

Monthly Board Report: JANUARY 2026

Building & Grounds Maintenance

NOVEMBER: DECEMBER: JANUARY:

Work Requested:

Road Signs	4	1	5
Plumbing	4	3	3
Lighting	7	3	3
Doors/Locks	5	2	4
Thermostat/Heat/HVAC	2	4	3
Cleaning	0	0	1
Pests	0	0	1
Other & Quarterly Filter Change	57	26	1
Contract Out	0	0	0
Total Work Orders	79	39	21

Mid January: Treasurer office remodel

End January: Snow Storm

3 year comparison	request	
JAN. 2024		24
JAN. 2025		28
JAN. 2026		21



Work Orders

Calendar View

Search Work Orders

My Filters

- Work Orders
- Purchase Orders
- Reporting
- Requests
- Assets
- Messages
- Categories
- Parts Inventory
- Library
- Meters
- Automations
- Locations
- Teams / Users
- Vendors

< January 2026 >

Today

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	01	02	03	04
<ul style="list-style-type: none"> ✓ VMF Monthly Fire Extinguisher Inspect... ✓ Install baby changing station ✓ Light is out in bathroom 4 more 	<ul style="list-style-type: none"> ✓ Greene Solid Waste needs the light bulbs... ✓ Heaters Not Working-South-Side Half o... ✓ Sign Install ✓ Toilet in public men's room clogged 2 more 					
05	06	07	08	09	10	11
<ul style="list-style-type: none"> ✓ VMF Monthly Fire Extinguisher Inspect... ✓ Install baby changing station ✓ Light is out in bathroom 4 more 	<ul style="list-style-type: none"> ✓ Movement of files ✓ Heat in lower building ✓ Heat in lab building not working (Rapid... ✓ VCE greene Paper towel roll is not worki... 					
12	13	14	15	16	17	18
	<ul style="list-style-type: none"> ✓ SCEMS - Bathroom #1 Door ✓ Registration window repair ✓ Moving Lindsay's office 2 more 					
19	20	21	22	23	24	25
	<ul style="list-style-type: none"> ✓ EMS - Dryer Vent ✓ EMS - Dryer No longer drying ✓ HVAC at Admin not functioning. ✓ Greene County WTP- Wall Mounted He... 	<ul style="list-style-type: none"> ✓ VDH Need paper towels in exam room as... 				
26	27	28	29	30	31	01

Support

Maxine Morton

Settings

Work Orders List



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #354</p> <p>(VMF) VENT PIPE for the rear sink in the shop/ The stank pipe has now fallen in the shop</p> <p>Type: Reactive</p> <p>↑ High</p> <p>Plumbing</p> <p>Michael Taylor Brandon Marrs</p>	<p>Vehicle Maintenance</p>	<p>⏸ On Hold</p>		
<p>ID: #355</p> <p>Amy - Greene County Health Department</p> <p>Type: Reactive</p> <p>Lighting</p> <p>Michael Taylor Brandon Marrs</p>	<p>Health Department</p>	<p>✓ Done</p> <p>Completed by Michael Taylor on 02/02/2026</p>		
<p>ID: #348</p> <p>Greene County WTP- Wall Mounted Heaters in Raw Pump Building and High Service Pump Building not working properly</p> <p>Type: Reactive</p> <p>Thermostat/Heat/HVAC</p> <p>Michael Taylor</p>	<p>Water Treatment Plant</p> <p>Parent: Water and Sewer</p>	<p>✓ Done</p> <p>Completed by Michael Taylor on 02/02/2026</p>		

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #353

Lennox HVAC not working or outside unit not coming on except in emergency heat

Type: Reactive

[Thermostat/Heat/HVAC](#)

Brandon Marrs

Ruckersville
Parent: Air Sewer Plant
Filter

🔴 On Hold

ID: #352

Sign install

Type: Reactive

[Road Signs](#)

Brandon Marrs

General

🔴 On Hold

ID: #350

Sign install

Type: Reactive

[Road Signs](#)

Brandon Marrs

General

🔴 On Hold

ID: #351

Sign install

Type: Reactive

[Road Signs](#)

Brandon Marrs

General

🔴 On Hold

ID: #266

Lock placement on the 3 window cash drawers

Type: Reactive

Treasurer Office

✅ Done

Completed by Michael Taylor on 01/23/2026

[Doors/Locks](#)

Michael Taylor

ID: #349

VDH Need paper towels in exam room asap - we're in clinic today.

