

Monthly Board Report: DECEMBER 2025

Building & Grounds Maintenance

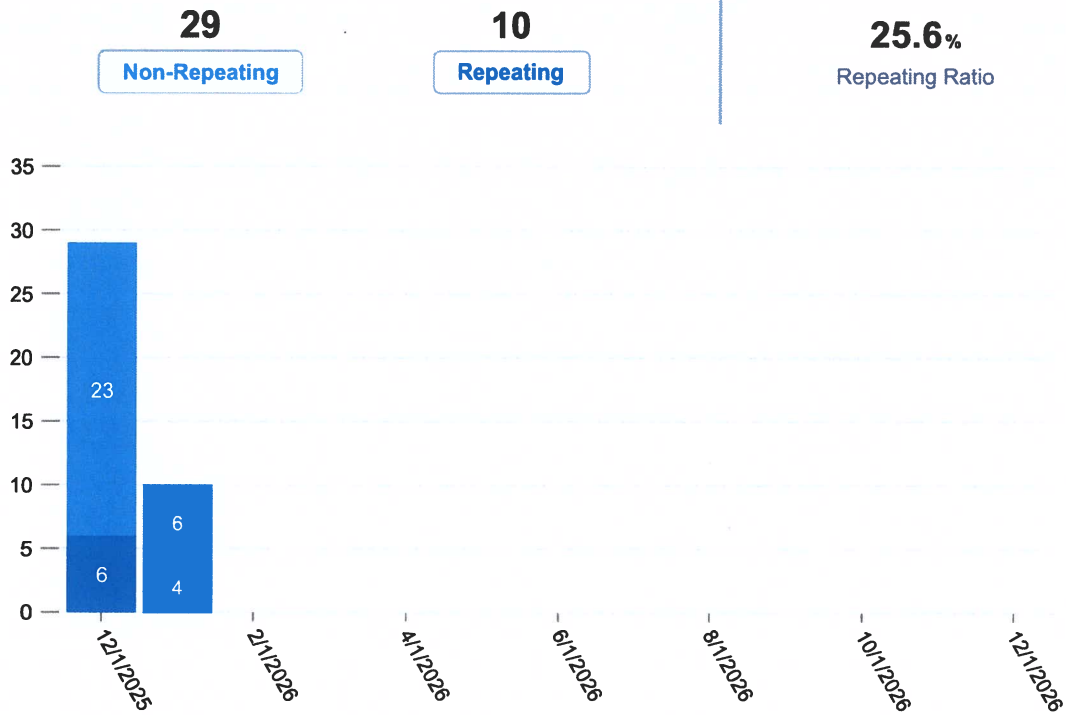
OCTOBER: NOVEMBER: DECEMBER:

Work Requested:

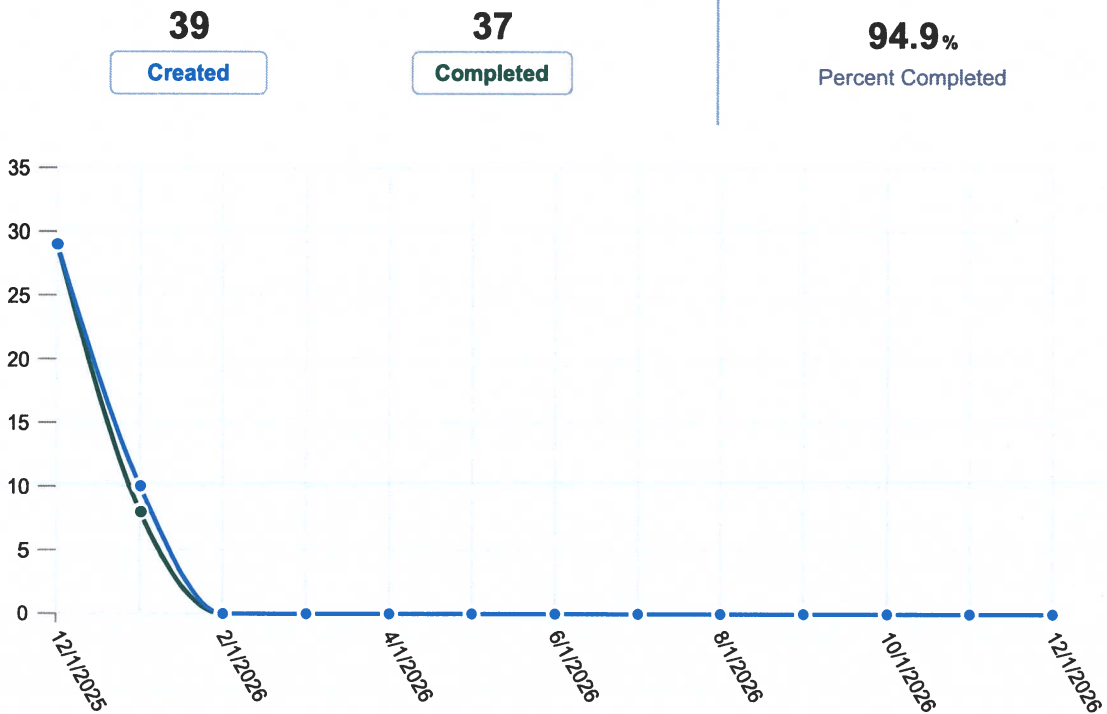
Road Signs	2	4	1
Plumbing	6	4	3
Lighting	3	7	3
Doors/Locks	7	5	2
Thermostat/Heat/HVAC	1	2	4
Cleaning	1	0	0
Pests	2	0	0
Other & Quarterly Filter Change	13	57	26
Contract Out	0	0	0
Total Work Orders	35	79	39

