real slow and backing up. Put snake in it but it did nothing.	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/16/2013	1/22/2013	10		\$262.45	Joedy Ashton
Pedro Menendez High 0401	13408	It reported reading 5 volts out of the ground. Says it is messing up the Server.	Closed Work Orders	Electrical	Wynn, Al	Bruce Taylor	1/10/2013	1/14/2013	4		\$83.76	Joedy Ashton
Pedro Menendez High 0401	13449	Run/ install new circuit for IT server. As discussed at Meeting on 1/16/13	Closed Work Orders	Electrical	Davis, Edward	Bruce Taylor	1/16/2013	1/18/2013	40		\$1,462.93	Bruce Taylor
Pedro Menendez High 0401	13435	Fire Marshal wrote up no Door Closer on Door.	Closed Work Orders	Doors and Hardware	Bishop, Charlie	Bruce Taylor	1/14/2013	1/16/2013	4		\$244.06	Joedy Ashton
Pedro Menendez High 0401	13484	Damper slipping on Actuator Shaft.	Work In Progress	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	1/23/2013		1.5		\$32.33	Joedy Ashton

Pedro Menendez High 0401	13485	No Heat in Room. Have CFM's Strips show on but not Heating.	Work In Progress	Heating/Ventilation /Air Conditioning	Rosenfeld, Randy	Bruce Taylor	1/23/2013				\$0.00	Joedy Ashton
Pedro Menendez High 0401	13549	The Piece in the Frame that the Hinge broke. Can not screw hinge back in.	Work In Progress	Doors and Hardware	Bishop, Charlie	Bruce Taylor	1/30/2013				\$0.00	Joedy Ashton
Ponte Vedra High 0492	13367	Instant hot water heater not working and water fountain is not working properly.	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	1/7/2013	1/15/2013	44.5		\$1,683.95	Nick Athanaseas
Ponte Vedra High 0492	13355	Large CHW Pump1 is tripping breaker again. Has been working good till last week before winter break.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	1/5/2013	1/18/2013	7		\$124.36	Nick Athanaseas
Ponte Vedra High 0492	13368	SW goal key switch is not working. Tumbler fell apart. Goal is in up position.	Closed Work Orders	Electrical	Davis, Edward	Eddie Ponce	1/7/2013	1/30/2013	20		\$422.90	Nick Athanaseas
Ponte Vedra/Palm Valley Elem 0151	13436	Lights not working in restroom.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	1/15/2013	1/15/2013	5		\$166.00	Edward Ponce
Ponte Vedra/Palm Valley Elem 0151	13411	Breakers are tripping in main electrical room.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	1/10/2013	1/10/2013	11		\$195.42	Edward Ponce
Ponte Vedra/Palm Valley Elem 0151	13471	Conduct preventive maintenance	Work In Progress	General Maintenance	PM, Ponce	Eddie Ponce	1/18/2013		498.5		\$13,950.20	Edward Ponce
R. B. Hunt Elementary 0161	13388	Bard unit not cooling	Closed Work Orders	Heating/Ventilation /Air Conditioning	Blaylock, Eldon	Eddie Ponce	1/8/2013	1/18/2013	10.5		\$210.60	Raymond Kledzik
R. B. Hunt Elementary 0161	13387	Toilet leaking water on floor	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	1/8/2013				\$0.00	Raymond Kledzik

