

ID 629	Problem Heating/Cooling		Date Completed						
Desc.	Filters Change filters - External ID "19809"								
Bldg.	Westfield Intermediate School				Request	12/4/2023			
Space	Pre-ML Work Orders				Status	Completed			
Area					Priority	1-Low			
Assigns	Barb Graves				Purpose	General Maintenance			
User	Barb Graves				Budget				
Notes									
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each	
			Inventory			To Date: \$0.00			
			Date	Item No	Description	Qty	Pool		

Action Taken:

 Technician/Supervisor

 Date

ID 626	Problem Heating/Cooling		Date Completed					
Desc.	Filters Check and change - External ID "20217"							
Bldg.	Westfield Intermediate School			Request	1/2/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	Barb Graves			Purpose	General Maintenance			
User	Barb Graves			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 245	Problem Heating/Cooling		Date Completed	
Desc.	AHU in C 117 is not working. AHU in C 117 is not working. Unit turns on for a few minutes and then shuts down. - External ID "20546"			
Bldg.	Westfield Intermediate School	Request	1/17/2024	
Space	Pre-ML Work Orders	Status	Completed	
Area		Priority	3-High	
Assigns	John French	Purpose	General Maintenance	
User	Wes Harouff	Budget		
Notes				

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 625	Problem Heating/Cooling		Date Completed					
Desc.	Filters Check and change - External ID "20650"							
Bldg.	Westfield Intermediate School			Request	1/23/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	Barb Graves			Purpose	General Maintenance			
User	Barb Graves			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 624	Problem Heating/Cooling			Date Completed				
Desc.	Filters and ceiling tiles Check and change filters and ceiling tiles - External ID "21496"							
Bldg.	Westfield Intermediate School			Request	3/5/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	Barb Graves			Purpose	General Maintenance			
User	Barb Graves			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 1915	Problem Heating/Cooling			Date Completed				
Desc.	IS - B hall reported no air movement B hall has no air movement - External ID "21854"							
Bldg.	Westfield Intermediate School			Request	3/21/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 1786	Problem Heating/Cooling			Date Completed				
Desc.	A208 extremely hot in room; teacher very concerned A208 extremely hot in classroom; teacher very concerned to do iLearn testing starting - External ID "22139"							
Bldg.	Westfield Intermediate School			Request	4/9/2024			
Space	A208 - A208			Status	Completed			
Area	A208			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 6	Problem Heating/Cooling			Date Completed				
Desc.	Upstairs A hall is very warm. The vents are blowing hot air							
Bldg.	Westfield Intermediate School			Request	4/29/2024			
Space	Stair - A Hallway			Status	Completed			
Area	A Hallway			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes	Made some adjustments to the hallway unit will check in the morning and see if adjustments helped							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 226	Problem Heating/Cooling			Date Completed				
Desc.	C117 extremely hot in AAP classroom C117 extremely hot in AAP classroom - External ID "22281"							
Bldg.	Westfield Intermediate School			Request	4/15/2024			
Space	C117 - C117			Status	Completed			
Area	C117			Priority	3-High			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	checked out. couldnt get on system. too many users. finnally got on there. found unit in operator on. Cat didn't know why so I released it to auto. room is at set point.							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 241	Problem Heating/Cooling	Date Completed	
Desc.	b wing is cold b wing is cold - External ID "21857"		
Bldg.	Westfield Intermediate School	Request	3/21/2024
Space	B wing - B wing	Status	Completed
Area	B wing	Priority	3-High
Assigns	Frank Woten	Purpose	General Maintenance
User	Frank Woten	Budget	
Notes	located air handler. reset all freeze stats. is working now.		

Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 573	Problem Heating/Cooling		Date Completed	
Desc.	Check the VAVs in upper A Hallway. A couple of the Check the VAVs in upper A Hallway. A couple of them seem to be blowing hot air - (around A202) - see Wes - External ID "22193"			
Bldg.	Westfield Intermediate School	Request	4/10/2024	
Space	Pre-ML Work Orders	Status	Completed	
Area		Priority	1-Low	
Assigns	Frank Woten	Purpose	General Maintenance	
User	Cat Odindo	Budget		
Notes	replaced actuator. seems to be working will check in the morning. it's working			

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 622	Problem Heating/Cooling		Date Completed					
Desc.	Change actuator to vav by calm room. Change actuator to vav by calm room. - External ID "22549"							
Bldg.	Westfield Intermediate School			Request	4/25/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Replaced actuator and valve works as it should.							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 623	Problem Heating/Cooling	Date Completed							
Desc.	C 117 is very hot in room. - External ID "22302"								
Bldg.	Westfield Intermediate School			Request	4/15/2024				
Space	Pre-ML Work Orders			Status	Completed				
Area				Priority	1-Low				
Assigns	Wes Harouff			Purpose	General Maintenance				
User	Wes Harouff			Budget					
Notes	Checked unit over and found that the cold water valve was not open. The system was in unoccupied mode. System was put in occupied mode and room cooled down.								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each	
			Inventory			To Date: \$0.00			
			Date	Item No	Description	Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 627	Problem Heating/Cooling		Date Completed					
Desc.	Drive on AHU #8 is not working. Drive on AHU #8 is not working please repair. Located upstairs D hallway. - External ID "20110"							
Bldg.	Westfield Intermediate School			Request	12/21/2023			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Installed new drive for AHU-8							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory			To Date: \$0.00		
			Date	Item No	Description		Qty	Pool

Action Taken:

