

Monthly Board Report: MAY 2026

Building & Grounds Maintenance

MARCH: APRIL: MAY:

Work Requested:

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

3 year comparison request

May-24	22
May-25	40
May-26	25



Work Orders

Calendar View

Assigned To Due Date Location Add Filter

Work Orders

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

< May 2026 >

THURSDAY

FRIDAY

SATURDAY

SUNDAY

Today

My Filters

Search Work Orders

Door Lock Not Opening Sometimes
Lock to Main office door

04 VWF Monthly Fire Extinguisher Inspe...
05 Sheriff's Office Monthly Fire Extingui...
06 Glass Sliding Doors at Library Sticking &...
07 Automatic Door Still Not Opening Prop...
08 AC not working properly
09 Haul gravel
10 Pick up and deliver material for septic fl...
16 more

11 Commonwealth Attorney Quarterly F...
12 Health Department Quarterly Filter C...
13
14 Cooling Unit for Supervisor's Office Inst...
15 Lost, School Board Office, Receptionist
16 more

18 Leak
19 Front porch/ramp Needs replaced Hig...
20 Key box install
21 Urinal overflowing
22 Front entrance drain under sidewalk to ...
23 Kitchennete sink Water Odor
24 more

25 Chairs and file cabinet
26 Wasp Nest on Treasurer Drop Box
27 VCE Greene
28
29
30
31

Support

Maxine Morton

Settings

Work Orders List



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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ID: #512
URGENT!!!
Type: Reactive
8767 Seminole Trail
✓ **Done**
Completed by Michael Taylor
on 06/02/2026

Plumbing
Michael Taylor

ID: #511
School Board, Lori Eppard, Receptionist
School Board Office
Parent: Administration Building
✓ **Done**
Completed by Michael Taylor
on 06/02/2026

Type: Reactive
Thermostat/Heav/HVAC
Michael Taylor

ID: #510
Lights exchange
Health Department
Type: Reactive
✓ **Done**
Completed by Brandon Marrs
on 05/28/2026

Lighting
Brandon Marrs

ID: #509
EMS - Toilet Seat Broken
EMS
Type: Reactive
✓ **Done**
Completed by Brandon Marrs
on 05/28/2026

Plumbing
Brandon Marrs

ID: #508
Replace 2 smoke detectors in IT room
Sheriff's Office
Type: Reactive
✓ **Done**
Completed by Brandon Marrs
on 05/27/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Other Brandon Marrs ID: #505 Chairs and file cabinet Type: Reactive Furniture	Court House Complex	✓ Done Completed by Brandon Marrs on 05/26/2026		
ID: #507 VCE Greene Type: Reactive Electrical Brandon Marrs	EXT office	✓ Done Completed by Brandon Marrs on 05/26/2026		
ID: #506 Wasp Nest on Treasurer Drop Box Type: Reactive Pests Brandon Marrs	Treasurer Office	✓ Done Completed by Brandon Marrs on 05/26/2026		
ID: #504 Sheriff's Office Monthly Fire Extinguisher Inspection Type: Preventive Inspection	Fire Extinguisher Inspection	06/01/2026 🔓 Open		
ID: #386 Sheriff's Office Monthly Fire Extinguisher Inspection Type: Preventive	Fire Extinguisher Inspection	05/04/2026 ✓ Done Completed by Brandon Marrs on 05/26/2026		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Inspection ID: #503 Front entrance drain under sidewalk to Treasurer/COA is clogged with pine needle debris Type: Reactive Contract Out Michael Taylor	Treasurer Office	In Progress		
	ID: #502	Treasurer Office	On Hold	
	Kitchenette Sink Water Odor			
Plumbing Type: Reactive Michael Taylor				
	ID: #501	Giuseppe Center	Done	
	Urinal overflowing			
Plumbing Type: Reactive Brandon Marrs				
	ID: #491	Visitor Center	Done	
	Broken pane in Carriage House at Visitor Center			
windows Type: Reactive Brandon Marrs				
	ID: #500	Sheriff's Office	Done	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Key box Install Type: Reactive Doors/Locks Michael Taylor Brandon Marrs		Completed by Brandon Marrs on 05/19/2026		
ID: #499 Court House Monthly Fire Extinguisher Inspection Type: Preventive	Fire Extinguisher Inspection	06/01/2026 🔒 Open		
ID: #389 Court House Monthly Fire Extinguisher Inspection Type: Preventive Michael Taylor	Fire Extinguisher Inspection	05/04/2026 ✓ Done Completed by Michael Taylor on 05/19/2026		
ID: #498 Library/JABA Monthly Fire Extinguisher Inspection Type: Preventive	Fire Extinguisher Inspection	06/01/2026 🔒 Open		
ID: #388 Library/JABA Monthly Fire Extinguisher Inspection Type: Preventive Michael Taylor	Fire Extinguisher Inspection	05/04/2026 ✓ Done Completed by Michael Taylor on 05/19/2026		
ID: #497 Admin/School Board Monthly Fire Extinguisher Inspection Type: Preventive	Fire Extinguisher Inspection	06/01/2026 🔒 Open		

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #390 Admin/School Board Monthly Fire Extinguisher Inspection Type: Preventive Michael Taylor	Fire Extinguisher Inspection		05/04/2026 ✓ Done Completed by Michael Taylor on 05/19/2026		
	EMS		✓ Done Completed by Michael Taylor on 05/19/2026		
	ID: #490 EMS - Replace Screen in bunk room window Type: Reactive building repair Michael Taylor Brandon Marrs				
	Health Department		✓ Done Completed by Brandon Marrs on 05/18/2026		
ID: #466 Auto thermostat needed Type: Reactive Thermostat/Heat/HVAC Brandon Marrs	8767 Seminole Trail		✓ Done Completed by Brandon Marrs on 05/18/2026		
	ID: #495 Bulletin board Type: Reactive Other Brandon Marrs				
	Social Services		✓ Done Completed by Brandon Marrs on 05/18/2026		
	ID: #496 Soap dispenser Type: Reactive Other Brandon Marrs				