

Monthly Board Report: AUGUST 2026

Building & Grounds Maintenance

JUNE: JULY: AUGUST:

Work Requested:

Road Signs	0	0	2
Plumbing	6	4	2
Lighting	2	3	0
Doors/Locks	2	5	2
Thermostat/Heat/HVAC	4	4	0
Cleaning	1	1	1
Pests	1	4	0
Other & Quarterly Filter Change	8	5	37
Contract Out	1	0	0
Total Work Orders	25	26	44

3 year comparison request

Aug-24	14
Aug-25	25
Aug-26	44

Work Orders

Calendar View

Search Work Orders

New Work Order

- WORK
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Assigned to Due Date Location Add Filter

Week

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

< August 2026 >

My Files

27 ✓ AC fixed
School Board Office, Receptionist

02

03 ✓ We need to wash our hands

04 ✓ Display Board
✓ CEILING LEAK BACK OFFICE (ERIN)

05 ✓ Relocating file cabinet
✓ Sign reinstall

06

07

08

09

10 ✓ Health Department Quarterly Filter ...
✓ VWF Quarterly Filter Change

11 ✓ Outlet sparking

12 ✓ Cracked Pipe on Right Urinal in Men's ...
✓ Sign install

13 ✓ New named road sign install - Alan Rid...

14

15

16

17 ✓ Extension to counter top
✓ AC

18

19 ✓ Judge's Exterior Door Rob Access

20

21

22

23

24 ✓ Family / Children's Bathroom Door Loc...
✓ Corbboard

25

26 ✓ Gutter Issue

27

28

29

30

01

02

03

04

05

06

Support

Madison Morton
Settings



Work Orders List

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #577 Flags replaced Type: Reactive Other Flags Michael Taylor Brandon Marrs	Court House Complex	✓ Done Completed by Michael Taylor on 08/28/2026		
ID: #576 Removal of office items Type: Reactive Furniture Michael Taylor Brandon Marrs	Court House Complex	✓ Done Completed by Michael Taylor on 08/28/2026		
ID: #621 Women's Bathroom Paper Towel Dispenser Type: Reactive Fixtures - paper towel/toilet paper Cleaning Team Michael Taylor	Administration Building	✓ Done Completed by Michael Taylor on 08/28/2026		
ID: #619 Family / Children's Bathroom Door Lock and Staff Bathroom	Library Parent: Giuseppe Center	Ⓜ On Hold		

Door Lock

Malfunctioning

Type: Reactive

Doors/Locks

Michael Taylor
Brandon Marrs

Health Department

✓ Done

Completed by Michael Taylor
on 08/27/2026

ID: #620

Gutter Issue

Type: Reactive

Roofing

gutters

Michael Taylor
Brandon Marrs

Administration Building

✓ Done

Completed by Michael Taylor
on 08/25/2026

ID: #618

Corkboard

Type: Reactive

Other

peg
board/white
board

Michael Taylor
Brandon Marrs

EXT office

✓ Done

Completed by Brandon Marrs
on 08/20/2026

ID: #587

Septic/Water Lines
Gurgling at Extension
Office

Type: Reactive

Plumbing

Michael Taylor
Brandon Marrs

8767 Seminole Trail

✓ Done

ID: #593

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Ceiling Tiles

Type: Reactive

Other

Completed by Brandon Marrs
on 08/20/2026

Brandon Marrs

ID: #617

Court House Complex

On Hold

Judge's Exterior Door
Fob Access

Type: Reactive

Doors/Locks

ID: #616

Health
Department
Parent: Air
Department Filter11/09/2026
OpenHealth Department
Quarterly Filter
ChangeType: Preventive
Brandon Marrs

ID: #394

Health
Department
Parent: Air
Department Filter08/10/2026
Done
Completed by Michael Taylor
on 08/17/2026Health Department
Quarterly Filter
ChangeType: Preventive
Michael Taylor
Brandon Marrs

ID: #615

Visitor
Center
Parent: Air
Filter11/09/2026
OpenVisitor Center
Quarterly Filter
ChangeType: Preventive
Brandon Marrs

ID: #471

Visitor
Center
Parent: Air
Filter08/10/2026
Done
Completed by Michael Taylor
on 08/17/2026Visitor Center
Quarterly Filter
Change