 Technician/Supervisor

 Date

ID 628	Problem Heating/Cooling		Date Completed					
Desc.	Grease bearings on AHU's. Grease bearings on AHU's. - External ID "20070"							
Bldg.	Westfield Intermediate School		Request	12/15/2023				
Space	Pre-ML Work Orders		Status	Completed				
Area			Priority	1-Low				
Assigns	Wes Harouff		Purpose	General Maintenance				
User	Wes Harouff		Budget					
Notes	Greased bearings, inspected belts and AHU's.							
Labor			To Date: 0.00 h					
Purchases			To Date: \$0.00					
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 630	Problem Heating/Cooling	Date Completed	
Desc.	Check AHU's. Check AHU's. - External ID "19672"		
Bldg.	Westfield Intermediate School	Request	11/27/2023
Space	Pre-ML Work Orders	Status	Completed
Area		Priority	1-Low
Assigns	Wes Harouff	Purpose	General Maintenance
User	Wes Harouff	Budget	
Notes	Checked AHU's to make sure they are running.		

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory			To Date: \$0.00				
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 1787	Problem Heating/Cooling		Date Completed					
Desc.	A217 check to make sure heat is working; A217 check to make sure heat is working; teacher heard some hissing sound - External ID "20825"							
Bldg.	Westfield Intermediate School			Request	1/30/2024			
Space	A217 - A217			Status	Completed			
Area	A217			Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	Checked radiant heat in room and it is working. Temperature is 72 degrees in room.							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 1792	Problem Heating/Cooling		Date Completed					
Desc.	B hallway is extremely warm and uncomfortable for B hallway is extremely warm and uncomfortable for staff and students - External ID "21988"							
Bldg.	Westfield Intermediate School			Request	3/28/2024			
Space	B Hallway - B Hallway			Status	Completed			
Area	B Hallway			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	Temperature in room is at set point. - 68 degrees							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 1837	Problem Heating/Cooling				Date Completed			
Desc.	extremely hot in upstairs A hallway; no air flow a extremely hot in upstairs A hallway; no air flow at all - External ID "22585"							
Bldg.	Westfield Intermediate School				Request	4/29/2024		
Space	Upstairs A Hallway - Upstairs A Hallway				Status	Completed		
Area	Upstairs A Hallway				Priority	2-Medium		
Assigns	Wes Harouff				Purpose	General Maintenance		
User	Donna Brennan				Budget			
Notes	4/30 Jeff looked on the computer to see to get an idea of what is going on. Made an adjustment to the system and will check later in the day. 5/2 Spoke to Jeff and he will check it out on the computer and make adjustments.							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 1911	Problem Heating/Cooling	Date Completed	
Desc.	AH 4 is not working right. Hot air kicks every aft AH 4 is not working right. Hot air kicks every afternoon and the office turn warm - External ID "22534"		
Bldg.	Westfield Intermediate School	Request	4/24/2024
Space	Pre-ML Work Orders	Status	Completed
Area		Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes	found that economizer was locked out. released point and checked operation		

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 1912	Problem Heating/Cooling	Date Completed	
Desc.	C117 - The rooms is really warm though it reads no C117 - The rooms is really warm though it reads normal on the computer. Please check - External ID "22489"		
Bldg.	Westfield Intermediate School	Request	4/23/2024
Space	Pre-ML Work Orders	Status	Completed
Area		Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes	Set room to occupied all the time until chiller is finished. Lowered temp and checked operation of unit.		

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 1913	Problem Heating/Cooling		Date Completed					
Desc.	C117 - Please check on the temp in the room. C117 - Please check on the temp in the room. Teacher says it gets real stuffy especially in the afternoon but the temp on the graphics say its 72 degrees. - External ID "22219"							
Bldg.	Westfield Intermediate School			Request	4/11/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes	4/11 @ 07:20 and the temp was 67 degrees. Checked at 1330 and temp was 73 degrees. The outside dampeners were not open at all. Also found a wire from the damper not connected so connected wire and damper opened all the way and then closed.							
Labor			To Date: 0.00 h		Purchases			
					To Date: \$0.00			
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 1914	Problem Heating/Cooling			Date Completed				
Desc.	No air movement in B hallway No air movement in B hallway - External ID "21900"							
Bldg.	Westfield Intermediate School			Request	3/25/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes	reset freeze stats. is running now							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 1916	Problem Heating/Cooling			Date Completed				
Desc.	There is an error on #4 boiler. There is an error on #4 boiler. Would you please fix - External ID "21737"							
Bldg.	Westfield Intermediate School			Request	3/15/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes	contractor was called out for boiler							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 1917	Problem Heating/Cooling	Date Completed	
Desc.	Upstairs A Hall btwn rm 210 & 201 hot air blowing Upstairs A Hall btwn rm 210 & 201 hot air blowing - External ID "21502"		
Bldg.	Westfield Intermediate School	Request	3/5/2024
Space	Pre-ML Work Orders	Status	Completed
Area		Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes	had to reset the communication vav's were not communicating with the air handlers		

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 1924	Problem Heating/Cooling	Date Completed	
Desc.	A106 temperature in classroom is very cold; A106 temperature in classroom is very cold; can anything be done or can plastic be put over windows - External ID "20517"		
Bldg.	Westfield Intermediate School	Request	1/16/2024
Space	A106 - A106	Status	Completed
Area	A106	Priority	2-Medium
Assigns	Wes Harouff	Purpose	General Maintenance
User	Donna Brennan	Budget	
Notes	Checked on temp and it was at 67 degrees. Nothing I can do but HVAC team may be able to help with issue.		

Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 1947	Problem Heating/Cooling		Date Completed					
Desc.	g113 and g111 hot rooms are hot - External ID "23007"							
Bldg.	Westfield Intermediate School			Request		5/20/2024		
Space	Pre-ML Work Orders			Status		Completed		
Area				Priority		2-Medium		
Assigns	Frank Woten			Purpose		General Maintenance		
User	Frank Woten			Budget				
Notes	talked to teacher. she says room set point keeps getting changed. She wants it at 68. I changed to 68. seems to be working fine. rooms are wrong on the computer. needs changed							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 1948	Problem Heating/Cooling	Date Completed	
Desc.	ah 14 in alarm ah 14 in alarm - External ID "20915"		
Bldg.	Westfield Intermediate School	Request	2/5/2024
Space	Pre-ML Work Orders	Status	Completed
Area		Priority	2-Medium
Assigns	Frank Woten	Purpose	General Maintenance
User	Frank Woten	Budget	
Notes	reset freeze stats. it started running		

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 4152	Problem Heating/Cooling		Date Completed								
Desc.	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										
Bldg.	Westfield Intermediate School			Request		6/25/2024					
Space	Entire Building - Boiler room.			Status		Completed					
Area	Boiler room.			Priority		2-Medium					
Assigns	Jeff Neese			Purpose		General Maintenance					
User	Cat Odindo			Budget							
Notes	; Labor:										
Labor			To Date: 2.00 h		Purchases						
					To Date: \$0.00						
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each			
			Inventory		To Date: \$0.00						
			Date	Item No	Description		Qty	Pool			

Action Taken:

Technician/Supervisor

Date

ID 4155	Problem Heating/Cooling		Date Completed								
Desc.	Boiler #4 is not running and has error "flame fail ignition". It has been reset and it will not run. Contact Wes with questions.										
Bldg.	Westfield Intermediate School			Request		6/25/2024					
Space	mech - Boiler room.			Status		Completed					
Area	Boiler room.			Priority		2-Medium					
Assigns	Jeff Neese			Purpose		General Maintenance					
User	Wes Harouff			Budget							
Notes	Cleaned and checked flame sensors and igniter got boiler to fire off then boiler got down to 58% and then locked out on gas valve failing could be low or could be high fire. ; Labor:										
Labor			To Date: 2.00 h		Purchases				To Date: \$0.00		
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each			
			Inventory			To Date: \$0.00					
			Date	Item No	Description		Qty	Pool			

Action Taken:

Technician/Supervisor

Date

ID 4268	Problem Heating/Cooling	Date Completed	
Desc.	Main office are is at 76 degrees but everything seems to be running on the graphics. Please check and see if there is an issue.		
Bldg.	Westfield Intermediate School	Request	7/8/2024
Space	Main Office	Status	Completed
Area		Priority	1-Low
Assigns	Jeff Neese	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes	Found multiple rooms in the office area that are not running full CFM to bring down the temp in rooms controller will need to be looked at.; Labor:		

Labor			To Date: 2.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 4332	Problem Heating/Cooling			Date Completed				
Desc.	Please repair or call for repair on boiler #4. See photo for fault message. Thank you.							
Bldg.	Westfield Intermediate School			Request	7/11/2024			
Space	mech - Boiler room.			Status	Completed			
Area	Boiler room.			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	The boiler pump was shut off at the drive turned back on started up boiler and it's running fine at this time.; Labor:							
Labor			To Date: 1.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 50	Problem Heating/Cooling		Date Completed					
Desc.	Boiler #4 has error "flame fail ignition".							
Bldg.	Westfield Intermediate School			Request	5/22/2024			
Space	mech - Boiler room.			Status	Completed			
Area	Boiler room.			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	; Labor:							
Labor		To Date: 2.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 4347	Problem Heating/Cooling	Date Completed	
Desc.	Maintenance of AHU's. Grease bearings, check belts and replace if needed, check filters and clean inside if needed.		
Bldg.	Westfield Intermediate School	Request	7/12/2024
Space	mech - Mechanical rooms	Status	Completed
Area	Mechanical rooms	Priority	1-Low
Assigns	Wes Harouff	Purpose	Preventative Maintenance
User	Wes Harouff	Budget	
Notes	; Labor: Serviced 9,10,13,15 and 16.		

Labor			To Date: 13.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 4498	Problem Heating/Cooling			Date Completed				
Desc.	Belt is loose on AHU #9.							
Bldg.	Westfield Intermediate School			Request	7/23/2024			
Space	mech			Status	Completed			
Area				Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	; Labor: Tightened belt.							
Labor		To Date: 0.50 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 3600	Problem Heating/Cooling			Date Completed				
Desc.	Main office is always getting hot Main office is always getting hot - External ID "22683"							
Bldg.	Westfield Intermediate School			Request	5/2/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	2-Medium			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 4905	Problem Heating/Cooling			Date Completed				
Desc.	G hallway does not have airflow nor do the classrooms in that hallway							
Bldg.	Westfield Intermediate School			Request	8/7/2024			
Space	G114			Status	Completed			
Area				Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	; Labor:							
Labor			To Date: 1.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 4800	Problem Heating/Cooling			Date Completed				
Desc.	nurse's office is 80 degrees in O118; the clinic main area is 78 degrees							
Bldg.	Westfield Intermediate School			Request	8/5/2024			
Space	Cline - O117			Status	Completed			
Area				Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	Found the strainer on AHU-4 full of rust and debris cleaned and put back in will monitor AHU and rooms; Labor:							
Labor			To Date: 1.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 5429	Problem Heating/Cooling		Date Completed						
Desc.	AH 12 just shut down								
Bldg.	Westfield Intermediate School			Request	8/27/2024				
Space	mech - AH 12			Status	Completed				
Area	AH 12			Priority	3-High				
Assigns	Frank Woten			Purpose	General Maintenance				
User	Cat Odindo			Budget					
Notes	; Labor:								
Labor		To Date: 0.50 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each	
			Inventory		To Date: \$0.00				
			Date	Item No	Description	Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 5467	Problem Heating/Cooling	Date Completed	
Desc.	Check drains on all air handler units.		
Bldg.	Westfield Intermediate School	Request	8/28/2024
Space	mech - All air handlers.	Status	Completed
Area	All air handlers.	Priority	1-Low
Assigns	Wes Harouff	Purpose	Preventative Maintenance
User	Wes Harouff	Budget	
Notes	; Labor: Checked and flushed drains on AHU's.		

