

Monthly Board Report: JULY 2026

Building & Grounds Maintenance

MAY:	JUNE:	JULY:
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Work Requested:

Road Signs	0	0	0
Plumbing	4	6	4
Lighting	1	2	3
Doors/Locks	1	2	5
Thermostat/Heat/HVAC	2	4	4
Cleaning	0	1	1
Pests	1	1	4
Other & Quarterly Filter Change	15	8	5
Contract Out	1	1	0
Total Work Orders	25	25	26

3 year comparison request

Jul-24	28
Jul-25	26
Jul-26	26

Work Orders

Search Work Orders

My Files

WORK

Work Orders

Requests

Purchase Orders

Messages

Optimize

Reporting

Automations

Meters

MANAGE

Assets

Parts Inventory

Maintenance Plans

Library

Categories

Locations

Teams / Users

Vendors

New

Assigned To

Due Date

Location

Add Filter

< July 2026 >

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

29

✓ Old Furniture, etc

✓ Gutters and front door

✓ EMS-New Stone and Oven

30

01

✓ Children's Bathroom Toilet Looking Wh...

✓ Fix running faucet in maintenance/entry...

03

04

05

06

✓ Sheriff's Office Monthly Fire Extingu...

✓ Court House Monthly Fire Extingu...

3 more

07

08

✓ Front office door not unlocking

✓ EMS - Condensation or leak in the upst...

5 more

09

11

12

13

14

15

16

17

18

19

20

✓ VCE Greene storage pod

✓ 3rd Stall Toilet in Women's Public Rest...

6 more

21

22

✓ EMS - AC Filters

✓ EMS-Old Building - Bay 3

2 more

23

24

✓ Hou/Deliver Parks & Rec side by side

25

26

27

✓ AC Fixed

✓ School Board Office, Receptionist

28

29

30

01

02

Support

Madina Morton

Settings



Work Orders List

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #569	School Board Office, Receptionist	School Board Office	Parent: Administration Building	✓ Done Completed by Brandon Marrs on 07/28/2026	
Type: Reactive	Plumbing				
Brandon Marrs					
ID: #568	AC fixed	Court House Complex	✓ Done Completed by Brandon Marrs on 07/28/2026		
Type: Reactive	Thermostat/Heat/HVAC				
Brandon Marrs					
ID: #567	Haul/Deliver Parks & Rec side by side	Parks and Recreation	✓ Done Completed by Brandon Marrs on 07/25/2026		
Type: Reactive	Other				
Brandon Marrs					
ID: #546	Fix running faucet in maintenance/server closet	Court House Complex	✓ Done Completed by Brandon Marrs on 07/25/2026		
Type: Reactive	Plumbing				
Brandon Marrs					

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #561 Water & Sewer Network Closet Type: Reactive <a>Carpentry Brandon Marrs	Water and Sewer Administrati ve Office Parent: Water and Sewer	Done Completed by Brandon Marrs on 07/25/2026		
ID: #529 Parks and Rec toilet paper dispenser Type: Reactive Low <a>Cleaning Brandon Marrs	Concession Stand Parent: Parks and Recreation	Done Completed by Brandon Marrs on 07/23/2026		
ID: #565 door Type: Reactive <a>Doors/Locks Michael Taylor	8767 Seminole Trail	Done Completed by Michael Taylor on 07/23/2026		
ID: #562 Back door Type: Reactive <a>Doors/Locks Michael Taylor	8767 Seminole Trail	On Hold		
ID: #566 Heating/Air Thermostat not reading correctly Type: Reactive <a>Thermostat/Heat/HVAC Michael Taylor	Health Department	Done Completed by Michael Taylor on 07/23/2026		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Brandon Marrs				
ID: #564 EMS-Old Building - Bay 3 Type: Reactive Pests	EMS	✓ Done Completed by Brandon Marrs on 07/23/2026		
Brandon Marrs				
ID: #563 EMS - AC Filters Type: Reactive Thermostat/Heat/HVAC	EMS	✓ Done Completed by Brandon Marrs on 07/23/2026		
Brandon Marrs				
ID: #557 Light out in the waiting room Type: Reactive Lighting	8767 Seminole Trail	✓ Done Completed by Brandon Marrs on 07/22/2026		
Brandon Marrs				
ID: #556 Light Cover Popped off at the Greene County Library Type: Reactive Lighting	Library Parent: Giuseppe Center	✓ Done Completed by Brandon Marrs on 07/20/2026		
Brandon Marrs				
ID: #558 Lighting cover in Children's / Family Bathroom found on floor Type: Reactive	Library Parent: Giuseppe Center	✓ Done Completed by Brandon Marrs on 07/20/2026		

Lighting

Brandon Marrs

ID: #560School Board Office, ReceptionistParent: Administration Building✓ DoneCompleted by Brandon Marrs on 07/20/2026

Type: Reactive

Doors/Locks

Lawn care

Brandon Marrs

ID: #559TOILET CONSTANTLY RUNNING AT THE JABALIBRARY BUILDINGParent: Giuseppe Center✓ DoneCompleted by Brandon Marrs on 07/20/2026

Type: Reactive

Plumbing

Brandon Marrs

ID: #5553rd Stall Toilet in Women's Public RestroomParent: Giuseppe Center✓ DoneCompleted by Brandon Marrs on 07/20/2026

Type: Reactive

Plumbing

Brandon Marrs

ID: #554VCE Greene storage podEXT office✓ DoneCompleted by Michael Taylor on 07/20/2026

Type: Reactive

Furniture

Michael Taylor

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #553 EMS - Lightning Strike - Electrical Issues Type: Reactive Electrical Michael Taylor Brandon Marrs	EMS	✓ Done Completed by Michael Taylor on 07/09/2026		
ID: #552 Hornets - Back patio Type: Reactive Pests Michael Taylor	Visitor Center	✓ Done Completed by Michael Taylor on 07/09/2026		
ID: #551 Ant Spray Type: Reactive Pests Michael Taylor	Visitor Center	✓ Done Completed by Michael Taylor on 07/09/2026		
ID: #550 Ant Spray Type: Reactive Pests Michael Taylor	Visitor Center	✓ Done Completed by Michael Taylor on 07/09/2026		
ID: #549 DOOR Type: Reactive Doors/Locks Michael Taylor Brandon Marrs	8767 Seminole Trail	✓ Done Completed by Michael Taylor on 07/09/2026		
ID: #548 EMS		✓ Done		

EMS - Condensation
or leak in the upstairs
ac unit

Completed by Michael Taylor
on 07/09/2026

Type: Reactive

Thermostat/Hea/HVAC

Michael Taylor

Brandon Marrs

ID: #542

Health Department

✓ Done

Gutters and front door

Type: Reactive

Completed by Michael Taylor
on 07/09/2026

Doors/Locks

Other

Michael Taylor

Signed off by

Date