



624

Prev Next

Description

Filters and ceiling tiles Check and change filters and ceiling tiles - External ID "21496"

Submitted

3/5/2024 12:00 AM

Location

[Westfield Intermediate School](#) | [Pre-ML Work Orders](#)

Assigned To

Barb Graves

Requestor

[Barb Graves](#)

Email

gravesb@wws.k12.in.us

Phone

Priority

Low

General Information

Status

Completed - 3/19/2024 12:00:00 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

3/11/2024

Days Open

14

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



625

Prev Next

Description

Filters Check and change - External ID "20650"

Submitted

1/23/2024 12:00 AM

Location

[Westfield Intermediate School](#) | [Pre-ML Work Orders](#)

Assigned To

Barb Graves

Requestor

[Barb Graves](#)

Email

gravesb@wws.k12.in.us

Phone

Priority

Low

General Information

Status

Completed - 1/30/2024 12:00:00 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

1/17/2024

Days Open

7

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



626

Prev Next

Description

Filters Check and change - External ID "20217"

Submitted

1/2/2024 12:00 AM

Location

[Westfield Intermediate School](#) | [Pre-ML Work Orders](#)

Assigned To

Barb Graves

Requestor

[Barb Graves](#)

Email

gravesb@wws.k12.in.us

Phone

Priority

Low

General Information

Status

Completed - 1/16/2024 12:00:00 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

1/9/2024

Days Open

14

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



629

Prev Next

Description

Filters Change filters - External ID "19809"

Submitted

12/4/2023 12:00 AM

Location

[Westfield Intermediate School](#) | [Pre-ML Work Orders](#)

Assigned To

Barb Graves

Requestor

[Barb Graves](#)

Email

gravesb@wws.k12.in.us

Phone

Priority

Low

General Information

Status

Completed - 12/7/2023 12:00:00 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

12/7/2023

Days Open

3

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



14980

Prev Next

Description

Service exhaust fans.

Submitted

9/10/2025 9:44 AM

Location

[Westfield Intermediate School](#) | Entire Building - Exhaust fans.

Assigned To

Wes Harouff

Time Room / Area is Available

All day.

Requestor

[Wes Harouff](#)

Email

harouffw@wws.k12.in.us

Phone

[\(317\)671-3036](tel:(317)671-3036)

Priority

Low

General Information

Status

Completed - 9/11/2025 12:10:40 PM

Request Type

Maintenance

Purpose

Preventative Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

Days Open

1

Notes

Note	Is Internal?	Create Date	Created By
Serviced three, greased and checked belts. Replaced belts on kitchen fan.	No	9/11/2025 12:09:34 PM	Wes Harouff
Serviced five and will service the others later.	No	9/10/2025 3:01:31 PM	Wes Harouff

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
9/11/2025	Wes Harouff	2.5		General	Normal	\$0.00	\$0.00
9/10/2025	Wes Harouff	3		General	Normal	\$0.00	\$0.00
Total: 5.5 hours				Total: \$0.00			

Grand Total \$0.00

Asset:

Make:

Serial# :

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



13253

(PM [38](#))

Prev

Next

Description

Please check the filters in all air handlers and change them out as needed

Submitted

7/1/2025 6:01 AM

Location

[Westfield Intermediate School](#) | [Entire Building](#)

Assigned To

Wes Harouff

Requestor

[Cat Odindo](#)

Email

odindoc@wws.k12.in.us

Phone

Priority

Medium

General Information

Status

Completed - 7/2/2025 3:15:04 PM

Request Type

Maintenance

Purpose

Preventative Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

Days Open

1

Notes

Note	Is Internal?	Create Date	Created By
Checked filters and changed filters in AHU #4. The other filters should be changed closer to the start of school.	No	7/2/2025 3:14:56 PM	Wes Harouff
Created by PM: IS Air Handler Filters	No	7/1/2025 6:01:54 AM	Cat Odindo

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
7/2/2025	Wes Harouff	1		General	Normal	\$0.00	\$0.00
Grand Total						\$0.00	

Asset:

Make:

Model:

Serial# :

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



11281

(PM [38](#))