R. B. Hunt Elementary 0161	13550	AC drain pan not draining, leaking onto floor	Work In Progress	Heating/Ventilation /Air Conditioning	Blaylock, Eldon	Eddie Ponce	1/30/2013			\$50.66	Raymond Kledzik
Rawlings Elementary 0351	13524	Conduct preventive maintenance.	Work In Progress	General Maintenance	PM, Ponce	Eddie Ponce	1/28/2013		59.5	\$2,070.57	Edward Ponce
Sebastian Middle 0301	13404	A/C is not cooling.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Anderson, David	Joe Lewis	1/10/2013	1/17/2013	1.5	\$638.77	Jeff Baldwin
South Woods Elementary 0461	13464	Circulating pump not coming on in rotation.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Argitis, Louis	Bruce Taylor	1/17/2013	1/18/2013	19	\$368.51	Bruce Taylor
South Woods Elementary 0461	13504	Garbage disposal not working	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	1/25/2013	1/28/2013	2.5	\$53.88	Bennie Witt
South Woods Elementary 0461	13398	Serving line leaking water when filling up	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	1/10/2013	1/14/2013	3	\$64.65	Bennie Witt
South Woods Elementary 0461	13525	Replace or repair back wash valve as needed. repairs to be completed during media chg out.	Closed Work Orders	General Maintenance	Contractor, US Water	Bruce Taylor	1/28/2013	1/28/2013		\$94.79	Bruce Taylor
South Woods Elementary 0461	13382	Ice Machine not working	Closed Work Orders	Ice Machine Service	Argitis, Louis	Bruce Taylor	1/8/2013	1/10/2013	5	\$100.52	Bennie Witt
South Woods Elementary 0461	13554	Preventive Maintenance 2/11 to 2/22 2013	Work In Progress	General Maintenance	PM, Taylor	Bruce Taylor	1/30/2013		5	\$205.69	Bruce Taylor
St. Augustine High 0181	13430	Toilet leaking water around base.	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/14/2013	1/15/2013	2	\$37.67	Mike Hazel
St. Augustine High 0181	13501	Repair pump time relay	Closed Work Orders	Electrical	Harrison, Steve	Bruce Taylor	1/24/2013	1/28/2013	3.5	\$75.43	Mike Hazel

St. Augustine High 0181	13500	repair door	Closed Work Orders	Doors and Hardware	Bishop, Charlie	Bruce Taylor	1/24/2013	2/4/2013		\$0.00	Mike Hazel
St. Augustine High 0181	13412	Elevator Preventive Maintenance Service Contract.	Closed Work Orders	Elevators	Contractor, Schindler Elevator	Bruce Taylor	1/10/2013	1/11/2013		\$2,374.79	Bruce Taylor
St. Augustine High 0181	13385	Need to repair side walk by gym area.	Closed Work Orders	Masonry	Payne, Harold	Bruce Taylor	1/8/2013	1/18/2013	15	\$492.25	Mike Hazel
St. Augustine High 0181	13470	Floor drains backing up - kitchen	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/18/2013	1/22/2013	9	\$169.52	Mike Hazel
St. Augustine High 0181	13457	To install wood for a divider wall.	Work In Progress	Carpentry	Bishop, Charlie	Bruce Taylor	1/17/2013			\$9.91	Mike Hazel
St. Augustine High 0181	13499	Repair hot water heater leak.	Work In Progress	Plumbing	Contractor, WW Gay	Bruce Taylor	1/24/2013		13	\$9,310.46	Mike Hazel
St. Augustine High 0181	13456	Painting of a room in the media area	Work In Progress	Painting	Barnes, Danny	Bruce Taylor	1/17/2013		15	\$313.32	Mike Hazel
St. Augustine High 0181	13390	Not getting cooled. Freon leak	Work In Progress	Heating/Ventilation /Air Conditioning	Argitis, Louis	Bruce Taylor	1/9/2013			\$220.02	Mike Hazel
Switzerland Point Middle 0321	13568	No power in any of the outlets in the class rooms in the 400 halls checked all brakes	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	1/31/2013	2/4/2013	2.5	\$49.68	Euclid Cooper
Switzerland Point Middle 0321	13531	every 10 sec. the A/C cut on & off	Closed Work Orders	Heating/Ventilation /Air Conditioning	Johnson, Harry	Eddie Ponce	1/28/2013	2/5/2013		\$660.05	Euclid Cooper
Switzerland Point Middle 0321	13529	steamer stop working	Work In Progress	Kitchen Equipment	Houghton, Mike	Eddie Ponce	1/28/2013		6.5	\$390.77	Euclid Cooper

