



South Gibson School Corporation Maintenance

Work Order

02-21-2011

Page 1 of 2

WO No WO-0221110001

WO Description Mrs. Mishler's
RoomAsset ID H-Site-General
Asset Description H-Site-General

Cause

Task Priority

Asset S/N

Room Location

School Location High School

Unit Location

Task User 1 Requested By: Marcia Mishler

Task User 2

Technician Chuck

Phone 812-779-6280

Completed No

Emergency No

Service Request #

Requester

Comments - front cabinet door on left will not stay shut - nameplate outside door will not stay up because there are no magnets on the wall half. The middle drawers on the cabinets behind me won't lock but I can get by without that. Just wanted to turn it in so nobody thinks I'm responsible :) The screen is also falling apart at the bottom but Spradley's Adv Apps kids came by and looked at it so I think they may be taking care of those.

Problem

Task ID

Task Description

Task Type

Meter Maint Freq

Fixed Meter Sched No

Rollover Point

Total Time

Current Read

Maint Due Meter

0

Maint Done Meter

0

Date Maint Freq

Fixed Date Sched No

Maintenance Done Date

Next Due Date 02/28/2011

Estimated Hours 0 Hours

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset		Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Maintenance Tools

Tool ID	Description	Type	Issued	School Location

Maintenance Variables

Name	Description	Minimum	Maximum	Value

Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

All Problems Repaired Screens Are scheduled to be replaced under Warranty

Completed By

Dave Brown

Dept

Date

2-22-11

Approved By

Chuck Lewis

Dept

Maint

Date

2-23-11

South Gibson School Corporation

Maintenance

Work Order

02-23-2011

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WO No WO-0223110001

WO Description

Asset ID
Asset Description
Cause
Task Priority
Asset S/N
Room Location
School Location
Unit Location
Task User 1 Requested By: Don Stansberry
Task User 2
Technician Chuck
Phone 812-779-6280
Completed No
Emergency No
Service Request #
Requester
Comments Good Morning! The handle on one of my island carts has pulled loose. It can be fixed by removing an inside panel. Is this something that is covered under warranty, or can I fix it myself? Don Stansberry
Problem

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Total Time Current Read

Maint Due Meter 0
Maint Done Meter 0

Date Maint Freq
Fixed Date Sched No
Maintenance Done Date
Next Due Date 03/02/2011
Estimated Hours 0 Hours

Current Maintenance

User 1	User 2	Shutdowns		Completed
		Asset	Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Replaced Screws w/ Th Longer Ones

Completed By

Dave Brown

Dept

Date

2-24-11

Approved By

Chuck Lewis

Dept

Date

2-24-11

South Gibson School Corporation

Maintenance

Work Order

03-01-2011

Page 1 of 2

WO No WO-0301110001

WO Description

Asset ID H-Site-General

Task ID

Asset Description H-Site-General

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N

Fixed Meter Sched No

Room Location

Rollover Point

School Location High School

Unit Location

Total Time

Current Read

Task User 1 Requested By: Angela Cooper

Maint Due Meter

0

Task User 2

Maint Done Meter

30. min

0

Technician Chuck

Date Maint Freq

Phone 812-779-6280

Fixed Date Sched No

Completed No

Maintenance Done Date

Emergency No

Next Due Date 03/08/2011

Service Request #

Estimated Hours 0 Hours

Requester

Comments My pencil sharpener is just about ready to fall off the wall. It also needs replaced because it is not allowing the pencils to get sharpened. Please send in this maintenance request to get it fixed.

Problem

replaced with new pencil sharpener

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Replaced Pencil Sharpener

Completed By

D. Brown

Dept

Maint

Date

3/2/11

Approved By

Chuck En

Dept

Maint

Date

3-2-11



South Gibson School Corporation Maintenance

Work Order

03-04-2011

Page 1 of 2

WO No WO-0304110001

WO Description Electric outlet

Asset ID H-Site-General
Asset Description H-Site-General
Cause
Task Priority
Asset S/N
Room Location
School Location High School
Unit Location
Task User 1 Requested By: Adam Bledsoe
Task User 2
Technician Chuck
Phone 812-779-6280
Completed No
Emergency No
Service Request #
Requester
Comments There is a bad outlet in my room.
Problem

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Total Time Current Read

Maint Due Meter 0
Maint Done Meter 0

Date Maint Freq
Fixed Date Sched No
Maintenance Done Date
Next Due Date 03/11/2011
Estimated Hours 0 Hours

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Diagnosed & relabeled Circuit breaker

Completed By

Chuck + Dave

Dept

maint

Date

3-4-11

Approved By

Chuck Lemio

Dept

Maint

Date

3-4-11



South Gibson School Corporation Maintenance

Work Order

03-18-2011

Page 1 of 2

WO No WO-0318110001

WO Description Toilet sensor

Asset ID H-Site-General
Asset Description H-Site-General
Cause
Task Priority
Asset S/N
Room Location
School Location High School
Unit Location

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Task User 1 Requested by: Mr Bertram
Task User 2
Technician Chuck
Phone 812-779-6280
Completed No
Emergency No

Total Time
Current Read
Maint Due Meter 0
Maint Done Meter 5 min. 0

Service Request #
Requester

Date Maint Freq
Fixed Date Sched No
Maintenance Done Date
Next Due Date 03/25/2011
Estimated Hours 0 Hours

Comments A sensor on the middle urinal in the boys' northeast (lower academic area) restroom has quit working so the urinal doesn't flush anymore.

Problem

recalibrated sensor

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Recalibrate Sensor

Completed By

Alan Bram

Dept

Maint.

Date

3/28/11

Approved By

Chuck Lewis

Dept

Maint

Date

3-28/11



South Gibson School Corporation

Maintenance

Work Order

04-12-2011

Page 1 of 2

WO No WO-0412110001

WO Description fan belts

Asset ID
Asset Description
Cause
Task Priority
Asset S/N
Room Location
School Location
Unit Location
Task User 1 Requested By: Laura Russell
Task User 2
Technician Chuck
Phone 812-779-6280
Completed No
Emergency No
Service Request #
Requester
Comments The belts in the fans are again sounding worn out. The noise is very high pitched and constant in the room. Laura Russell
Problem

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Total Time Current Read

Maint Due Meter 0
Maint Done Meter 0

Date Maint Freq
Fixed Date Sched No
Maintenance Done Date
Next Due Date 04/19/2011
Estimated Hours 0 Hours

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Completed By _____ Dept _____ Date _____

Approved By _____ Dept _____ Date _____

Existing Problem, Architect Working on
Solution.



South Gibson School Corporation Maintenance

Work Order

04-08-2011

Page 1 of 2

WO No WO-0408110002

WO Description Ceiling Tile and
Light Cover

Asset ID H-Site-General

Task ID

Asset Description H-Site-General

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N

Fixed Meter Sched No

Room Location

Rollover Point

School Location High School

Unit Location

Total Time

Current Read

Task User 1 Requested By: Sherry Dile

Maint Due Meter

0

Task User 2

Maint Done Meter

0

Technician dave brown

Date Maint Freq

Phone 632-0815

Fixed Date Sched No

Completed No

Maintenance Done Date

Emergency No

Next Due Date 04/15/2011

Service Request #

Estimated Hours 0 Hours

Requester

Comments Please send a work order to the custodians to replace a ceiling tile in my room that was damaged by a water leak. Also, I have a ceiling light cover that is cracked. Thanks.

Problem

Current Maintenance

User 1	User 2	Shutdowns		Completed
		Asset	Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

done

Completed By

Randi Brown

Dept

Maint

Date

4/11/11

Approved By

Chuck Harris

Dept

Maint

Date

4-11-11



South Gibson School Corporation Maintenance

Work Order

01-24-2012

Page 1 of 2

WO No WO-0128110001

WO Description Bearings are out

Asset ID HREF-B6

Task ID

Asset Description Roof Exhaust

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N 11288891

Fixed Meter Sched No

Room Location Roof

Rollover Point

School Location High School

Unit Location

Total Time

Current Read

Task User 1 Requested By: Chuck Lewis

Maint Due Meter

0

Task User 2

Maint Done Meter

0

Technician Chuck

Date Maint Freq

Phone 812-779-6280

Fixed Date Sched No

Completed No

Maintenance Done Date

Emergency No

Next Due Date 02/04/2011

Service Request #

Estimated Hours 0 Hours

Requester

Comments The bearing need to be replaced on roof exhaust fan B6.