3 year comparison	request
Nov. 2023	26
Nov. 2024	24
Nov. 2025	39

### Non-Repeating vs. Repeating DEC



### Created vs. Completed DEC





## Work Orders

Calendar View

Search Work Orders

New Work Order

Assigned To + Add Filter

My Filters

- Work Orders
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- Vendors

Week

December 2025

Today

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

01

02

03

04

05

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31

01

02

03

04

✓ VNF Monthly Fire Extinguisher Insp...  
✓ Admin/School Board Monthly Fire Ex...  
✓ Court House Monthly Fire Extinguish...  
[2 more](#)

⊕ Sign Install  
⊕ VNF Heater stack pipe leak  
✓ HVAC vibrating at 201 Progress Place R...  
✓ Water Plant-Backed-Up Toilet and Drain...

✓ VCE Greens Bathroom door

✓ VNF Front heater in the shop

✓ Emergency Services Dryer Vent and Bar ...

✓ ICE on sidewalk  
✓ Kitchen faucet  
✓ DSS Cable Run  
✓ VNF rear heater in the shop

✓ Front door sticking open at health dept

✓ EMS - Front Door Middle Bar loose

✓ Dryer Issues  
✓ Water frozen

✓ Public Women's Restroom Toilet Drip...  
⊕

✓ Greene Solid Waste needs the light bulbs...  
⊕ Sign Install

✓ Heaters Not Working South-Side Half o...  
✓ Toilet in public men's room clogged  
[2 more](#)

CREATING FILE

Download [1](#) | Open [2](#)

July2025.pdf

View in Download Center

Support

Melissa Morton

Settings

# Work Orders List



WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #339 Heat in lower building Type: Reactive Thermostat/Heat/HVAC	Transfer Station		🕒 On Hold		
	Michael Taylor				
ID: #338 VCE greene Paper towel roll is not working Type: Reactive Fixtures - paper towel/toilet paper	EXT office		✓ Done Completed by Michael Taylor on 01/06/2026		
	Michael Taylor				
ID: #331 Install baby changing station Type: Reactive Fixtures - paper towel/toilet paper	8767 Seminole Trail		🕒 On Hold		
	Michael Taylor Brandon Marrs				
ID: #337 Movement of files Type: Reactive	Administration Building		🕒 01/20/2026 🔓 Open		

## Furniture

Michael Taylor  
Brandon Marrs

ID: #336  
Admin/School Board  
Monthly Fire  
Extinguisher  
Inspection  
Type: Preventive  
Fire Extinguisher  
Inspection  
02/02/2026  
 Open

ID: #311  
Admin/School Board  
Monthly Fire  
Extinguisher  
Inspection  
Type: Preventive  
Brandon Marrs  
Fire Extinguisher  
Inspection  
01/05/2026  
✓ Done  
Completed by Brandon Marrs  
on 01/06/2026