Switzerland Point Middle 0321	13530	sink leaking it will not cut off all the way	Work In Progress	Kitchen Equipment	Kidd, Troy	Eddie Ponce	1/28/2013				\$0.00	Euclid Cooper
Timberlin Creek Elementary 0451	13374	Emergency Generator is not working. Low coolant Temp.	Closed Work Orders	Electrical	Davis, Edward	Bruce Taylor	1/8/2013	1/11/2013	19		\$401.76	Bill Fowler
Timberlin Creek Elementary 0451	13365	Water leaked into the main hallway form under sheet rock. It also caused tiles to curl up and they will need replaced.	Work In Progress	Roof	Gibson, Mike	Bruce Taylor	1/7/2013	2/5/2013			\$0.00	Bill Fowler
Timberlin Creek Elementary 0451	13570	Install 2-20 ft. solar high-lux street lights. A concrete base will be needed for both.	Work In Progress	Masonry	Payne, Harold	Bruce Taylor	1/31/2013				\$0.00	Bill Fowler
Timberlin Creek Elementary 0451	13503	The air flow switch in VAV13-4 needs replaced. MC2 checked it out and rewired it until it can be replaced.	Work In Progress	Heating/Ventilation /Air Conditioning	Argitis, Louis	Bruce Taylor	1/25/2013				\$0.00	Bill Fowler
Transportation Department 9780	13526	Lights are not working near the big bus parking area. Also please check the timer.	Closed Work Orders	Electrical	Penque, Bruce	Eddie Ponce	1/28/2013	2/4/2013	2		\$39.74	Marlena Reput
Transportation Department 9780	13396	Toilet in the ladies room is running and will not stop.	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	1/9/2013	1/14/2013	8		\$167.52	Marlena Reput
Transportation Department 9780	13496	Soap is not working at the bus wash.	Closed Work Orders	Plumbing	Kidd, Troy	Eddie Ponce	1/24/2013	1/28/2013	10		\$410.21	Marlena Reput
Transportation Department 9780	13527	Please repair broken sprinkler in the rear of the parking area.	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	1/28/2013				\$0.00	Marlena Reput

Wards Creek Elementary 0482	13410	Pee trap rusted off and main pipe is soldered in back. Also cut off valve will not shut off.	Closed Work Orders	Plumbing	Kizer, Brian	Bruce Taylor	1/10/2013	1/15/2013	4	\$88.26	Timothy Lundquist
Wards Creek Elementary 0482	13502	Dish washer not letting water flow.	Closed Work Orders	Kitchen Equipment	Harrison, Steve	Bruce Taylor	1/24/2013	1/31/2013	7	\$309.83	Timothy Lundquist
Wards Creek Elementary 0482	13523	Chiller #2 not operating	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Bruce Taylor	1/25/2013	1/25/2013		\$887.67	Timothy Lundquist
Wards Creek Elementary 0482	13445	Chiller 2 is off line and not working.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, WW Gay	Bruce Taylor	1/16/2013	1/29/2013		\$1,950.50	Timothy Lundquist
Wards Creek Elementary 0482	13414	Cooler compressor down , High Temp.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, Taylor Refrigeration	Bruce Taylor	1/11/2013	1/22/2013		\$289.50	Bruce Taylor
Wards Creek Elementary 0482	13458	Retrofit exterior wall pack Lighting.	Work In Progress	Electrical	Contractor, AEC Electric	Bruce Taylor	1/17/2013			\$2,808.00	Bruce Taylor
Webster Elementary 0201	13507	The temperature in the walk-in cooler is up and the coils are iced up	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	1/25/2013	2/4/2013	17.5	\$835.46	Mike Oliver
Webster Elementary 0201	13508	The washing machine in the kitchen is leaking water and filling the machine up	Closed Work Orders	Kitchen Equipment	Houghton, Mike	Eddie Ponce	1/25/2013	1/31/2013	4.5	\$237.73	Mike Oliver
Webster Elementary 0201	13405	The A C in the room is blowing 76 degree air in the room in cool mode	Closed Work Orders	Heating/Ventilation /Air Conditioning	Johnson, Harry	Eddie Ponce	1/10/2013	1/18/2013	10	\$204.30	Mike Oliver
Webster Elementary 0201	13476	The temperature in the walk-in freezer is a little on the high side.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Contractor, Taylor Refrigeration	Eddie Ponce	1/22/2013	1/28/2013		\$346.93	Mike Oliver



