

Monthly Board Report: FEBRUARY 2026

Building & Grounds Maintenance

DECEMBER: JANUARY: FEBRUARY:

Work Requested:

Road Signs	1	5	2
Plumbing	3	3	3
Lighting	3	3	0
Doors/Locks	2	4	2
Thermostat/Heat/HVAC	4	3	0
Cleaning	0	1	0
Pests	0	1	1
Other & Quarterly Filter Change	26	1	16
Contract Out	0	0	1
Total Work Orders	39	21	25

3 year comparison	request	
FEB. 2024		25
FEB. 2025		21
FEB. 2026		25



Work Orders

Calendar View

Start Date Category Location + Add Filter

Search Work Orders

Reset Filters

Save Filters

My Filters

Today

Work Orders

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Week

MONDAY

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

30

SATURDAY

31

SUNDAY

01

< February 2026 >

Sign Install

Sign Install

Sign Install

4 more

02

03

Greene County Water & Sewer - office

04

05

06

07

08

Leaking ceiling in Treasurer office

09

VCE Greene shed at old office - not stopy...
Wind Drifts Around Doors
Sink where SOC workers are at

10

Sign Install
Snow/Ice

11

VMF Metal trim on the roof has come lo...

12

Maintaink Training - Administrators (M...
Maintaink Training - Administrators (M...

13

14

15

16

17

18

19

VMF
Dropbox

20

21

22

23

automatic paper towel dispenser
Repair loose cone base
Repair urinal

24

Soap Dispenser

25

26

27

28

01

Support

Malina Morton

Settings



Work Orders List

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #385 Sign Install Type: Reactive Road Signs	Road signs	🕒 On Hold		
Brandon Marrs				
ID: #384 Scale House Window Type: Reactive building repair	Transfer Station	🕒 On Hold		
Michael Taylor				
ID: #383 Sheriff's Office PBT Test Type: Reactive Project	Sheriff's Office	✓ Done Completed by Michael Taylor on 03/03/2026		
Michael Taylor Brandon Marrs				
ID: #382 Ants are back at the Treasurer's Office Type: Reactive Pests	Treasurer Office	✓ Done Completed by Michael Taylor on 03/03/2026		
Michael Taylor				
ID: #381	Treasurer Office	🕒 On Hold		

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Bathroom Vent Fan
Not Working
(personnel bathroom
in the back)

Type: Reactive

Electrical

Brandon Marrs

ID: #380

Soap Dispenser

Type: Reactive

Fixtures -
paper
towel/kollet
paper

Court House Complex

✓ **Done**

Completed by Michael Taylor
on 02/25/2026

Michael Taylor

ID: #379

Repair urinal

Type: Reactive

Plumbing

Brandon Marrs

Transfer Station

✓ **Done**

Completed by Brandon Marrs
on 02/23/2026

ID: #378

Repair loose cove
base

Type: Reactive

Other

Brandon Marrs

Sheriff's Office

✓ **Done**

Completed by Brandon Marrs
on 02/29/2026

ID: #377

automatic paper towel
dispenser

Type: Reactive

Fixtures -
paper

Water and
Sewer
Administrati
ve Office
Parent: Water
and Sewer

✓ **Done**

Completed by Brandon Marrs
on 02/29/2026

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

towel/toilet paper

Brandon Marrs

8767 Seminole Trail

✓ Done

Completed by Michael Taylor on 03/03/2026

ID: #376

Dropbox

Type: Reactive

Other

Michael Taylor

Brandon Marrs

Vehicle Maintenance

✓ Done

Completed by Michael Taylor on 02/20/2026

ID: #375

VMF

Type: Reactive

High

Roofing

Michael Taylor

Brandon Marrs

Vehicle Maintenance

✓ Done

Completed by Michael Taylor on 02/20/2026

ID: #374

VMF Metal trim on the roof has come loose

Type: Reactive

Roofing

Michael Taylor

Brandon Marrs

Vehicle Registrar

✓ Done

Completed by Michael Taylor on 02/11/2026

ID: #373

Snow/Ice

Type: Reactive

Contract Out

Michael Taylor

Michael Taylor

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #372

Sign install

Type: Reactive

Road Signs

Road signs

🛑 On Hold

Michael Taylor

8767 Seminole Trail

ID: #371

Sink where SOC workers are at

Type: Reactive

Plumbing

Michael Taylor
Brandon Marrs

✓ Done

Completed by Michael Taylor on 02/11/2026

ID: #370

Wind Drafts Around Doors

Type: Reactive

Doors/Locks

Michael Taylor
Brandon Marrs

Treasurer Office

✓ Done

Completed by Michael Taylor on 02/10/2026

Sheriff's Office

✓ Done

Completed by Michael Taylor on 02/10/2026

Type: Reactive

Doors/Locks

Michael Taylor

ID: #368

MaintainX Training - Administrators (MXAcademy)

Type: Reactive

Water and Sewer

02/13/2026

✓ Done

Completed by Michael Taylor on 02/25/2026

☰ PROCEDURE DESCRIPTION

This Procedure can be used on Work Orders to complete MaintainX's training courses for new staff assigned as Administrators. Each video is approximately 1 to 6 minutes long and can be checked off below as they are completed.

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Other

Michael Taylor
Gage

ID: #367

MaintainX Training -
Administrators
(MXAcademy)
Type: Reactive

Other

Michael Taylor
Robert

Water and Sewer

02/13/2026

✓ Done
Completed by Michael Taylor
on 02/25/2026

PROCEDURE DESCRIPTION

This Procedure can be used on Work Orders to complete MaintainX's training courses for new staff assigned as Administrators. Each video is approximately 1 to 6 minutes long and can be checked off below as they are completed.

You'll get a certificate of completion that you can upload and then sign off to indicate you're Done - just like completing a Work Order for your organization in MaintainX!

ID: #366

Leaking ceiling in
Treasurer office
Type: Reactive

Low

building
repair

Michael Taylor
Brandon Marrs

Treasurer Office

✓ Done

Completed by Michael Taylor
on 02/11/2026

Water and Sewer

✓ Done

Completed by Michael Taylor
on 02/04/2026

ID: #365
Greene County Water
& Sewer - office
Type: Reactive
Plumbing
Michael Taylor

ID: #364

Sheriff's Office
Monthly Fire
Extinguisher
Inspection
Type: Preventive

Fire Extinguisher
Inspection

04/06/2026

Open

Inspection

ID: #363 Fire Extinguisher Inspection 04/06/2026
VMF Monthly Fire Extinguisher Inspection
 Type: Preventive Open

ID: #362 Fire Extinguisher Inspection 04/06/2026
Library/JABA Monthly Fire Extinguisher Inspection
 Type: Preventive Open

ID: #361 Fire Extinguisher Inspection 04/06/2026
Court House Monthly Fire Extinguisher Inspection
 Type: Preventive Open

 Signed off by

 Date