Problem

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset		Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name _____

Comments _____

Completed By _____ Dept _____ Date _____

Approved By _____ Dept _____ Date _____



South Gibson School Corporation Maintenance

Work Order

01-24-2012

Page 1 of 2

WO No WO-1103110001

WO Description Bearing is bad

Asset ID HAC2-B226-Server

Task ID

Asset Description AC Unit

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N 0000811

Fixed Meter Sched No

Room Location B226

Rollover Point

School Location GSHS

Unit Location

Total Time

Current Read

Task User 1 Requested By: Technician

Maint Due Meter

0

Task User 2

Maint Done Meter

0

Technician Warranty

Date Maint Freq

Phone

Fixed Date Sched No

Completed No

Maintenance Done Date

Emergency No

Next Due Date 11/10/2011

Service Request #

Estimated Hours 0 Hours

Requester

Comments Bearing is bad

Problem

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset		Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Completed By _____ Dept _____ Date _____

Approved By _____ Dept _____ Date _____



South Gibson School Corporation

Maintenance

Work Order

01-24-2012

Page 1 of 2

WO No WO-0111120001

WO Description Light switch

Asset ID
Asset Description
Cause
Task Priority
Asset S/N
Room Location
School Location
Unit Location
Task User 1 Adam Bledsoe/ Matt Harts Room
Task User 2
Technician Chuck
Phone 812-779-6280
Completed No
Emergency No
Service Request #
Requester
Comments I'm the long term sub in Matt Hart's room. The light switch located just inside the east door to the studio theatre is not working. It sparks when flipped up, and the lights only stay on if you hold the switch up.
Problem

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Total Time Current Read

Maint Due Meter 0
Maint Done Meter 0

Date Maint Freq
Fixed Date Sched No
Maintenance Done Date
Next Due Date 01/18/2012
Estimated Hours 0 Hours

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name _____

Comments _____

Completed By _____ Dept _____ Date _____

Approved By _____ Dept _____ Date _____



South Gibson School Corporation Maintenance

Work Order

01-24-2012

Page 1 of 2

WO No WO-0816110001

WO Description Stuck CD Drive

Asset ID H-IT- General
Asset Description General IT
Cause
Task Priority
Asset S/N
Room Location
School Location
Unit Location
Task User 1 Requested By: Amanda Gidcumb
Task User 2
Technician Matt Bilderback
Phone 812 753-3011
Completed Yes
Emergency No
Service Request #
Requester
Comments I can't get either CD to work in either drive now.

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Total Time Current Read

Maint Due Meter 0

Maint Done Meter 0

Date Maint Freq

Fixed Date Sched No

Maintenance Done Date 08/16/2011

Next Due Date 08/16/2011

Estimated Hours 0 Hours

8-16-11 worked on this for a little bit and was able to get it to work for now. I did find an upgrade on the manufacturer's site. During that upgrade, I found that they want all users of the older version of the software to call in and get a free upgraded CD (with an exchange of the old one). This should solve our problem since the current CD is scarred badly and the software requires that CD (original, the copy disc will not work, unfortunately).

Problem

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset		Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns
08/16/2011	9:13:00 AM	Jennifer	Requested By: Amanda		Yes
I can't get either CD to work in either drive now.					No No

8-16-11 worked on this for a little bit and was able to get it to work for now. I did find an upgrade on the manufacturer's site. During that upgrade, I found that they want all users of the older version of the software to call in and get a free upgraded CD (with an exchange of the old one). This should solve our problem since the current CD is scarred badly and the software requires that CD (original, the copy disc will not work, unfortunately).

Maintenance Labor

Work Order

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
Jennifer	08/16/2011	9:58:04 AM	Signed

Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Completed By _____ Dept _____ Date _____

Approved By _____ Dept _____ Date _____



South Gibson School Corporation Maintenance

Work Order

01-24-2012

Page 1 of 2

WO No WO-0816110002

WO Description Internet Ports

Asset ID H-IT- General

Task ID

Asset Description General IT

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N

Fixed Meter Sched No

Room Location

Rollover Point

School Location

Unit Location

Total Time

Current Read

Task User 1 Requested By: Jamie Newcomb

Maint Due Meter

0

Task User 2

Maint Done Meter

0

Technician Matt Bilderback

Date Maint Freq

Phone 812 753-3011

Fixed Date Sched No

Completed Yes

Maintenance Done Date 08/16/2011

Emergency No

Next Due Date 08/16/2011

Service Request #

Estimated Hours 0 Hours

Requester

Comments I have 2 ports that may or may not be working. can not get my student computers to work with internet. The ports are 1A09 and 1A08
8/16/11-These are now connected. Let us know if that worked

