

Monthly Board Report: SEPTEMBER 2026

Building & Grounds Maintenance

JULY: AUGUST: SEPTEMBER:

Work Requested:

Road Signs	0	2	2
Plumbing	4	2	4
Lighting	3	0	1
Doors/Locks	5	2	6
Thermostat/Heat/HVAC	4	0	4
Cleaning	1	1	0
Pests	4	0	1
Other & Quarterly Filter Change	5	37	7
Contract Out	1	0	0
Total Work Orders	26	44	25

3 year comparison	request	
	Sep-24	18
	Sep-25	35
	Sep-26	25

- WORK
- Work Orders
 - Requests
 - Purchase Orders
 - Messages

- OPTIMIZE
- Reporting
 - Master/Details
 - Master/Details
 - Reporting Details
 - Recent Activity
 - Assets
 - Export Data
 - Part Inventory
 - Part Inventory
 - Maintenance Plans
 - Library
 - Master/Details
 - Reservations
 - Teams / Users
 - Vendors

Assigned To Location Add Filter

Week

MONDAY

31

TUESDAY

01

WEDNESDAY

02

THURSDAY

03

FRIDAY

04

SATURDAY

05

SUNDAY

06

September 2026

✓ EMS - Dryer not drying

✓ Closet light not working / burned out

✓ Cable Run for Water & Sewer Office

✓ County Administrator's Office Cabinet

4 more

✓ VWF Monthly Fire Extinguisher Insp...

✓ Admin/School Board Monthly Fire...

✓ Library/JABA Monthly Fire Extingui...

2 more

07

08

09

10

11

12

13

✓ Deer Stuck Open

✓ Thermostat in Lisa's Office

✓ HVAC units not working

✓ AC not working

✓ Staff Bathroom Toilet Drain

14

15

16

17

18

19

20

21

✓ Sign Install

✓ New lock for Clerk's Office

✓ VCE Greene - large items for disposal

10 more

22

23

24

25

26

✓ VCE Greene

✓ School Board Office, Lori Eppard

27

28

29

01

02

03

04



Work Orders List

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #655 VCE Greene Type: Reactive Plumbing Michael Taylor Brandon Marrs	Water and Sewer	On Hold Part Status: No Part		
ID: #654 School Board Office, Lori Eppard Type: Reactive Doors/Locks Michael Taylor	School Board Office Parent: Administration Building	Done Completed by Michael Taylor on 09/27/2026 Part Status: No Part		
ID: #641 EMS - Bathroom sinks draining slowly Type: Reactive Plumbing Brandon Marrs	EMS	Done Completed by Brandon Marrs on 09/22/2026 Part Status: No Part		
ID: #642 Annex Door Type: Reactive Doors/Locks Brandon Marrs	Voter Registration Filter Parent: Air	Done Completed by Brandon Marrs on 09/22/2026 Part Status: No Part		
ID: #640 Staff Bathroom Toilet Drain	Library Parent: Giuseppe Center	Done Completed by Brandon Marrs on 09/22/2026		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive • Plumbing Michael Taylor Brandon Marrs		Part Status: No Part		
ID: #653 Grass cutting or weed eating Type: Reactive Lawn care Brandon Marrs	Health Department	✓ Done Completed by Brandon Marrs on 09/22/2026 Part Status: No Part		
ID: #652 Ants in the downstairs office Type: Reactive Pests Brandon Marrs	Visitor Center	✓ Done Completed by Brandon Marrs on 09/22/2026 Part Status: No Part		
ID: #651 Women's bathroom sink will not drain Type: Reactive • Plumbing Brandon Marrs	Sheriff's Office	✓ Done Completed by Brandon Marrs on 09/22/2026 Part Status: No Part		
ID: #650 Grass - Greene Health Department Type: Reactive Lawn care Brandon Marrs	Health Department	✓ Done Completed by Brandon Marrs on 09/22/2026 Part Status: No Part		

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #649

Giuseppe Center

✓ Done

Completed by Brandon Marrs
on 09/22/2026

Issues with Sliding
Doors at the
JABA/Greene County
Library Entrance

Part Status: No Part

Type: Reactive

[Doors/Locks](#)

Brandon Marrs

ID: #648

EMS

🔓 Open

Part Status: No Part

EMS - Bay Door 1
noise

Type: Reactive

[Doors/Locks](#)

ID: #647

Administration Building

🔓 Open

Part Status: No Part

Lights out in Planning
Hallway

Type: Reactive

[Lighting](#)

ID: #646

EXT office

🔓 Open

Part Status: No Part

VCE Greene - large
items for disposal

Type: Reactive

[Other](#)

ID: #645

Court House Complex

🔓 Open

Part Status: No Part

New lock for Clerk's
Office

Type: Reactive

[Doors/Locks](#)

ID: #644

Administration Building

✓ Done

Completed by Brandon Marrs
on 09/22/2026

Hot as Hiatus In
County Admin:

planning office to the kitchen

Part Status: No Part

Type: Reactive

Thermostat/Heat/HVAC

Brandon Marrs

ID: #643Road signs

Sign install

Type: Reactive

Open

Part Status: No Part

Road Signs

ID: #639Animal Shelter

AC not working

Type: Reactive

Done

Completed by Brandon Marrs on 09/11/2026

Part Status: No Part

Thermostat/Heat/HVAC

Brandon Marrs

ID: #638Sheriff's Office

HVAC units not working

Type: Reactive

Done

Completed by Brandon Marrs on 09/11/2026

Part Status: No Part

Thermostat/Heat/HVAC

Brandon Marrs

ID: #637Administration Building

Thermostat in Lisa's Office

Type: Reactive

Done

Completed by Brandon Marrs on 09/11/2026

Part Status: No Part

Thermostat/Heat/HVAC

Brandon Marrs

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #636

Door Stuck Open

Type: Reactive

Doors/Locks

Brandon Marrs

Giuseppe Center

✓ Done

Completed by Brandon Marrs
on 09/11/2026

Part Status: No Part

ID: #635

Road sign Old Farm
and North Ridge

Type: Reactive

Road
Signs

Brandon Marrs

Road signs

🔓 Open

Part Status: No Part

ID: #634

School Board
Quarterly Filter
Change

Type: Preventive
Brandon Marrs

School Board Parent: Air
Filter

02/08/2027
🔓 Open

Part Status: Assigned

ID: #606

School Board
Quarterly Filter
Change

Type: Preventive
Brandon Marrs

School Board Parent: Air
Filter

11/09/2026
✓ Done

Completed by Brandon Marrs
on 09/04/2026

Part Status: Issued

ID: #633

Administration
Quarterly Filter
Change

Type: Preventive
Brandon Marrs

Administration Parent: Air
Filter

02/08/2027
🔓 Open

Part Status: Assigned

ID: #605

Administration
Quarterly Filter

Administration Parent: Air
Filter

11/09/2026
✓ Done

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Change

Type: Preventive
Brandon Marrs

Completed by Brandon Marrs
on 09/04/2026
Part Status: Issued

Signed off by

Date