Webster Elementary 0201	13452	The exhaust hood is very week and not drawing very well.	Closed Work Orders	Heating/Ventilation /Air Conditioning	Houghton, Mike	Eddie Ponce	1/16/2013	1/23/2013	16	\$665.92	Mike Oliver
Webster Elementary 0201	13528	The nurse needs hot water in her clinic	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	1/28/2013			\$0.00	Mike Oliver
Webster Elementary 0201	13545	We have a sink drain that we can not clear.	Work In Progress	Plumbing	Kidd, Troy	Eddie Ponce	1/29/2013			\$0.00	Mike Oliver
Webster Elementary 0201	13392	The exhaust fan in the kitchen is not working	Work In Progress	Heating/Ventilation /Air Conditioning	Houghton, Mike	Eddie Ponce	1/9/2013	1/10/2013	6	\$874.71	Mike Oliver

**Maintenance Department Capital Improvements Projects 7/1/12 through 1/31/13**

Location	WOID	Description	Status	Assigned To	Project Manager	Requested	Completed	Total Costs	Requester
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
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	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	13176	Replace six sets of double exterior doors.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	12/6/2012		\$19,626.00	Edward Ponce
Bartram Trail High 0411	13511	Restripe track	Work In Progress	Contractor, Papico	Joe Lewis	1/25/2013	1/25/2013	\$0.00	Jason Lee
Bartram Trail High 0411	13512	Repair Running Track Surface As Needed.	Work In Progress	Contractor, Papico	Joe Lewis	1/25/2013		\$0.00	Jason Lee
Bartram Trail High 0411	13520	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Bartram Trail High 0411	13540	Replace ceiling Tiles and Grid in above mentioned areas.	Work In Progress	Contractor, Jim's Drywall	Bruce Taylor	1/29/2013		\$0.00	Bruce Taylor
Creekside High 0493	12957	Preventive Maintenance on elevators for 2012/2013	Closed Work Orders	Contractor, Schindler Elevator	Joe Lewis	10/29/2012	1/31/2013	\$7,503.37	Robert Randazzo
Creekside High 0493	13509	Resurface tennis courts	Work In Progress	Contractor, Papico	Joe Lewis	1/25/2013		\$0.00	Robert Randazzo

Creekside High 0493	13510	resurface basket ball courts	Work In Progress	Contractor, Papico	Joe Lewis	1/25/2013		\$0.00	Robert Randazzo
Creekside High 0493	13163	install locking equipment for gates	Work In Progress	Contractor, Duval Glass& Mirror	Joe Lewis	12/5/2012		\$6,551.00	Robert Randazzo
Creekside High 0493	13223	seal (patch)tennis and basketball courts	Work In Progress	Contractor, Papico	Joe Lewis	12/10/2012		\$0.00	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
Durbin Creek Elementary 0441	13157	Install 2x2 T-8 lighting fixtures in 4 locations.	Closed Work Orders	Contractor, AEC Electric	Bruce Taylor	12/5/2012	2/1/2013	\$27,214.74	Bruce Taylor
Durbin Creek Elementary 0441	13162	install carpet in eight classrooms	Work In Progress	Lewis, Joseph	Joe Lewis	12/5/2012		\$16,206.20	Todd Ponce
Evelyn Hamblen 0031	13473	install relocatable classroom	Work In Progress	Contractor, Mobile Modular	Joe Lewis	1/18/2013			Troy Wilson
Evelyn Hamblen 0031	13518	Remove and Replace Ceiling Tile and Grid as needed. Retrofit all t-12 lighting to t-8 lighting throughout Building.	Work In Progress	Contractor, AEC Electric	Bruce Taylor	1/25/2013		\$16,547.39	Bruce Taylor
Fruit Cove Middle 0491	13519	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Fruit Cove Middle 0491	13394	Upgrade four sets of double storefront doors.	Work In Progress		Eddie Ponce	1/9/2013		\$11,940.00	

