

## Monthly Board Report: DECEMBER 2025

### Building & Grounds Maintenance

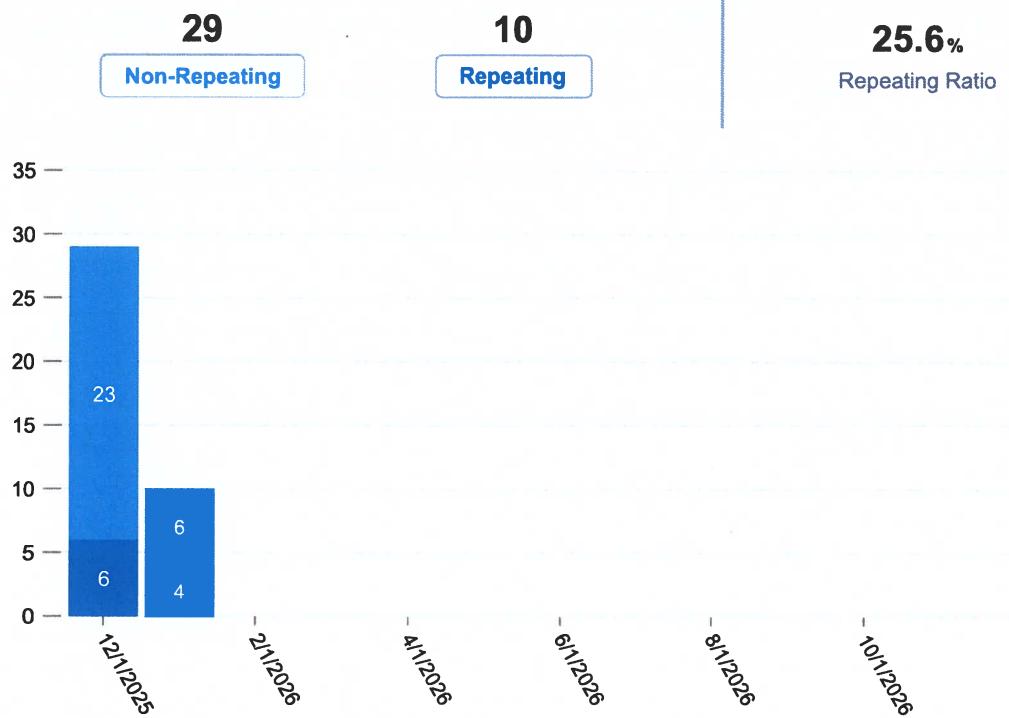
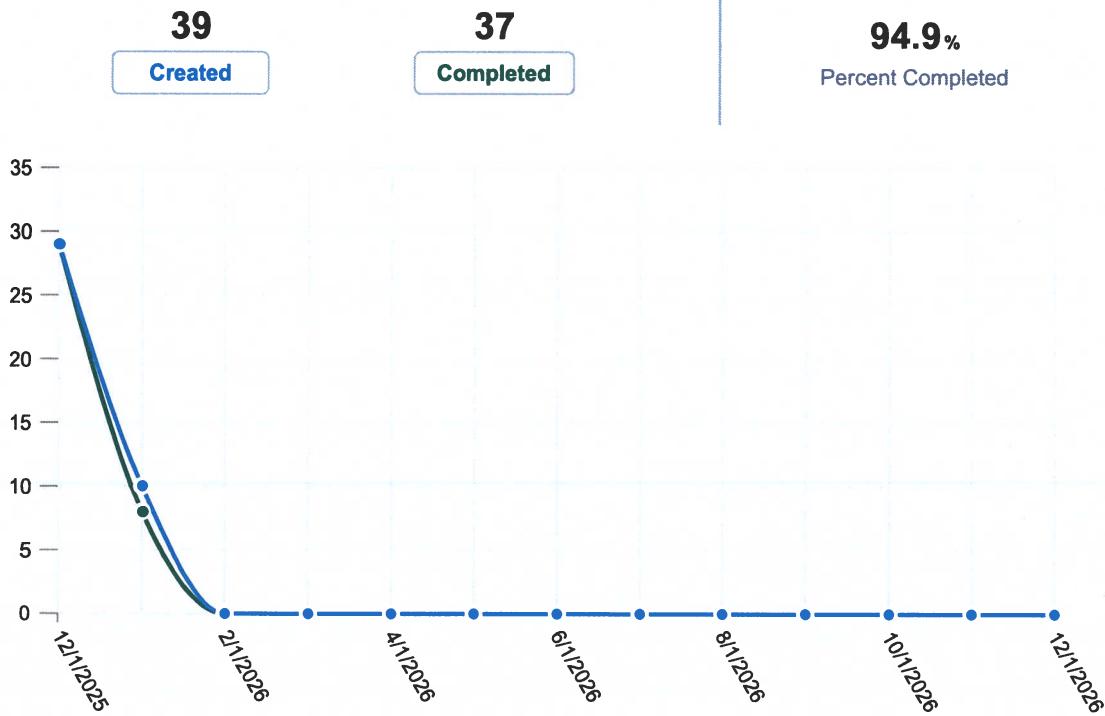
OCTOBER: NOVEMBER: DECEMBER:

#### 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
<b>Total Work Orders</b>	<b>35</b>	<b>79</b>	<b>39</b>

#### 3 year comparison request

Nov. 2023	26
Nov. 2024	24
Nov. 2025	39

**Non-Repeating vs. Repeating DEC****Created vs. Completed DEC**



# Work Orders List

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

## Furniture

Michael Taylor  
Brandon Marrs

ID: #336

Admin/School Board

Fire Extinguisher  
Inspection

02/02/2026  
Open

Monthly Fire  
Extinguisher  
Inspection

Type: Preventive

ID: #311

Admin/School Board

Fire Extinguisher  
Inspection

01/05/2026  
Done

Completed by Brandon Marrs  
on 01/06/2026

Monthly Fire  
Extinguisher  
Inspection

Type: Preventive

Brandon Marrs

ID: #335

Sheriff's Office

Fire Extinguisher  
Inspection

03/02/2026  
Open

Monthly Fire  
Extinguisher  
Inspection

Type: Preventive

Inspection

ID: #310

Sheriff's Office

Fire Extinguisher  
Inspection

02/02/2026  
Done

Completed by Brandon Marrs  
on 01/06/2026

Monthly Fire  
Extinguisher  
Inspection

Type: Preventive

Inspection

Brandon Marrs

ID: #334

Library/JABA Monthly  
Fire Extinguisher

Fire Extinguisher  
Inspection

02/02/2026  
Open

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Inspection				
Type: Preventive				
ID: #309	Fire Extinguisher Inspection	01/05/2026 ✓ Done		
Library/JABA Monthly				Completed by Brandon Marrs on 01/06/2026
Fire Extinguisher Inspection				
Type: Preventive				
Brandon Marrs				
ID: #333	Fire Extinguisher Inspection	02/02/2026 🔓 Open		
Court House Monthly				
Fire Extinguisher Inspection				
Type: Preventive				
Brandon Marrs				
ID: #323	Fire Extinguisher Inspection	01/05/2026 ✓ Done		
Public Women's Restroom Toilet Dripping Water & Puddling		Completed by Brandon Marrs on 01/06/2026		
Type: Preventive				
Brandon Marrs				
ID: #323	Fire Extinguisher Inspection	01/05/2026 ✓ Done		
Public Women's Restroom Toilet Dripping Water & Puddling		Completed by Michael Taylor on 01/06/2026		
Type: Reactive				
Medium				
Plumbing				
Michael Taylor				
ID: #330	8767 Seminole Trail	✓ Done		
Light is out in bathroom		Completed by Michael Taylor on 01/06/2026		
Type: Reactive				
Lighting				

## WORK ORDER INFO

## LOCATION &amp; ASSET

## DUE &amp; STATUS

## TIME &amp; COST

## PROCEDURE ANSWERS

Michael Taylor

ID: #332  
**Heat in lab building not working (Rapidan Wastewater) 201 Progress Place.**  
 Type: Reactive

[Thermostat/Heat/HVAC](#)

Brandon Marrs

Water and Sewer



Open

ID: #294  
**Water & Sewer - PS**

**Light Poles**

Type: Reactive  
[Lighting](#)

Water and Sewer



On Hold

ID: #326  
**Sign Install**

**Type: Reactive**

[Road Signs](#)

Road signs



On Hold

ID: #327  
**Toilet in public men's room clogged**

Type: Reactive  
[Plumbing](#)

Library/JAB Parent: Air Filter



Done

Completed by Brandon Marrs  
 on 01/05/2026

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		Health Department	✓ Done		
<b>Leak under building</b>					
Type: Reactive					
<b>Plumbing</b>					
Brandon Marrs					
ID: #322	EMS		✓ Done		
<b>EMS - Front Door</b>					
<b>Middle Bar loose</b>					
Type: Reactive					
<b>Doors/Locks</b>					
Brandon Marrs					
ID: #303	Waste Water Treatment		✓ Done		
<b>HVAC vibrating at 201 Progress Place</b>					
<b>(Rapidan Wastewater Plant)</b>	Plant	Parent: Water and Sewer	Completed by Brandon Marrs on 12/31/2025		
Type: Reactive					
<b>Thermostat/Heat/HVAC</b>					
Brandon Marrs					
ID: #325	Water Treatment		✓ Done		
<b>Heaters Not Working- South-Side Half of Plant</b>	Plant	Parent: Water and Sewer	Completed by Brandon Marrs on 12/31/2025		
Type: Reactive					
<b>Thermostat/Heat/HVAC</b>					
Brandon Marrs					
ID: #324	Transfer Station	✓ Done			
<b>Greene Solid Waste needs the light bulbs replaced in the men's bathroom</b>					
Type: Reactive					
Generated for Greene County VA					
<b>Ma</b>					

## WORK ORDER INFO

## LOCATION &amp; ASSET

## DUE &amp; STATUS

## TIME &amp; COST

## PROCEDURE ANSWERS

**Lighting**

Michael Taylor  
Brandon Marrs

ID: #255  
Window

Type: Reactive  
Other

8767 Seminole Trail  Done  
Completed by Michael Taylor  
on 12/16/2025

Michael Taylor

Signed of

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