

Monthly Board Report: MARCH 2026

Building & Grounds Maintenance

JANUARY: FEBRUARY: MARCH:

Work Requested:

Road Signs	5	2	3
Plumbing	3	3	4
Lighting	3	0	1
Doors/Locks	4	2	1
Thermostat/Heat/HVAC	3	0	0
Cleaning	1	0	0
Pests	1	1	1
Other & Quarterly Filter Change	1	16	15
Contract Out	0	1	0
Total Work Orders	21	25	25

3 year comparison request

Mar-24	28
Mar-25	25
Mar-26	25



Work Orders

Calendar View

Search Work Orders

View Order Details

Assigned To + Add Filter

My Filters

Week

March 2026

Today

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

✓ automatic paper towel dispenser

✓ Repair loose cone base

✓ Repair urinal

23

24

25

26

27

28

01

✓ Soap Dispenser

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

02

03

04

05

06

07

08

✓ Sheriff's Office Monthly Fire Extinguisher Inspa...

✓ VMF Monthly Fire Extinguisher Inspa...

3 more

02

03

04

05

06

07

08

⊕ Scale House Window

✓ Bathroom Vent Fan Not Working perso...

3 more

✓ Exhaust fan not working

✓ Sign repair

✓ Water filter system install

✓ Paper towel dispenser and bathroom ...

✓ A/C Broke in one side of building

✓ please hand 2 brochure displays at VCE ...

2 more

09

10

11

12

13

14

15

⊕ AC not working

✓ Buzzer for back door to Grane County ...

✓ Leaky Faucet Public Women's Restroom

⊕ Water Plant Light Bulb Replacement in Fl...

16

17

18

19

20

21

22

23

24

25

26

27

28

29

⊕ Damage Damage outside of building

⊕ Sign raintall

6 more

⊕ Sign install

✓ Spray for Ants

30

31

01

02

03

04

05

✓ The sewage line in cells smells

✓ Toilet Seat Broken

Support

Melinda Morton

Settings



Work Orders List

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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ID: #433
VMF Quarterly Filter Change
 Type: Preventive
 Brandon Marrs

Air Filter

05/11/2026
Open

ID: #432
Toilet Seat Broken
 Type: Reactive
 Brandon Marrs

Park and Rec office
Parent: Parks and Recreation

✓ Done
Completed by Brandon Marrs on 03/31/2026

ID: #431
The sewage line in cells smells
 Type: Reactive
 Brandon Marrs

Sheriff's Office

✓ Done
Completed by Brandon Marrs on 03/31/2026

ID: #430
Lower Court Quarterly Filter Change
 Type: Preventive
 Brandon Marrs

Lower Court
Parent: Air Filter

05/11/2026
Open

ID: #429
Voter Registration Quarterly Filter Change
 Type: Preventive
 Brandon Marrs

Voter Registration
Parent: Air Filter

05/11/2026
Open

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #428

Social Services/Ext. Office Quarterly Filter Change

Social Service/EXT Office
Parent: Air Filter

05/11/2026
 Open

Type: Preventive
Brandon Marrs

Visitor Center

 Done

Type: Reactive

Completed by Michael Taylor
on 03/30/2026

 Pests

Michael Taylor
Brandon Marrs

ID: #426

Sign Install

Type: Reactive

 Road Signs

Road signs

 On Hold

Brandon Marrs

ID: #425

Visitor Center Quarterly Filter Change

Type: Preventive
Brandon Marrs

Visitor Center
Parent: Air Filter

05/11/2026
 Open

ID: #424

New road sign install

Type: Reactive

 Road Signs

Road signs

 Open

ID: #423

Sign reinstall

Road signs

 Open

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive

- Road Signs

ID: #422

EXT office

✓ Done

Completed by Michael Taylor on 03/25/2026

VCE Greene refrigerator

Type: Reactive

appliances

Michael Taylor

ID: #421

Haney House

Parent: Air Filter

05/11/2026
🔓 Open

Haney House Quarterly Filter Change

Type: Preventive

Brandon Marrs

ID: #420

Water & Sewer Maintenance Shop Quarterly Filter Change

Water and Sewer Maintenance Shop

Parent: Air Filter

05/11/2026
🔓 Open

Type: Preventive

Brandon Marrs

ID: #419

School Board Quarterly Filter Change

School Board

Parent: Air Filter

05/11/2026
🔓 Open

Type: Preventive

Brandon Marrs

ID: #418

Administration Quarterly Filter Change

Administration

Parent: Air Filter

05/11/2026
🔓 Open

Type: Preventive

Brandon Marrs

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #417
EMS Quarterly Filter Change
 Type: Preventive
 Brandon Marrs

EMS

Parent: Air Filter

05/11/2026
 Open

ID: #416
Sheriff's Office Quarterly Filter Change
 Type: Preventive
 Brandon Marrs

Sheriff's Office

Parent: Air Filter

05/11/2026
 Open

ID: #415
Library/JABA Quarterly Filter Change
 Type: Preventive
 Brandon Marrs

Library/JABA

Parent: Air Filter

05/11/2026
 Open

ID: #414
Greene County Senior Center- Door is off track
 Type: Reactive
 Brandon Marrs

Giuseppe Center

✓ Done
 Completed by Brandon Marrs on 03/24/2026

ID: #413
Women's Restroom Sink Leaking
 Type: Reactive
 Brandon Marrs

Giuseppe Center

✓ Done
 Completed by Brandon Marrs on 03/24/2026

ID: #412
Drainage Damage outside of building
 Giuseppe Center

 Open

Type: Reactive

Plumbing

ID: #411

Electrical replacement

Type: Reactive

Electrical

Brandon Marrs

Health Department

✓ Done

Completed by Brandon Marrs on 03/24/2026

ID: #410

VMF Spill kit

Type: Reactive

Other

Michael Taylor

Vehicle Maintenance

✓ Done

Completed by Michael Taylor on 03/26/2026

ID: #409

Water Plant-Light Bulb Replacement in Filter Rooms and Chemical Room

Type: Reactive

Lighting

Brandon Marrs

Water and Sewer

Ⓜ On Hold

Signed off by _____

Date _____