ID: #335  
Sheriff's Office  
Monthly Fire  
Extinguisher  
Inspection  
Type: Preventive  
Inspection  
Fire Extinguisher  
Inspection  
03/02/2026  
 Open

ID: #310  
Sheriff's Office  
Monthly Fire  
Extinguisher  
Inspection  
Type: Preventive  
Inspection  
Brandon Marrs  
Fire Extinguisher  
Inspection  
02/02/2026  
✓ Done  
Completed by Brandon Marrs  
on 01/06/2026

ID: #334  
Library/JABA Monthly  
Fire Extinguisher  
Fire Extinguisher  
Inspection  
02/02/2026  
 Open

## Inspection

Type: Preventive

ID: #309

Library/JABA Monthly

Fire Extinguisher  
Inspection

01/05/2026

✓ Done

Completed by Brandon Marrs  
on 01/06/2026

Fire Extinguisher

Inspection

Type: Preventive

Brandon Marrs

ID: #333

Court House Monthly

Fire Extinguisher  
Inspection

02/02/2026

🔒 Open

Fire Extinguisher

Inspection

Type: Preventive

ID: #308

Court House Monthly

Fire Extinguisher  
Inspection

01/05/2026

✓ Done

Completed by Brandon Marrs  
on 01/06/2026

Fire Extinguisher

Inspection

Type: Preventive

Brandon Marrs

ID: #323

Public Women's

Library  
Parent:  
Giuseppe  
Center

✓ Done

Completed by Michael Taylor  
on 01/06/2026

Restroom Toilet

Inspection

Dripping Water &  
Puddling

Inspection

Type: Reactive

🔴 Medium

Plumbing

Michael Taylor

ID: #330

Light is out in

8767 Seminole Trail

✓ Done

Completed by Michael Taylor  
on 01/06/2026

bathroom

Inspection

Type: Reactive

Lighting

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Michael Taylor

ID: #332

Water and Sewer

 Open

Heat in lab building  
not working (Rapidan  
Wastewater) 201  
Progress Place.

Type: Reactive

Thermostat/Heat/HVAC

Brandon Marrs

ID: #294

Water and Sewer

 On Hold

Water & Sewer - PS  
Light Poles

Type: Reactive

Lighting

ID: #326

Road signs

 On Hold

Sign Install

Type: Reactive

Road  
Signs

ID: #327

Library/JAB  
A Parent: Air  
Filter

 Done

Toilet in public men's  
room clogged

Type: Reactive

Plumbing

Brandon Marrs

ID: #329

EMS

 Done

Door closer is loose  
on Bathroom #1 door

Type: Reactive

Doors/Locks

Brandon Marrs

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #328

Leak under building

Health Department

✓ Done

Type: Reactive

Completed by Brandon Marrs  
on 12/31/2025

Plumbing

Brandon Marrs

ID: #322

EMS - Front Door  
Middle Bar loose

EMS

✓ Done

Completed by Brandon Marrs  
on 12/31/2025

Type: Reactive

Doors/Locks

Brandon Marrs

ID: #303

HVAC vibrating at 201  
Progress Place  
(Rapidan Wastewater  
Plant)

Waste  
Water  
Treatment  
Plant

Parent: Water  
and Sewer

✓ Done

Completed by Brandon Marrs  
on 12/31/2025

Type: Reactive

Thermostat/Heat/HVAC

Brandon Marrs

ID: #325

Heaters Not Working-  
South-Side Half of  
Plant

Water  
Treatment  
Plant

Parent: Water  
and Sewer

✓ Done

Completed by Brandon Marrs  
on 12/31/2025

Type: Reactive

Thermostat/Heat/HVAC

Brandon Marrs

ID: #324

Greene Solid Waste  
needs the light bulbs  
replaced in the men's  
bathroom

Transfer Station

✓ Done

Completed by Michael Taylor  
on 12/30/2025

Type: Reactive



Lighting

Michael Taylor  
Brandon Marrs

ID: #255

8767 Seminole Trail

Window

Type: Reactive

Other

Michael Taylor

✓ Done

Completed by Michael Taylor  
on 12/16/2025

Signed of

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