Gamble Rogers Middle 0371	10359	replace bad water valves	Work In Progress	Lewis, Joseph	Joe Lewis	12/5/2011		\$0.00	Mike Ponce
Gamble Rogers Middle 0371	13284	Install 26 updated thermostats. Microtouch Model ts1050.	Work In Progress	Rosenfeld, Randy	Bruce Taylor	12/17/2012		\$1,997.55	Bruce Taylor
Gamble Rogers Middle 0371	13285	Change out 32 wall pac fixtures utilizing 42 watt CFL Fixtures.	Work In Progress	Contractor, AEC Electric	Bruce Taylor	12/17/2012		\$5,989.86	Bruce Taylor
Hartley Elementary 0261	13200	build wall around chiller	Closed Work Orders	Hagan, Elmer	Joe Lewis	12/10/2012	1/22/2013	\$6,221.81	Bill Vaughn
Hickory Creek Elementary 0501	13371	Replace vct in hallways @ expansion joints.	Work In Progress	Contractor, James Bros. Carpet	Eddie Ponce	1/8/2013		\$2,038.08	Edward 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
Ketterlinus Elementary 0091	13513	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Landrum Middle 0311	12423	Replace hvac system for cafeteria. HVAC Replacement Program.	Closed Work Orders	Contractor, WW Gay	Eddie Ponce	8/30/2012	1/29/2013	\$33,557.47	Edward Ponce

Landrum Middle 0311	13481	Upgrade gates and fencing.	Closed Work Orders	Contractor, Armstrong Fence	Eddie Ponce	1/23/2013	2/4/2013	\$7,003.48	Edward Ponce
Landrum Middle 0311	13551	Replace three pairs of double entry doors.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	1/30/2013		\$9,813.00	Edward Ponce
Landrum Middle 0311	11895	Replace doors in gym and multi purpose room.	Work In Progress	Cothron, Joe	Eddie Ponce	7/10/2012	11/2/2012	\$7,475.16	Edward Ponce
Liberty Pines K-8 0472	13514	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Mason Elementary 0361	13168	repair folding wall	Closed Work Orders	Contractor, Southeastern Surface	Joe Lewis	12/5/2012	1/31/2013	\$990.00	Alvez Barkoskie
Mason Elementary 0361	13465	Indoor Air Quality Evaluation of Classrooms 317 and 318	Work In Progress	Contractor, AMEC	Shane Walton	1/17/2013		\$1,150.00	Alvez Barkoskie
Mill Creek Elementary 0341	13254	upgrade electrical in classrooms for projectors	Work In Progress	Lewis, Joseph	Shane Walton	12/12/2012		\$17,820.00	Shane Walton
Mill Creek Elementary 0341	13165	upgrade shade structures	Work In Progress		Joe Lewis	12/5/2012		\$0.00	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
Murray Middle 0171	13174	Replace seven pairs of double exterior doors and one single exterior door.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	12/6/2012		\$24,532.50	Edward Ponce

Murray Middle 0171	13164	upgrade restrooms	Work In Progress	Contractor, Express Tile	Joe Lewis	12/5/2012		\$11,680.02	Paul Pelletier
Murray Middle 0171	13204	upgrade folding wall	Work In Progress	Contractor, Southeastern Surface	Joe Lewis	12/10/2012		\$28,396.29	Paul Pelletier
Murray Middle 0171	13459	Remove six fan coil units and replace with single air handler	Work In Progress	Contractor, WW Gay	Joe Lewis	1/17/2013		\$36,549.28	Paul Pelletier
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	10339	Upgrade HVAC - Phase 3	Work In Progress	Contractor, WW Gay	Shane Walton	11/29/2011		\$4,021,815.71	Shane Walton
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	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	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	13182	Replace handrails at stadium.	Closed Work Orders		Eddie Ponce	12/6/2012	2/4/2013	\$2,990.00	Edward Ponce
Nease High 0251	13277	Remove and trim trees and underbrush between football and baseball areas.	Closed Work Orders	Contractor, Wrights Tree Service	Eddie Ponce	12/14/2012	2/4/2013	\$4,800.00	Edward Ponce