Problem

Current Maintenance

User 1	User 2	Shutdowns		Completed
		Asset	Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns
08/16/2011	9:25:00 AM	Jennifer	Requested By: Jamie		Yes
I have 2 ports that may or may not be working. can not get my student computers to work with internet. The ports are 1A09 and 1A08 8/16/11-These are now connected. Let us know if that worked					No No

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name**Procedure****Done By Electronic Signature**

Signature Name	Signature Date	Signature Time	Signature Mode
Jennifer	08/18/2011	8:10:45 AM	Signed

Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists**Checklist Name****Comments**

Completed By _____ Dept _____ Date _____

Approved By _____ Dept _____ Date _____



South Gibson School Corporation Maintenance

Work Order

12-12-2011

Page 1 of 2

WO No WO-1212110001

WO Description Light Switch

Asset ID H-Electrical-General

Task ID

Asset Description H-Electrical-General

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N

Fixed Meter Sched No

Room Location

Rollover Point

School Location High School

Unit Location

Total Time

Current Read

Task User 1 Requested By: Mr Bertram

Maint Due Meter

0

Task User 2

Maint Done Meter

0

Technician Chuck

Phone 812-779-6280

Date Maint Freq

Fixed Date Sched No

Completed No

Maintenance Done Date

Emergency No

Next Due Date 12/19/2011

Service Request #

Estimated Hours 0 Hours

Requester

Comments The right light switch at the north end of Room B106 is defective. If one flips it on the lights come but then go off. The switch will not maintain contact.

Problem

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset		Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Replace Bad Light Switches

Completed By

Brad Kramer

Dept

Date

12-27-11

Approved By

Chuck Leri

Dept

Date

Maintenance 12-28-11



South Gibson School Corporation Maintenance

Work Order

12-16-2011

Page 1 of 2

WO No WO-1216110001

WO Description Door Stops

Asset ID H-Site-General

Task ID

Asset Description H-Site-General

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N

Fixed Meter Sched No

Room Location

Rollover Point

School Location High School

Unit Location

Total Time

Current Read

Task User 1

Maint Due Meter

0

Task User 2

Maint Done Meter

0

Technician Chuck

Date Maint Freq

Phone 812-779-6280

Fixed Date Sched No

Completed No

Emergency No

Maintenance Done Date

Service Request #

Next Due Date 12/23/2011

Requester *Priar, Beloit, & Dile*

Estimated Hours 0 Hours

Comments Can Mr. Priar, Mrs. Beloit, and Mrs. Dile all please have door stops put on their classroom doors.

Problem

LARRY

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
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Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
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Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
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Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Install Door Steps

Completed By

Larry Jemmy

Dept

Date

12-27-11

Approved By

Chuck Lee

Dept

Maintenance

Date

12-28



South Gibson School Corporation Maintenance

Work Order

12-09-2011

Page 1 of 2

WO No WO-1209110001

WO Description Pencil Sharpener

Asset ID
Asset Description
Cause
Task Priority
Asset S/N
Room Location
School Location
Unit Location
Task User 1 Requested By: Mr Priar
Task User 2
Technician Chuck
Phone 812-779-6280
Completed No
Emergency No
Service Request #
Requester
Comments The pencil sharpener is falling out of the wall could we find a better place to put this that is more secure.
Problem

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Total Time Current Read

Maint Due Meter 0
Maint Done Meter 0

Date Maint Freq
Fixed Date Sched No
Maintenance Done Date
Next Due Date 12/16/2011
Estimated Hours 0 Hours

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset		Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
----------	------	------------	-----------	--------------

Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
--------------	-------------	---------------	-----------	--------

Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
---------	-------------	------	--------	-----------------

Maintenance Variables

Name	Description	Minimum	Maximum	Value
------	-------------	---------	---------	-------

Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Move Location + remount

Completed By

Kenny W. Dewing

Dept

Date

12-13-11

Approved By

Chuck Lewis

Dept

Maint

Date

12-04-11



South Gibson School Corporation

Maintenance

Work Order

01-09-2012

Page 1 of 2

WO No WO-0109120001

WO Description Clock

Asset ID H-Site-General

Task ID

Asset Description H-Site-General

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N

Fixed Meter Sched No

Room Location

Rollover Point

School Location High School

Unit Location

Total Time

Current Read

Task User 1 Requested By: Mr. Priar

Maint Due Meter

0

Task User 2

Maint Done Meter

0

Technician dave brown

Date Maint Freq

Phone 632-0815

Fixed Date Sched No

Completed No

Maintenance Done Date

Emergency No

Next Due Date 01/16/2012

Service Request #

Estimated Hours 0 Hours

Requester

Comments the clock in Mr. Priars room is not right. May need batteries replaced.

