

Monthly Board Report: APRIL 2026

Building & Grounds Maintenance

FEBRUARY: MARCH: APRIL:

Work Requested:

Road Signs	2	3	0
Plumbing	3	4	3
Lighting	0	1	2
Doors/Locks	2	1	1
Thermostat/Heat/HVAC	0	0	4
Cleaning	0	0	0
Pests	1	1	2
Other & Quarterly Filter Change	16	15	8
Contract Out	1	0	0
Total Work Orders	25	25	20

3 year comparison	request	
	Apr-24	17
	Apr-25	27
	Apr-26	20



Work Orders

Calendar View

Search Work Orders

Assigned To + Add Filter

Work Orders

Purchase Orders

All Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Week

April 2026

Today

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

30

31

01

02

03

04

05

Spray for Ants

The sewage line in cells smells
Toilet Seat Broken

EMS - Toilet Seat

Soap Dispenser

Flying Ants Infestation in door sill
EMS - Replace door handle with a keypad

07

Heat
Heat

09

JABA SENIOR CENTER - REPAIR TOILET...

10

11

12

13

14

15

16

17

18

19

AC not working/School Admin/Reception...
Side door broken

Snake and bugs
Water & Sewer Office : Toilet seat broken
Greene County Water & Sewer - Wasp I...

20

21

22

23

24

25

26

Network Cabling/Mounting at Visitor's ...

Moving file cabinets in Administration Of...
Water pooling on floor in Men's Public...
YCE Greene - Need to borrow a ladder

27

28

29

30

01

02

03

Door Lock Not Opening Sometimes
Lock to Main office door

Support

Melaine Morton
Settings

ID: #457
Cleanout broken
 Type: Reactive
Plumbing
 Brandon Marrs

Parks and Recreation ✓ **Done**
 Completed by Brandon Marrs
 on 04/23/2026

ID: #456
**Repair gutter
 downspouts at
 Guiseppe pavilion**
 Type: Reactive
building
 repair
 Brandon Marrs

**Concession
 Stand** Parent: Parks
 and
 Recreation ✓ **Done**
 Completed by Brandon Marrs
 on 04/23/2026

ID: #455
Light Bulbs
 Type: Reactive
Lighting
 Brandon Marrs

Court House Complex ✓ **Done**
 Completed by Brandon Marrs
 on 05/05/2026

ID: #454
**Moving file cabinets in
 Administration Office**
 Type: Reactive
Other
 Brandon Marrs

Administration Building  **Open**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #453

8767 Seminole Trail

✓ Done

Broken Lights
Type: Reactive

Completed by Michael Taylor
on 04/23/2026

Lighting

Michael Taylor
Brandon Marrs

ID: #452

EXT office

✓ Done

VCE Greene - Need to borrow a ladder

Completed by Michael Taylor
on 04/23/2026

Type: Reactive

Other

Michael Taylor
Brandon Marrs

ID: #451

Giuseppe Center

✓ Done

Water pooling on floor in Men's Public Restroom

Completed by Michael Taylor
on 04/23/2026

Type: Reactive

Plumbing

Michael Taylor
Brandon Marrs

ID: #450

Visitor Center

Ⓜ On Hold

Network Cabling/Mounting at Visitor's Center

Parent: Visitor Center

Type: Reactive

Electrical

Brandon Marrs

ID: #449

Water and Sewer

✓ Done

Water & Sewer: Replace toilet seat in back bathroom

Completed by Michael Taylor
on 04/23/2026

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive

Fixtures -
paper
towel/toilet
paper

Michael Taylor

ID: #448

EMS

✓ Done

EMS - Bay Heater
running Yesterday

Completed by Michael Taylor
on 04/17/2026

Type: Reactive

Thermostat/Heat/HVAC

Michael Taylor

ID: #447

Water and Sewer

✓ Done

Greene County Water
& Sewer - Wasp in
building

Completed by Michael Taylor
on 04/17/2026

Type: Reactive

Pests

Michael Taylor

ID: #446

Water and Sewer

✓ Done

Water & Sewer Office :
Toilet seat broken

Completed by Michael Taylor
on 04/17/2026

Type: Reactive

Fixtures -
paper
towel/toilet
paper

Michael Taylor

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #445

Sheriff's Office

✓ Done

Snake and bugs
Type: Reactive

Completed by Michael Taylor
on 04/23/2026

Pests

Michael Taylor

Sheriff's Office

✓ Done

Side door broken
Type: Reactive

Completed by Michael Taylor
on 04/15/2026

Doors/Locks

Michael Taylor

ID: #443

School Board

Parent: Air Filter

✓ Done

AC not working/School Admin/Receptionist

Completed by Michael Taylor
on 04/16/2026

Type: Reactive

Thermostat/Heat/HVAC

Michael Taylor

ID: #442

JABA

Parent: Giuseppe Center

✓ Done

JABA SENIOR CENTER - REPAIR TOILET HANDLE

Completed by Brandon Marrs
on 04/09/2026

Type: Reactive

Plumbing

Brandon Marrs

Voter Registrar

✓ Done

ID: #441
Heat
Type: Reactive

Completed by Brandon Marrs
on 04/09/2026

Thermostat/Heat/HVAC

Brandon Marrs

WORK ORDER INFO LOCATION & ASSET DUE & STATUS TIME & COST PROCEDURE ANSWERS

ID: #440 Voter Registrar ✓ Done
Heat Completed by Brandon Marrs
Type: Reactive on 04/09/2026
[Thermostat/Heat/HVAC](#)

Brandon Marrs

ID: #439 Sheriff's Office ✓ Done
Vinyl on the back Completed by Brandon Marrs
stairs in loose and is on 04/09/2026
raised

Type: Reactive
[Other](#)

Brandon Marrs

ID: #438 EMS ✓ Done
EMS Dishwasher not Completed by Michael Taylor
cleaning dishes on 04/23/2026
Type: Reactive

[appliances](#)

Michael Taylor
Brandon Marrs

Signed off by

Date