Type: Preventive

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Michael Taylor Brandon Marrs					
ID: #423 Sign reinstall Type: Reactive	Road signs		✓ Done Completed by Michael Taylor on 08/17/2026		
		Road Signs			
		Michael Taylor			
ID: #614 Commonwealth Attorney Quarterly Filter Change Type: Preventive Brandon Marrs	Commonwealth Attorney	(1)18X24X1 / (1)14X14X1	11/09/2026 🔓 Open		
		Commonwealth Attorney Parent: Air Filter			
		Michael Taylor Brandon Marrs			
ID: #483 Commonwealth Attorney Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Commonwealth Attorney	(1)18X24X1 / (1)14X14X1	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
		Commonwealth Attorney Parent: Air Filter			
		Michael Taylor Brandon Marrs			
ID: #613 Sheriff's Office Monthly Fire Extinguisher Inspection Type: Preventive	Fire Extinguisher Inspection		09/07/2026 🔓 Open		
		Inspection			
		Sheriff's Office Monthly Fire Extinguisher Inspection			
ID: #513 Sheriff's Office Monthly Fire Extinguisher Inspection Type: Preventive	Fire Extinguisher Inspection		07/06/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
		Inspection			
		Sheriff's Office Monthly Fire Extinguisher Inspection			

Inspection

Michael Taylor

ID: #518

Sign Install

Type: Reactive

Road signs

On Hold

Road Signs

ID: #574

Relocating file cabinet

Type: Reactive

Commissioner of Revenue

On Hold

Furniture

Michael Taylor

Brandon Marrs

ID: #612

VMF Quarterly Filter Change

Type: Preventive

Brandon Marrs

Air Filter

11/09/2026

Open

ID: #467

VMF Quarterly Filter Change

Type: Preventive

Michael Taylor

Brandon Marrs

Air Filter

08/10/2026

Done
Completed by Michael Taylor on 08/17/2026

ID: #611

Lower Court Quarterly Filter Change

Type: Preventive

Brandon Marrs

Lower Court Parent: Air Filter

11/09/2026

Open

ID: #468

Lower Court Quarterly Filter Change

Type: Preventive

Michael Taylor

Brandon Marrs

Lower Court^{Parent: Air Filter}

08/10/2026

✓ Done

Completed by Michael Taylor on 08/17/2026

ID: #610

Voter Registration Quarterly Filter Change

Type: Preventive

Brandon Marrs

Voter Registration^{Parent: Air Filter}

11/09/2026

🔓 Open

Signed off by

Date



Work Orders List

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #394 Health Department Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Health Department Parent: Air Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #471 Visitor Center Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Visitor Center Parent: Air Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #483 Commonwealth Attorney Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Commonwealth Attorney Parent: Air Filter (1)18X24X1 / (1)14X14X1	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #467 VMF Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Air Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #468 Lower Court Quarterly	Lower Court Parent: Air Filter	08/10/2026 ✓ Done		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Filter Change				
Type: Preventive Michael Taylor Brandon Marrs		Completed by Michael Taylor on 08/17/2026		
ID: #469 Voter Registration Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Voter Registration Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #470 Social Services/Ext. Office Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Social Service/EX T Office Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #472 Haney House Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Haney House Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #473 Water & Sewer Maint Shop Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Water and Sewer Maintenance Filter e Shop	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026		
ID: #474	School Board	08/10/2026 ✓ Done Parent: Air Filter		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
School Board Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs		Completed by Michael Taylor on 08/17/2026		
ID: #475 Administration Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Administration on Filter	Parent: Air Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026	
ID: #476 EMS Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	EMS	Parent: Air Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026	
ID: #477 Sheriff's Office Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Sheriff's Office	Parent: Air Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026	
ID: #478 Library/JABA Quarterly Filter Change Type: Preventive Michael Taylor Brandon Marrs	Library/JAB A	Parent: Air Filter	08/10/2026 ✓ Done Completed by Michael Taylor on 08/17/2026	

ID: #479

Ruckersville Sewer Plant Quarterly Filter Change

Type: Preventive

Michael Taylor

Brandon Marrs

Ruckersville Sewer Plant

Parent: Air Filter

08/10/2026

✓ Done

Completed by Michael Taylor on 08/17/2026

ID: #481

Treasurers Office Quarterly Filter Change

Type: Preventive

Michael Taylor

Brandon Marrs

Treasurer Office

Parent: Air Filter

08/10/2026

✓ Done

Completed by Michael Taylor on 08/17/2026

ID: #482

Animal Shelter Quarterly Filter Change

Type: Preventive

Michael Taylor

Brandon Marrs

Animal Shelter

Parent: Air Filter

08/10/2026

✓ Done

Completed by Michael Taylor on 08/17/2026

ID: #480

Upper Court Quarterly Filter Change

Type: Preventive

Brandon Marrs

Upper Court

Parent: Air Filter

08/10/2026

✓ Done

Completed by Brandon Marrs on 08/03/2026

Signed off by

Date