Nease High 0251	13373	Upgrade lighting in girls and boys Locke rooms.	Work In Progress	Contractor, AEC Electric	Eddie Ponce	1/8/2013		\$12,973.87	Edward Ponce
Nease High 0251	13180	Replace one set of double exterior doors and four single exterior doors.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	12/6/2012		\$9,813.00	Edward Ponce
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
Osceola Elementary 0331	13460	Replace 5 ton A/C unit	Work In Progress	Contractor, Wilson Heat and Air	Joe Lewis	1/17/2013		\$3,200.00	Sterling Cofield
Osceola Elementary 0331	13517	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Pacetti Bay Middle 0481	11586	Install double exit doors in exterior hall wall.	Work In Progress	Contractor, Duval Glass& Mirror	Eddie Ponce	5/30/2012	9/12/2012	\$22,892.05	Edward Ponce
Pacetti Bay Middle 0481	13201	upgrade sidewalk	Work In Progress	Hagan, Elmer	Joe Lewis	12/10/2012		\$62.30	Jack Blocker
Pacetti Bay Middle 0481	13169	upgrade folding wall	Work In Progress	Contractor, Southeastern Surface	Joe Lewis	12/5/2012		\$6,750.00	Ted Bradbury
Pedro Menendez High 0401	12589	Install access door system.	Work In Progress	Contractor, SAFE, Inc.	Eddie Ponce	9/13/2012		\$32,885.39	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		\$3,710.67	Joedy Ashton
Pedro Menendez High 0401	13225	Resurface Tennis Courts	Work In Progress	Contractor, Papico	Bruce Taylor	12/10/2012		\$0.00	Bruce Taylor
Pedro Menendez High 0401	13415	Upgrade flooring, Media Center, Auditorium and Room 960.	Work In Progress	Contractor, James Bros. Carpet	Bruce Taylor	1/11/2013		\$28,348.41	Bruce Taylor
Pedro Menendez High 0401	13416	Upgrade fencing at baseball field	Work In Progress	Contractor, Armstrong Fence	Bruce Taylor	1/11/2013		\$4,230.00	Bruce Taylor
Pedro Menendez High 0401	13305	Replace Boiler	Work In Progress	Contractor, WW Gay	Bruce Taylor	12/18/2012		\$30,514.64	Bruce Taylor
Pedro Menendez High 0401	13306	Replace Mixing valves and piping as needed.	Work In Progress	Contractor, WW Gay	Bruce Taylor	12/18/2012		\$17,005.38	Bruce Taylor
Pedro Menendez High 0401	13521	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Ponte Vedra High 0492	12014	Had Inspection on Elevators. Elevator #1 failed due to water in elevator shaft. Happened last year. I will get quote and send estimate to Maintenance Supervisor.	Closed Work Orders	Contractor, Schindler Elevator	Eddie Ponce	8/2/2012	10/2/2012	\$2,675.00	Nick Athanaseas
Ponte Vedra High 0492	13173	Upgrade high jump track area.	Closed Work Orders	Contractor, Papico	Shane Walton	12/6/2012	1/23/2013	\$18,324.45	Edward Ponce
Ponte Vedra High 0492	12807	Repair elevator shaft.	Closed Work Orders	Contractor, Schindler Elevator	Eddie Ponce	10/8/2012	1/23/2013	\$7,116.00	Edward Ponce



Ponte Vedra High 0492	13181	Repair gates and fencing at various locations on site.	Closed Work Orders	Contractor, Armstrong Fence	Eddie Ponce	12/6/2012	2/4/2013	\$11,900.47	Edward Ponce
Ponte Vedra High 0492	13480	Upgrade science casework in rooms 575 and 580.	Work In Progress	Contractor, P Brandon, Inc.	Eddie Ponce	1/23/2013		\$25,781.56	Edward Ponce
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
Ponte Vedra/Palm Valley Elem 0151	13370	Upgrade site lighting.	Work In Progress	Contractor, AEC Electric	Eddie Ponce	1/8/2013		\$19,126.05	Edward Ponce
Ponte Vedra/Palm Valley Elem 0151	13515	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Rawlings Elementary 0351	13516	2012-2013 Baseline IAQ Assessment	Work In Progress	Contractor, AMEC	Shane Walton	1/25/2013		\$3,513.13	Shane Walton
Rawlings Elementary 0351	13183	Upgrade site lighting.	Work In Progress	Contractor, AEC Electric	Eddie Ponce	12/6/2012		\$20,698.99	Edward Ponce
Rawlings Elementary 0351	13175	Replace three sets of double exterior doors.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	12/6/2012		\$9,813.00	Edward Ponce
Sebastian Middle 0301	10674	upgrade gang restrooms	Work In Progress	Contractor, Express Tile	Joe Lewis	1/26/2012		\$44,751.30	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	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	13166	install shade structure	Work In Progress	Lewis, Joseph	Joe Lewis	12/5/2012		\$0.00	Jeff Baldwin
Sebastian Middle 0301	13224	upgrade exterior courts	Work In Progress	Contractor, Papico	Joe Lewis	12/10/2012		\$2,000.00	Jeff Baldwin
Sebastian Middle 0301	13442	upgrade scoreboard	Work In Progress	Lewis, Joseph	Joe Lewis	1/15/2013		\$2,181.19	Jeff Baldwin
South Woods Elementary 0461	12157	upgrade water plant # replace faulty breaker in Emerg Gen. @ water plant.	Work In Progress	Contractor, US Water	Bruce Taylor	8/15/2012		\$20,231.18	Bennie Witt
South Woods Elementary 0461	12158	upgrade Wastewater plant	Work In Progress	Contractor, US Water	Bruce Taylor	8/15/2012		\$23,460.30	Bennie Witt
St. Augustine High 0181	13178	Replace three sets of double smoke doors.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	12/6/2012		\$9,813.00	Edward Ponce
St. Augustine High 0181	13179	Replace two sets of double exterior doors.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	12/6/2012		\$6,542.00	Edward Ponce
St. Johns Tech High 0033	12966	repair lights in parking lot	Work In Progress	Contractor, AEC Electric	Joe Lewis	10/29/2012		\$9,665.62	Troy Wilson
St. Johns Tech High 0033	13441	Replace four sets of double exterior doors and one single door.	Work In Progress	Contractor, Door Solutions	Eddie Ponce	1/15/2013		\$14,719.50	Edward Ponce

St. Johns Tech High 0033	13522	Remove and Replace ceiling tiles and Grid as needed. Retrofit ALL T-12 Lighting To T-8 lighting Through-out Building.	Work In Progress	Contractor, AEC Electric	Bruce Taylor	1/25/2013		\$25,777.29	Bruce Taylor
Switzerland Point Middle 0321	13286	upgrade science lab sinks	Closed Work Orders	Contractor, McCrary's Plumbing	Eddie Ponce	12/17/2012	2/4/2013	\$9,602.40	Edward Ponce
Switzerland Point Middle 0321	13379	Renovate restrooms 761,762,421,422,521,522 , and administration restroom.	Work In Progress	Contractor, Express Tile	Eddie Ponce	1/8/2013		\$36,741.31	Edward Ponce
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	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	13206	upgrade folding wall	Work In Progress	Contractor, Southeastern Surface	Joe Lewis	12/10/2012		\$16,549.65	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

## 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 Crookshank, Hartley, Hickory Creek, Julington Creek, Mason, Mill Creek, Osceola, Ocean Palms, Palencia, PV-Rawlings and South Woods 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; Liberty Pines Academy, Gamble Rogers Middle School; Bartram High School and The Evelyn Hamblen Center.

**Capital Outlay Projects:** Several capital projects were recently completed. A sampling of the completed work includes:

**Hartley Elementary** – Constructed a wall around the outside HVAC chiller.

**Julington Creek Elementary** – Installed security fencing on the west play area.

**The Webster School** – Replaced fence gates.

**Gamble Rogers Middle School** – Upgraded thirty-two exit lights with more energy efficient bulbs.

**Pedro Menendez High School** – Made repairs to the asphalt in the parking lot.

**Ponte Vedra High School** – Upgraded the high jump in the track area. Repaired gates and fencing at various locations on site.

### **Other Projects:**

**Evelyn Hamblen** – Installation of a relocatable classroom for the St. Johns County Education Foundation has begun. Installation work will include electrical service, plumbing, fire alarm, intercom, sidewalk and covered walkway.

**Maintenance Department** – Work has begun with Image Storehouse to scan all of the architectural and engineering plans of each facility within the District into a computer database. Once completed, all building plans will be readily accessible for review and printing.