Labor			To Date: 2.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 5616	Problem Heating/Cooling	Date Completed	
Desc.	classroom is extremely hot; 80 degrees might be the entire C hallway		
Bldg.	Westfield Intermediate School	Request	9/3/2024
Space	C105	Status	Completed
Area		Priority	2-Medium
Assigns	Wes Harouff	Purpose	General Maintenance
User	Donna Brennan	Budget	
Notes	; Labor:		

Labor			To Date: 0.75 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 5491	Problem Heating/Cooling		Date Completed					
Desc.	Air is not working in E103. Very hot and steamy all week, no air movement							
Bldg.	Westfield Intermediate School		Request	8/29/2024				
Space	E103 - Junkins Classroom		Status	Completed				
Area	Junkins Classroom		Priority	2-Medium				
Assigns	Jeff Neese		Purpose	General Maintenance				
User	Donna Smith		Budget					
Notes	; Labor:							
Labor		To Date: 1.00 h	Purchases		To Date: \$0.00			
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 5618	Problem Heating/Cooling			Date Completed				
Desc.	no air flow in upstairs A hallway classroom; temperature is hot & uncomfortable							
Bldg.	Westfield Intermediate School			Request	9/3/2024			
Space	A Hallway Upstairs			Status	Completed			
Area				Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 5550	Problem Heating/Cooling			Date Completed				
Desc.	Please check the front offices at the IS. It's always warm and stuffy.							
Bldg.	Westfield Intermediate School			Request	8/30/2024			
Space	Main Office			Status	Completed			
Area				Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes	Found several points in operator. Released to auto. Ah is discharging cooler air now. Will check back after lunch; Labor:							
Labor			To Date: 2.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 5861	Problem Heating/Cooling			Date Completed				
Desc.	Lifeskills classroom is extremely hot - C117							
Bldg.	Westfield Intermediate School			Request	9/13/2024			
Space	C117			Status	Completed			
Area				Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	; Labor: Checked early in the day and unit was off. Turned on unit and observed. Returned at midday and unit was still running.							
Labor			To Date: 0.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 6017	Problem Heating/Cooling			Date Completed				
Desc.	no air flow in any of the classrooms in upstairs A hallway							
Bldg.	Westfield Intermediate School			Request	9/23/2024			
Space	A Hallway Upstairs			Status	Completed			
Area				Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	; Labor: Checked four classrooms, hallway, AHU and restrooms. All had airflow.							
Labor		To Date: 0.75 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 4096	Problem Heating/Cooling			Date Completed				
Desc.	Coil pump is leaking around shaft.							
Bldg.	Westfield Intermediate School			Request	6/19/2024			
Space	F101,mech			Status	Completed			
Area				Priority	1-Low			
Assigns	John French, Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Removed old pump and discovered it was not repairable. Searched and found pump that matched. Customized piping to fit pump. ; Labor: See notes from other entry.							
Labor			To Date: 18.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 6171	Problem Heating/Cooling		Date Completed	
Desc.	The building lost power for a moment. The chiller may have tripped. Please see if you can restart			
Bldg.	Westfield Intermediate School	Request	9/27/2024	
Space	Entire Building	Status	Completed	
Area		Priority	2-Medium	
Assigns	Jeff Neese	Purpose	General Maintenance	
User	Cat Odindo	Budget		
Notes	All AHU's and chiller are back up and running at this time.			

Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 6185	Problem Heating/Cooling			Date Completed				
Desc.	Air is not moving and it's getting hot.							
Bldg.	Westfield Intermediate School			Request	9/30/2024			
Space	C117			Status	Completed			
Area				Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Unit was shut off. Probably from power outage. ; Labor: Unit was shut off. Probably from power outage.							
Labor			To Date: 0.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 6184	Problem Heating/Cooling		Date Completed					
Desc.	Upstairs A hallway is hot and no air movement.							
Bldg.	Westfield Intermediate School			Request	9/30/2024			
Space	mech			Status	Completed			
Area				Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	AHU #2 was in fault. Reset unit and turned on. Probably because of power outage. ; Labor: AHU #2 was in fault. Reset unit and turned on. Probably because of power outage.							
Labor		To Date: 0.50 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 6415	Problem Heating/Cooling			Date Completed				
Desc.	Air vent for AHU # 15 is leaking.							
Bldg.	Westfield Intermediate School			Request	10/8/2024			
Space	mech - AHU # 15.			Status	Completed			
Area	AHU # 15.			Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Replaced broken air valve on cold water. ; Labor:							
Labor		To Date: 1.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 6502	Problem Heating/Cooling				Date Completed			
Desc.	Close exhaust vents.							
Bldg.	Westfield Intermediate School				Request	10/14/2024		
Space	mech - Boiler room and chiller room.				Status	Completed		
Area	Boiler room and chiller room.				Priority	1-Low		
Assigns	Wes Harouff				Purpose	General Maintenance		
User	Wes Harouff				Budget			
Notes	Closed all. ; Labor:							
Labor			To Date: 0.75 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 4390	Problem Heating/Cooling		Date Completed	
Desc.	Boiler #4 is lockout “manual reset high limit / sensor”. It has been rest but still isn’t work as should. Please check. Photos attached.			
Bldg.	Westfield Intermediate School	Request	7/16/2024	
Space	mech - Boiler room at IS.	Status	Completed	
Area	Boiler room at IS.	Priority	1-Low	
Assigns	Jeff Neese	Purpose	General Maintenance	
User	Wes Harouff	Budget		
Notes	Called company			

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 6777	Problem Heating/Cooling		Date Completed					
Desc.	Something is wrong with ah 13							
Bldg.	Westfield Intermediate School			Request	10/29/2024			
Space	East Gym - G119			Status	Completed			
Area				Priority	3-High			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			Budget				
Notes	; Labor:							
Labor		To Date: 3.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 7272	Problem Heating/Cooling		Date Completed					
Desc.	Please turn on your entryway heaters by end of Wed 11/20							
Bldg.	Westfield Intermediate School			Request	11/15/2024			
Space	Entire Building - Entryways			Status	Completed			
Area	Entryways			Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes	Replaced filters and turned unites on. ; Labor:							
Labor		To Date: 2.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 7413	Problem Heating/Cooling			Date Completed				
Desc.	Coils pumps on ahu 5&6 are not working and coil pump on ahu2 needs a new motor...wes is gonna order that							
Bldg.	Westfield Intermediate School			Request	11/21/2024			
Space	A Hallway Upstairs - Boiler room			Status	Completed			
Area	Boiler room			Priority	3-High			
Assigns	John French			Purpose	General Maintenance			
User	John French			Budget				
Notes	; Labor:							
Labor			To Date: 2.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 7604	Problem Heating/Cooling	Date Completed							
Desc.	The room is set at 70 degrees but its at 66 degrees and the AH is not calling for heat valve to open. Right now Rusty has it (the heat valve in override). Please take a look								
Bldg.	Westfield Intermediate School			Request	12/4/2024				
Space	Cafeteria - G101 - AH 11			Status	Canceled				
Area	AH 11			Priority	2-Medium				
Assigns				Purpose	General Maintenance				
User	Cat Odindo			Budget					
Notes	Rusty figured out the issue								
Labor		To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each	
			Inventory			To Date: \$0.00			
			Date	Item No	Description	Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 7887	Problem Heating/Cooling			Date Completed				
Desc.	Heater in entryway won't shut off. May need to be adjusted.							
Bldg.	Westfield Intermediate School			Request	12/17/2024			
Space	Courtyard 1 Pond - North door entryway.			Status	Completed			
Area	North door entryway.			Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Entryway heater has no thermostat to adjust. ; Labor:							
Labor			To Date: 0.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 8398	Problem Heating/Cooling	Date Completed	
Desc.	cold air is consistently blowing in the classroom		
Bldg.	Westfield Intermediate School	Request	1/10/2025
Space	F102	Status	Completed
Area		Priority	2-Medium
Assigns	Jeff Neese, Wes Harouff	Purpose	General Maintenance
User	Donna Brennan	Budget	
Notes	Checked room ant it was at 70 degrees. ; Labor:		

Labor			To Date: 0.25 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 8562	Problem Heating/Cooling		Date Completed					
Desc.	Check wall heater located on the east stair landing.							
Bldg.	Westfield Intermediate School			Request	1/20/2025			
Space	A Hallway Downstairs			Status	Completed			
Area				Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Changed filter and adjusted thermostat. ; Labor:							
Labor		To Date: 0.75 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 7812	Problem Heating/Cooling	Date Completed	
Desc.	The conference room in the main office is always cold even though it is at set point. Can you please make sure the vuv is working right		
Bldg.	Westfield Intermediate School	Request	12/13/2024
Space	Main Office - Conference room	Status	Completed
Area	Conference room	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes			

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 7873	Problem Heating/Cooling			Date Completed				
Desc.	Rm G114 is very warm. It's blowing hot air even though it's already at set point.							
Bldg.	Westfield Intermediate School			Request	12/17/2024			
Space	G114			Status	Completed			
Area				Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes								
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 8564	Problem Heating/Cooling		Date Completed					
Desc.	Check all entryway heaters.							
Bldg.	Westfield Intermediate School			Request	1/20/2025			
Space	Entire Building			Status	Completed			
Area				Priority	1-Low			
Assigns	Wes Harouff			Purpose	Preventative Maintenance			
User	Wes Harouff			Budget				
Notes	Checked all heaters in the morning for this week and propped open doors. ; Labor:							
Labor		To Date: 1.50 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 9838	Problem Heating/Cooling		Date Completed	
Desc.	G114 is always extremely hot temperature wise; can something be done			
Bldg.	Westfield Intermediate School	Request	2/3/2025	
Space	G114	Status	Completed	
Area		Priority	1-Low	
Assigns	Cat Odindo	Purpose	General Maintenance	
User	Donna Brennan	Budget		
Notes	Just checked the room temp and it's down to 67 degrees			

Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 9857	Problem Heating/Cooling	Date Completed	
Desc.	temperature is very hot in the front office		
Bldg.	Westfield Intermediate School	Request	2/3/2025
Space	Main Office	Status	Completed
Area		Priority	2-Medium
Assigns	Wes Harouff	Purpose	General Maintenance
User	Donna Brennan	Budget	
Notes	Temp has been reported to be much better. ; Labor:		

Labor			To Date: 0.25 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 10071	Problem Heating/Cooling	Date Completed	
Desc.	burnt type of smell coming out of vent closest to teacher's desk		
Bldg.	Westfield Intermediate School	Request	2/12/2025
Space	A111	Status	Completed
Area		Priority	2-Medium
Assigns	Wes Harouff	Purpose	General Maintenance
User	Donna Brennan	Budget	
Notes	Checked room and was unable to identify source of smell. ; Labor:		

Labor			To Date: 0.25 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 10059	Problem Heating/Cooling		Date Completed					
Desc.	temperature issues in both of the nurse's offices O118 & O119; there is also an annoying consistent humming sound in them especially O118							
Bldg.	Westfield Intermediate School			Request	2/12/2025			
Space	Cline - O117			Status	Completed			
Area				Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	Checked temperature in both offices and in clinic. Temp was reading 70 degrees. The annoying noise is the air handler above the office and nothing can be done about that.; Labor:							
Labor			To Date: 0.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 10123	Problem Heating/Cooling			Date Completed				
Desc.	Air handler 3							
Bldg.	Westfield Intermediate School			Request	2/14/2025			
Space	Entire Building			Status	Completed			
Area				Priority	1-Low			
Assigns	Austin Horn			Purpose	General Maintenance			
User	Austin Horn			Budget				
Notes	; Labor: Diagnosed why there was no airflow. Unit had to be reset to clear the fault. Unit is up and running now							
Labor			To Date: 1.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 10127	Problem Heating/Cooling	Date Completed	
Desc.	Air handler #6 needed to be reset		
Bldg.	Westfield Intermediate School	Request	2/14/2025
Space	F Hallway	Status	Completed
Area		Priority	1-Low
Assigns	Austin Horn	Purpose	General Maintenance
User	Austin Horn	Budget	
Notes	; Labor: Reset air handler #6		

Labor			To Date: 1.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 10308	Problem Heating/Cooling			Date Completed				
Desc.	Room has been very warm this week, can the temp be adjusted?							
Bldg.	Westfield Intermediate School			Request	2/21/2025			
Space	C117 - Rhodes classroom C117			Status	Completed			
Area	Rhodes classroom C117			Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Donna Smith			Budget				
Notes	Checked unit in room and temperature is 69 degrees. ; Labor:							
Labor		To Date: 1.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 6755	Problem Heating/Cooling			Date Completed				
Desc.	Hang permits in boiler room.							
Bldg.	Westfield Intermediate School			Request	10/29/2024			
Space	mech			Status	Completed			
Area				Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Closing this out and when permits arrive I will open a new work order. ; Labor:							
Labor		To Date: 1.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 10602	Problem Heating/Cooling			Date Completed				
Desc.	Domestic hot water heater is not firing.							
Bldg.	Westfield Intermediate School			Request	3/5/2025			
Space	mech - Attic			Status	Completed			
Area	Attic			Priority	3-High			
Assigns	John French, Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Replaced igniter and will wait to see if the water heats up. ; Labor:							
Labor			To Date: 5.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 10767	Problem Heating/Cooling			Date Completed				
Desc.	temperature in the main office is getting hotter and hotter							
Bldg.	Westfield Intermediate School			Request	3/11/2025			
Space	Main Office			Status	Completed			
Area				Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	I've changed the set point (lowered the heating set point) to the reception area, let's see if this helps							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 10958	Problem Heating/Cooling		Date Completed					
Desc.	Move cherry picker to woods							
Bldg.	Westfield Intermediate School			Request	3/18/2025			
Space	mech			Status	Completed			
Area				Priority	3-High			
Assigns	Frank Woten			Purpose	Preventative Maintenance			
User	Frank Woten			Budget				
Notes	; Labor:							
Labor		To Date: 1.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 11303	Problem Heating/Cooling		Date Completed					
Desc.	Air handler 3 keeps going in to fault on drive.							
Bldg.	Westfield Intermediate School		Request	4/1/2025				
Space	Main Office		Status	Completed				
Area			Priority	3-High				
Assigns	Frank Woten		Purpose	General Maintenance				
User	Frank Woten		Budget					
Notes	; Labor:							
Labor			To Date: 2.00 h					
Purchases			To Date: \$0.00					
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 11016	Problem Heating/Cooling			Date Completed				
Desc.	THE COOLER ON SERVICE LINE 2 IS NOT WORKING							
Bldg.	Westfield Intermediate School			Request	3/20/2025			
Space	Cafeteria - G101 - COOLER LINE			Status	Completed			
Area	COOLER LINE			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Patricia Solano			Budget				
Notes	Reopening - Closed wrong work order. He replaced blown fuse but found that he has to order a starter component to complete repairs							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 11892	Problem Heating/Cooling			Date Completed				
Desc.	Only hot air is blowing out of the vents							
Bldg.	Westfield Intermediate School			Request	4/29/2025			
Space	C117 - Lifeskills classroom C117			Status	Completed			
Area	Lifeskills classroom C117			Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Donna Smith			Budget				
Notes	Reset unit. ; Labor:							
Labor		To Date: 0.50 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 11986	Problem Heating/Cooling		Date Completed					
Desc.	Very hot again.							
Bldg.	Westfield Intermediate School			Request	5/2/2025			
Space	C117 - Lifeskills classroom C117			Status	Completed			
Area	Lifeskills classroom C117			Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Smith			Budget				
Notes	Rusty went over to look at it and he found they had items in front of the vent stopping air flow. He removed them and now the temp is back to 70 degrees							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 11989	Problem Heating/Cooling	Date Completed	
Desc.	Please change the filters to the VAV boxes the AH3 serves. Rusty believes the reason it keeps going into fault is because the filters in these VAVs are gagged		
Bldg.	Westfield Intermediate School	Request	5/2/2025
Space	H109 - AH3	Status	Completed
Area	AH3	Priority	2-Medium
Assigns	Wes Harouff	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes	There are no filters on vac. ; Labor:		