Problem

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
----------	------	------------	-----------	--------------

Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
--------------	-------------	---------------	-----------	--------

Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
---------	-------------	------	--------	-----------------

Maintenance Variables

Name	Description	Minimum	Maximum	Value
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Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Replace Batteries

Completed By

Chuck Lewis

Dept

Maint

Date

1-10-12

Approved By

Dept

Date



South Gibson School Corporation Maintenance

Work Order

12-05-2011

Page 1 of 2

WO No WO-1205110001

WO Description Student Desk

Asset ID H-Site-General
Asset Description H-Site-General
Cause
Task Priority
Asset S/N
Room Location
School Location High School
Unit Location
Task User 1 Requested By: Adam Bledsoe
Task User 2
Technician dave brown
Phone 632-0815
Completed No
Emergency No
Service Request #
Requester
Comments There is a student desk in the study hall room that is missing the chair part of it.
Problem

Task ID
Task Description
Task Type
Meter Maint Freq
Fixed Meter Sched No
Rollover Point

Total Time Current Read

Maint Due Meter 0

Maint Done Meter 0

Date Maint Freq

Fixed Date Sched No

Maintenance Done Date

Next Due Date 12/12/2011

Estimated Hours 0 Hours

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset		Facility	

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
----------	------	------------	-----------	--------------

Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
--------------	-------------	---------------	-----------	--------

Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
---------	-------------	------	--------	-----------------

Maintenance Variables

Name	Description	Minimum	Maximum	Value
------	-------------	---------	---------	-------

Procedure Name

Procedure

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Signature Name	Signature Date	Signature Time	Signature Mode
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Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Remove Broken Desk

Completed By

Casey Kranner

Dept

TA

Date

12-5-11

Approved By

Chuck Smith

Dept

Maint

Date

12-5-11



South Gibson School Corporation Maintenance

Work Order

09-16-2011

Page 1 of 2

WO No WO-0916110001

WO Description Sound System in
Band Room

Asset ID H-Site-General

Task ID

Asset Description H-Site-General

Task Description

Cause

Task Type

Task Priority

Meter Maint Freq

Asset S/N

Fixed Meter Sched No

Room Location

Rollover Point

School Location High School

Unit Location

Task User 1 Requested By: Brent Winstead

Total Time

Current Read

Task User 2

Maint Due Meter

0

Technician Service Agreement

Maint Done Meter

0

Phone

Date Maint Freq

Completed No

Fixed Date Sched No

Emergency No

Maintenance Done Date

Service Request #

Next Due Date 09/23/2011

Requester

Estimated Hours 0 Hours

Comments I need the sound system in the band/choir room looked at.

Problem

Current Maintenance

User 1	User 2	Shutdowns			Completed
		Asset	Facility		

Maintenance Record

Date	Time	Entered By	Task User 1	Task User 2	Completed
Notes					Shutdowns

Maintenance Labor

Staff ID	Name	Craft Code	Est Hours	Actual Hours
----------	------	------------	-----------	--------------

Maintenance Contract

Reference ID	Description	Supplier Code	Est. Time	Actual
--------------	-------------	---------------	-----------	--------

Maintenance Parts

Part No	Description	Manufacturer	Expected	Number Used

Work Order

Maintenance Tools

Tool ID	Description	Type	Issued	School Location
---------	-------------	------	--------	-----------------

Maintenance Variables

Name	Description	Minimum	Maximum	Value
------	-------------	---------	---------	-------

Procedure Name

Procedure

Done By Electronic Signature

Signature Name	Signature Date	Signature Time	Signature Mode
----------------	----------------	----------------	----------------

Approved By Electronic Signature

Signature Name	Date	Time	Mode
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Work Order Checklists

Checklist Name

Comments

Completed By _____ Dept _____ Date _____

Approved By _____ Dept _____ Date _____