Type: Reactive

[Cleaning](#)

T Cleaning Team
Maxine Morton

Health Department

✓ **Done**

Completed by Maxine Morton on 01/22/2026

ID: #342

GCEMS - Bathroom #1 Door

Type: Reactive

[Doors/Locks](#)Michael Taylor
Brandon Marrs

EMS

⏸ **On Hold**

ID: #347

HVAC at Admin not functioning.

Type: Reactive

[Thermostat/Heat/HVAC](#)

Brandon Marrs

Administration Building

✓ **Done**

Completed by Brandon Marrs on 01/20/2026

ID: #304

Sign Install

Type: Reactive

[Road Signs](#)

Brandon Marrs

Road signs

✓ **Done**

Completed by Brandon Marrs on 01/14/2026

<p>ID: #326 Sign Install Type: Reactive Road Signs Brandon Marrs</p>	<p>Road signs</p>	<p>✓ Done Completed by Brandon Marrs on 01/14/2026</p>	
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<p>ID: #276 Water & Sewer - Camera Installation Type: Reactive Other Brandon Marrs</p>	<p>Water and Sewer Maintenance Parent: Water and Sewer</p>	<p>✓ Done Completed by Brandon Marrs on 01/14/2026</p>	
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<p>ID: #343 Registration window repair Type: Reactive Doors/Locks Michael Taylor Brandon Marrs</p>	<p>Health Department</p>	<p>🔴 On Hold</p>	
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<p>ID: #341 Urgent - Door in bathroom 1 Type: Reactive Doors/Locks Michael Taylor</p>	<p>EMS</p>	<p>✓ Done Completed by Michael Taylor on 01/13/2026</p>	
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<p>ID: #340 Active Wasps Nest outside the Library/JABA doors Type: Reactive Pests</p>	<p>Library/JABA Parent: Air Filter</p>	<p>✓ Done Completed by Michael Taylor on 01/13/2026</p>	
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Michael Taylor

Water and Sewer

ID: #332
 Heat in lab building
 not working (Rapidan
 Wastewater) 201
 Progress Place.

Type: Reactive

[Thermostat/Heat/HVAC](#)

Brandon Marrs

✓ Done

Completed by Brandon Marrs
on 01/13/2026

Transfer Station

ID: #339
 Heat in lower building

Type: Reactive

[Thermostat/Heat/HVAC](#)

Michael Taylor

🛑 On Hold

Fire Extinguisher
Inspection

ID: #335
 Sheriff's Office
 Monthly Fire
 Extinguisher
 Inspection

Type: Preventive

[Inspection](#)03/02/2026
🔒 OpenFire Extinguisher
Inspection

ID: #310
 Sheriff's Office
 Monthly Fire
 Extinguisher
 Inspection

Type: Preventive

[Inspection](#)

Brandon Marrs

02/02/2026
✓ DoneCompleted by Brandon Marrs
on 01/06/2026Parent:
Giuseppe
Center

Library

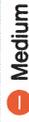
ID: #323
 Public Women's
 Restroom Toilet

✓ Done

Completed by Michael Taylor
on 01/06/2026

Dripping Water & Puddling

Type: Reactive



Medium

Plumbing

Michael Taylor

ID: #330

Light is out in bathroom

Type: Reactive

Lighting

Michael Taylor

8767 Seminole Trail

✓ Done

Completed by Michael Taylor on 01/06/2026

ID: #294

Water & Sewer - PS Light Poles

Type: Reactive

Lighting

Water and Sewer

⏸ On Hold

ID: #327

Toilet in public men's room clogged

Type: Reactive

Plumbing

Brandon Marrs

Library/JAB
A
Parent: Air Filter

✓ Done

Completed by Brandon Marrs on 01/06/2026

Signed off by

Date