Labor			To Date: 1.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 12258	Problem Heating/Cooling			Date Completed				
Desc.	A214 is extremely hot & stuffy; it is very uncomfortable for the students and teacher							
Bldg.	Westfield Intermediate School			Request	5/14/2025			
Space	A214			Status	Completed			
Area				Priority	2-Medium			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	Have checked temp for the last two days and it has been normal. ; Labor:							
Labor		To Date: 0.75 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 12377	Problem Heating/Cooling	Date Completed							
Desc.	The room smells pretty musty and stagnant hot air								
Bldg.	Westfield Intermediate School				Request	5/19/2025			
Space	E103 - Junkins Classroom				Status	Completed			
Area	Junkins Classroom				Priority	2-Medium			
Assigns	Wes Harouff				Purpose	General Maintenance			
User	Donna Smith				Budget				
Notes	Checked AHU to ensure it was running. Checked temperature in room ant was 70 degrees. Musty smell was gone. System may have needed to catch up from the weekend?; Labor:								
Labor			To Date: 0.50 h		Purchases			To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each	
			Inventory			To Date: \$0.00			
			Date	Item No	Description	Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 12950	Problem Heating/Cooling	Date Completed	
Desc.	The air does not seem to be working in our building today		
Bldg.	Westfield Intermediate School	Request	6/6/2025
Space	Entire Building - WIS Office, Cafe and also A &...	Status	Completed
Area	WIS Office, Cafe and also A & B hall that I kn...	Priority	1-Low
Assigns	Cat Odindo	Purpose	General Maintenance
User	Donna Smith	Budget	
Notes	The unit was tripped. Rusty has reset		

Labor			To Date: 0.00 h		Purchases				To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each		
			Inventory		To Date: \$0.00					
			Date	Item No	Description		Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 13010	Problem Heating/Cooling		Date Completed					
Desc.	Boilers are not working. After they cut the hot water loop							
Bldg.	Westfield Intermediate School		Request	6/11/2025				
Space	Entire Building - Boiler room		Status	Completed				
Area	Boiler room		Priority	3-High				
Assigns	Frank Woten, John French		Purpose	General Maintenance				
User	Frank Woten		Budget					
Notes	; Labor:							
Labor			To Date: 2.50 h					
Purchases			To Date: \$0.00					
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 11992	Problem Heating/Cooling		Date Completed					
Desc.	Lifeskills classroom temperature is too hot and very uncomfortable for the staff and special needs students							
Bldg.	Westfield Intermediate School			Request	5/2/2025			
Space	C117			Status	Completed			
Area				Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	Rusty has been in and the unit is working as it should. Its showing at 70 degrees right now (which is the set point)							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 13531	Problem Heating/Cooling			Date Completed				
Desc.	Change paper filters in listed units.							
Bldg.	Westfield Intermediate School			Request	7/22/2025			
Space	Entire Building - AHU's 10,11,13&16.			Status	Completed			
Area	AHU's 10,11,13&16.			Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Changed filters in units listed. ; Labor:							
Labor		To Date: 2.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 13630	Problem Heating/Cooling			Date Completed				
Desc.	Replace air vent on boiler #1.							
Bldg.	Westfield Intermediate School			Request	7/25/2025			
Space	mech - Boiler room.			Status	Completed			
Area	Boiler room.			Priority	1-Low			
Assigns	Wes Harouff			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Replaced air vent. ; Labor:							
Labor		To Date: 1.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 14226	Problem Heating/Cooling		Date Completed					
Desc.	It was really warm yesterday. I looked at the air handler and the oad is at 100 pct							
Bldg.	Westfield Intermediate School		Request	8/12/2025				
Space	E103		Status	Completed				
Area			Priority	2-Medium				
Assigns	Frank Woten		Purpose	General Maintenance				
User	Cat Odindo		Budget					
Notes	; Labor:							
Labor			To Date: 1.00 h					
Purchases			To Date: \$0.00					
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 14239	Problem Heating/Cooling		Date Completed					
Desc.	AHU #3 trips out every day. Please look at it.							
Bldg.	Westfield Intermediate School			Request	8/12/2025			
Space	mech - Upstairs A.			Status	Completed			
Area	Upstairs A.			Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Wes Harouff			Budget				
Notes	Air handler static pressure is failed due to area being under construction lowered settings to help ; Labor:							
Labor		To Date: 2.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 14419	Problem Heating/Cooling	Date Completed							
Desc.	This classroom was very hot all day yesterday. This room last year was always warmer than other classrooms near by. Can the system be checked or adjusted for this classroom. This is a Lifeskills classroom and these students do not do well with extreme conditions.								
Bldg.	Westfield Intermediate School			Request	8/19/2025				
Space	C117 - Preda's classroom C117			Status	Completed				
Area	Preda's classroom C117			Priority	2-Medium				
Assigns	Wes Harouff			Purpose	General Maintenance				
User	Donna Smith			Budget					
Notes	Reset unit and waited until it cooled down. ; Labor:								
Labor			To Date: 0.50 h		Purchases			To Date: \$0.00	
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each	
			Inventory		To Date: \$0.00				
			Date	Item No	Description	Qty	Pool		

Action Taken:

Technician/Supervisor

Date

ID 14193	Problem Heating/Cooling		Date Completed					
Desc.	It is 76 degrees and feeling very hot, kids are struggling with the heat							
Bldg.	Westfield Intermediate School			Request	8/11/2025			
Space	D107 - Lopez classroom D107			Status	Completed			
Area	Lopez classroom D107			Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Smith			Budget				
Notes	I looked at the graphics and tried to lower the setpoint but that doesn't seem to be helping. I'll ask Rusty about it							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 14685	Problem Heating/Cooling		Date Completed					
Desc.	temperature in classroom B112 is 63 & cold air is blowing							
Bldg.	Westfield Intermediate School		Request	8/27/2025				
Space	B112		Status	Completed				
Area			Priority	2-Medium				
Assigns	Frank Woten, Wes Harouff		Purpose	General Maintenance				
User	Donna Brennan		Budget					
Notes	The boilers are down. Frank is working with Wes on this; Labor:							
Labor			To Date: 1.00 h					
			Purchases					
			To Date: \$0.00					
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 14929	Problem Heating/Cooling			Date Completed				
Desc.	lifeskills classroom C117 is very cold							
Bldg.	Westfield Intermediate School			Request	9/8/2025			
Space	C117			Status	Completed			
Area				Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Donna Brennan			Budget				
Notes	Are they still cold today? The temp went up to 71 degrees yesterday so I lowered it a little							
Labor			To Date: 0.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 15090	Problem Heating/Cooling		Date Completed					
Desc.	Office is getting warm							
Bldg.	Westfield Intermediate School			Request	9/15/2025			
Space	Main Office			Status	Completed			
Area				Priority	3-High			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			Budget				
Notes	; Labor:							
Labor			To Date: 5.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 15299	Problem Heating/Cooling			Date Completed				
Desc.	Room is warm							
Bldg.	Westfield Intermediate School			Request	9/24/2025			
Space	Media Center - H101			Status	Completed			
Area				Priority	3-High			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			Budget				
Notes	; Labor:							
Labor			To Date: 2.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 15231	Problem Heating/Cooling		Date Completed					
Desc.	The office area is hot							
Bldg.	Westfield Intermediate School		Request	9/22/2025				
Space	Main Office		Status	Completed				
Area			Priority	2-Medium				
Assigns	Frank Woten		Purpose	General Maintenance				
User	Cat Odindo		Budget					
Notes	; Labor:							
Labor			To Date: 5.00 h					
Purchases			To Date: \$0.00					
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 15490	Problem Heating/Cooling	Date Completed	
Desc.	Office is hot		
Bldg.	Westfield Intermediate School	Request	10/2/2025
Space	Main Office	Status	Completed
Area		Priority	3-High
Assigns	Frank Woten	Purpose	General Maintenance
User	Frank Woten	Budget	
Notes	All kinds of issues still working on it; Labor:		

Labor			To Date: 6.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 15599	Problem Heating/Cooling					Date Completed		
Desc.	AH 1 is not running Pushed all resets Still won't run Per Wes							
Bldg.	Westfield Intermediate School					Request	10/8/2025	
Space	A Hall Restrooms Downstairs - Boys - The whole A w...					Status	Completed	
Area	The whole A wing					Priority	3-High	
Assigns	Frank Woten					Purpose	General Maintenance	
User	Frank Woten					Budget		
Notes	; Labor:							
Labor			To Date: 2.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description		Qty	Pool

Action Taken:

Technician/Supervisor

Date

ID 15575	Problem Heating/Cooling			Date Completed				
Desc.	Office warm again							
Bldg.	Westfield Intermediate School			Request	10/7/2025			
Space	Main Office			Status	Completed			
Area				Priority	3-High			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			Budget				
Notes	Now the outside air is not working in auto. I have Conserv looking at both issues; Labor:							
Labor			To Date: 8.00 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 15662	Problem Heating/Cooling		Date Completed					
Desc.	Room is cold							
Bldg.	Westfield Intermediate School			Request	10/10/2025			
Space	A106			Status	Completed			
Area				Priority	3-High			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			Budget				
Notes	Found t-stat off the wall and broke. Found another stat installed ; Labor:							
Labor		To Date: 2.00 h		Purchases				To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date

ID 15663	Problem Heating/Cooling			Date Completed				
Desc.	After the drive was put in there is no air flow							
Bldg.	Westfield Intermediate School			Request	10/10/2025			
Space	Media Center - H101 - The new one			Status	Completed			
Area	The new one			Priority	3-High			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			Budget				
Notes	; Labor:							
Labor			To Date: 2.50 h		Purchases			To Date: \$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
			Inventory		To Date: \$0.00			
			Date	Item No	Description	Qty	Pool	

Action Taken:

Technician/Supervisor

Date