Prev

Next

Description

Please check the filters in all air handlers and change them out as needed

Submitted

4/1/2025 6:02 AM

Location

[Westfield Intermediate School](#) | [Entire Building](#)

Assigned To

Wes Harouff

Requestor

[Cat Odindo](#)

Email

odindoc@wws.k12.in.us

Phone

Priority

Medium

General Information

Status

Completed - 4/25/2025 9:03:05 AM

Request Type

Maintenance

Purpose

Preventative Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

Days Open

24

Notes

Note	Is Internal?	Create Date	Created By
Finished replacing filters on 4/24 and removed old filters 4/25.	No	4/25/2025 9:01:37 AM	Wes Harouff
Moved some filters to AHU's.	No	4/22/2025 2:49:29 PM	Wes Harouff
All AHU's bearings have been serviced and most filters have been changed. Filters have been ordered and I will change them when they arrive.	No	4/16/2025 9:50:08 AM	Wes Harouff
Changed filters and greased bearings in 5,15,16 and 14.	No	4/15/2025 3:12:15 PM	Wes Harouff
Changed filters greased bearings and motor in AHU's 1,2 and 3.	No	4/11/2025 3:12:16 PM	Wes Harouff
AHU#6 - Changed filters, greases bearings and motor.	No	4/11/2025 10:16:46 AM	Wes Harouff
Changed all filters in #9.	No	4/3/2025 1:27:37 PM	Wes Harouff
Created by PM: IS Air Handler Filters	No	4/1/2025 6:02:57 AM	Cat Odindo

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
4/25/2025	Wes Harouff	2		General	Normal	\$0.00	\$0.00
4/22/2025	Wes Harouff	1		General	Normal	\$0.00	\$0.00
4/16/2025	Wes Harouff	1		General	Normal	\$0.00	\$0.00
4/15/2025	Wes Harouff	8		General	Normal	\$0.00	\$0.00
4/11/2025	Wes Harouff	6.5		General	Normal	\$0.00	\$0.00
4/3/2025	Wes Harouff	1		General	Normal	\$0.00	\$0.00
Total: 19.5 hours							Total: \$0.00
Grand Total						\$0.00	

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



9897

Prev Next

Description

WIS - Punch tubes on chiller (may have to wait till machine is available)

Submitted

2/4/2025 10:50 AM

Location

[Westfield Intermediate School](#) | [mech](#) | 1st Floor

Assigned To

John French , Wes Harouff

Time Room / Area is Available

Anytime

Requestor

[Cat Odindo](#)

Email

odindoc@wws.k12.in.us

Phone

Priority

Medium

General Information

Status

Completed - 3/18/2025 1:44:24 PM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

3/28/2025

Days Open

42

Notes

Note	Is Internal?	Create Date	Created By
Both chillers have been cleaned.	No	3/18/2025 1:41:56 PM	Wes Harouff
Will repair soon	No	3/11/2025 5:51:13 AM	John French
Will repair soon	No	2/16/2025 7:44:26 PM	John French
Waiting for training procedure.	No	2/11/2025 2:37:59 PM	Wes Harouff

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
3/18/2025	John French	4.5		General	Normal	\$0.00	\$0.00
3/18/2025	Wes Harouff	4.5		General	Normal	\$0.00	\$0.00
3/13/2025	John French	6		General	Normal	\$0.00	\$0.00
3/13/2025	Wes Harouff	6		General	Normal	\$0.00	\$0.00
Total: 21.0 hours				Total: \$0.00			

Grand Total

\$0.00

Asset:

Make:

Model:

Serial#:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes

Date	Name	Hours	Notes



8636

Prev

Next

Description

Grease chiller water pumps.

Submitted

1/22/2025 1:17 PM

Location

[Westfield Intermediate School](#) | [mech](#) | 1st Floor

Assigned To

Wes Harouff

Time Room / Area is Available

All day

Requestor

[Wes Harouff](#)

Email

harouffw@wws.k12.in.us

Phone

[\(317\)671-3036](tel:(317)671-3036)

Priority

Low

General Information

Status

Completed - 1/23/2025 2:55:50 PM

Request Type

Maintenance

Purpose

Preventative Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

Days Open

1

Notes

Note	Is Internal?	Create Date	Created By
Greased four cold water pumps.	No	1/23/2025 2:55:35 PM	Wes Harouff

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
1/23/2025	Wes Harouff	1.5		General	Normal	\$0.00	\$0.00
Grand Total						\$0.00	

Asset:	
Make:	Model:
Serial#:	Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



4549

Prev Next

Description

Grease bearings and check belts.

