



11282

(PM [39](#))

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Description

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

Submitted

4/1/2025 6:02 AM

Location

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

Assigned To

Michael Ford , Zack Minton

Requestor

[Cat Odindo](#)

Email

odindoc@wws.k12.in.us

Phone

Priority

Medium

General Information

Status

Completed - 4/3/2025 8:55:50 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

Days Open

2

Notes

Note	Is Internal?	Create Date	Created By
Created filter inventory and AHU list with filter sizes/amounts. Will change out over shutdown.	No	4/3/2025 8:55:38 AM	Zack Minton
Created by PM: WMS Air Handler Filters	No	4/1/2025 6:02:58 AM	Cat Odindo

Asset:

Make:

Model:

Serial#:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



13254

(PM [39](#))

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Description

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

Submitted

7/1/2025 6:01 AM

Location

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

Assigned To

Nicolas Epperson , Zack Minton

Requestor

[Cat Odindo](#)

Email

odindoc@wws.k12.in.us

Phone

Priority

Medium

General Information

Status

Completed - 7/7/2025 10:30:28 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Equipment Maintenance

Pending Approval By

N/A

Complete By

Days Open

6

Notes

Note	Is Internal?	Create Date	Created By
all filters have been checked.	No	7/7/2025 10:30:20 AM	Nicolas Epperson
AHU L-2,13,16,17,18 were changed.	No	7/2/2025 2:10:26 PM	Nicolas Epperson
Created by PM: WMS Air Handler Filters	No	7/1/2025 6:01:55 AM	Cat Odindo

Asset:

Make:

Model:

Serial#:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



633

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Description

Filters Check and change - External ID "19890"

Submitted

12/7/2023 12:00 AM

Location

[Westfield Middle 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 - 12/21/2023 12:00:00 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

12/12/2023

Days Open

14

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



632

Prev Next

Description

Filters Check and change filters - External ID "20651"

Submitted

1/23/2024 12:00 AM

Location

[Westfield Middle 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

1/24/2024

Days Open

7

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



3539

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Description

Filters Take to AHU s - External ID "23190"

Submitted

5/30/2024 12:00 AM

Location

[Westfield Middle 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 - 9/10/2024 7:51:20 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

5/30/2024

Days Open

103

Notes

Note	Is Internal?	Create Date	Created By
Filters	No	9/10/2024 7:50:55 AM	Barb Graves
Changed ceiling tiles	No	9/10/2024 7:50:08 AM	Barb Graves

Cost Information

Labor							
Date	User	Hours	Notes	Labor Type	Rate	Rate Cost	Total
9/10/2024	Barb Graves	1		General	Normal	\$0.00	\$0.00
Grand Total						\$0.00	

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



563

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Description

Air handler 7 filters change filters in air handler - External ID "21076"

Submitted

2/13/2024 12:00 AM

Location

[Westfield Middle School](#) | [Above boiler room](#) - [Above boiler room](#)

Assigned To

Luke Hildebrand

Requestor

[Tyler Blevins](#)

Email

blevinst@wws.k12.in.us

Phone

Priority

Low

General Information

Status

Completed - 2/13/2024 12:00:00 AM

Request Type

Maintenance

Purpose

Preventative Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

Days Open

0

Notes

Note	Is Internal?	Create Date	Created By
changed filters and threw away the old filters	No	6/2/2024 9:23:20 PM	Admin User

Asset:	
Make:	Model:
Serial#:	Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes



631

Prev Next

Description

Filters Check and change - External ID "21804"

Submitted

3/19/2024 12:00 AM

Location

[Westfield Middle 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 - 4/3/2024 12:00:00 AM

Request Type

Maintenance

Purpose

General Maintenance

Problem Type

Heating/Cooling

Pending Approval By

N/A

Complete By

3/26/2024

Days Open

15

Asset:

Make:

Serial#:

Model:

Notes:

Total Labor Hours:

Completion Date:

Date	Name	Hours	Notes