Submitted

7/25/2024 1:42 PM

Location

[Westfield Intermediate School](#) | Entire Building - Roof exhaust fans.

Assigned To

Wes Harouff

Time Room / Area is Available

NA

Requestor

[Wes Harouff](#)

Email

harouffw@wws.k12.in.us

Phone

[\(317\)671-3036](tel:(317)671-3036)

Priority

Low

General Information

Status

Completed - 7/31/2024 8:45:08 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

Days Open

6

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
7/31/2024	Wes Harouff	2	Checked exhaust fans. Replaced two belts and greased bearings.	General	Normal	\$0.00	\$0.00

Grand Total \$0.00

Asset:

Make: Model:

Serial#: Notes:

Total Labor Hours: Completion Date:

Date	Name	Hours	Notes



13

Prev Next

Description

Service exhaust fans in both rooms.

Submitted

5/1/2024 12:58 PM

Location

[Westfield Intermediate School](#) | mech - Chiller room and boiler room. | 1st Floor

Assigned To

Wes Harouff

Requestor

[Wes Harouff](#)

Email

harouffw@wws.k12.in.us

Phone

[\(317\)671-3036](tel:(317)671-3036)

Priority

Medium

General Information

Status

Completed - 5/6/2024 12:33:44 PM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Approvers

1) Donna Smith,Donna Brennan 2) Cat Odindo

Approval Path

Westfield Intermediate School

Complete By

Days Open

5

Notes

Note	Is Internal?	Create Date	Created By
Greased bearings, changed belts, cleaned screens around fan and motor and propped open louvers.	No	5/6/2024 12:33:45 PM	Wes Harouff

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
5/6/2024	Wes Harouff	1.5		General	Normal	\$0.00	\$0.00
Grand Total						\$0.00	

Asset:	
Make:	Model:
Serial#:	Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



10

Prev Next

Description

Clean drains from all AHU's.

Submitted

4/30/2024 1:06 PM

Location

[Westfield Intermediate School](#) | [mech](#) | 1st Floor

Assigned To

Wes Harouff

Requestor

[Wes Harouff](#)

Email

harouffw@wws.k12.in.us

Phone

[\(317\)671-3036](tel:(317)671-3036)

Priority

Low

General Information

Status

Completed - 5/2/2024 8:53:29 AM

Request Type

Maintenance

Purpose

Preventative Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Approvers

1) Donna Smith,Donna Brennan 2) Cat Odindo

Approval Path

Westfield Intermediate School

Complete By

5/14/2024

Days Open

2

Notes

Note	Is Internal?	Create Date	Created By
Flushed drains.	No	5/2/2024 8:53:29 AM	Wes Harouff

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
5/2/2024	Wes Harouff	2		General	Normal	\$0.00	\$0.00
Grand Total						\$0.00	

Asset:	
Make:	Model:
Serial#:	Notes:

Total Labor Hours:	Completion Date:		
Date	Name	Hours	Notes



4152

(PM [3](#))

[Prev](#) [Next](#)

Description

Generated from Work Order [4135](#) for the following procedure step:

Boilers and Chillers - Check make sure there are no leaks or abnormal sounds (and when necessary) that it's running

Submitted

6/25/2024 8:48 AM

Location

[Westfield Intermediate School](#) | [Entire Building - Boiler room.](#)

Assigned To

Jeff Neese

Requestor

[Cat Odindo](#)

Email

odindoc@wws.k12.in.us

Phone

Priority

Medium

General Information

Status

Completed - 7/3/2024 3:16:57 PM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Approvers

1) Donna Smith,Donna Brennan 2) Cat Odindo

Approval Path

Westfield Intermediate School

Complete By

7/2/2024

Days Open

8

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
7/3/2024	Jeff Neese	2		General	Normal	\$0.00	\$0.00

Grand Total \$0.00

Asset:

Make:

Model:

Serial#:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes