

ID 1920	Problem Heating/Cooling	Date Completed	
Desc.	Investigate the lack of hot water on the west side Investigate the lack of sufficient hot water on the west side. Track valves that need replaced - External ID "19656"		
Bldg.	Westfield Middle School	Request	11/27/2023
Space	Pre-ML Work Orders	Status	Completed
Area		Priority	2-Medium
Assigns	Danny Helms	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 1937	Problem Heating/Cooling		Date Completed					
Desc.	extremely cold in the kitchen and Office. Dry st extremely cold in the kitchen and Office. Dry storage is overly warm. - External ID "19691"							
Bldg.	Westfield Middle School			Request	11/28/2023			
Space	Kitchen - kitchen			Status	Completed			
Area	kitchen			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Sue Stultz			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 579	Problem Heating/Cooling		Date Completed					
Desc.	heating check the cabinet heaters from doors 19 and 20. - External ID "19831"							
Bldg.	Westfield Middle School			Request	12/4/2023			
Space	door 19/20 - door 19/20			Status	Completed			
Area	door 19/20			Priority	1-Low			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Tyler Blevins			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 633	Problem Heating/Cooling		Date Completed					
Desc.	Filters Check and change - External ID "19890"							
Bldg.	Westfield Middle School			Request	12/7/2023			
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 1932	Problem Heating/Cooling	Date Completed	
Desc.	E310 & E307 - rooms are chilly, clean the vav str E310 & E307 - rooms are chilly, temp is showing 59 degrees. Please clean strainers in the VAV - External ID "20240"		
Bldg.	Westfield Middle School	Request	1/3/2024
Space	E310 & E307 - E310 & E307	Status	Completed
Area	E310 & E307	Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Jill Beck	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 1929	Problem Heating/Cooling		Date Completed					
Desc.	help with chiller help with chiller - External ID "20738"							
Bldg.	Westfield Middle School			Request	1/25/2024			
Space	Chiller Room - chiller room			Status	Completed			
Area	chiller room			Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			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 632	Problem Heating/Cooling		Date Completed					
Desc.	Filters Check and change filters - External ID "20651"							
Bldg.	Westfield Middle 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 1826	Problem Heating/Cooling		Date Completed					
Desc.	Media Center-half the room (left side) is blowing Media Center-half the room (left side) is blowing very hot air. other half nothing comes out. - External ID "20945"							
Bldg.	Westfield Middle School			Request	2/6/2024			
Space	Media Center - Media Center			Status	Completed			
Area	Media Center			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Viviana Aguilar			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 565	Problem Heating/Cooling			Date Completed				
Desc.	E115 - room is warm E115 - room is warm - External ID "21323"							
Bldg.	Westfield Middle School			Request	2/26/2024			
Space	E115 - E115			Status	Completed			
Area	E115			Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 1806	Problem Heating/Cooling			Date Completed				
Desc.	E113, E111 & E101 - rooms is very warm E113, E111 and E101 - room is very warm - External ID "21708"							
Bldg.	Westfield Middle School			Request	3/13/2024			
Space	E113 - E113			Status	Completed			
Area	E113			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 1930	Problem Heating/Cooling	Date Completed	
Desc.	E115 Room is very hot Room is very hot - External ID "21731"		
Bldg.	Westfield Middle School	Request	3/14/2024
Space	E115 - E115	Status	Completed
Area	E115	Priority	2-Medium
Assigns	Cat Odindo	Purpose	General Maintenance
User	Jill Beck	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 582	Problem Heating/Cooling			Date Completed				
Desc.	E206 - Room is hot and stuffy E206 - Room is hot and stuffy - External ID "21626"							
Bldg.	Westfield Middle School			Request	3/11/2024			
Space	E206 - E206			Status	Completed			
Area	E206			Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 1842	Problem Heating/Cooling	Date Completed	
Desc.	W402 - room is extremely hot W402 - room is extremely hot . Please physically check the room the graphics show its 72 degrees and yet all week the teacher has said it's hot - External ID "21740"		
Bldg.	Westfield Middle School	Request	3/15/2024
Space	W402 - W402	Status	Completed
Area	W402	Priority	2-Medium
Assigns	John French	Purpose	General Maintenance
User	Jill Beck	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 631	Problem Heating/Cooling		Date Completed					
Desc.	Filters Check and change - External ID "21804"							
Bldg.	Westfield Middle School			Request	3/19/2024			
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 604	Problem Heating/Cooling		Date Completed						
Desc.	ms see if a valve is shut off on trane chiller - External ID "22205"								
Bldg.	Westfield Middle School			Request	4/10/2024				
Space	Pre-ML Work Orders			Status	Completed				
Area				Priority	1-Low				
Assigns	John French			Purpose	General Maintenance				
User	John French			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 578	Problem Heating/Cooling			Date Completed				
Desc.	Help John with chillers Help John With Chiller - External ID "22192"							
Bldg.	Westfield Middle School			Request	4/9/2024			
Space	Chiller Room - Chiller Room			Status	Completed			
Area	Chiller Room			Priority	1-Low			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			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 587	Problem Heating/Cooling		Date Completed					
Desc.	North Gym is extremely cold North Gym is extremely cold - External ID "22381"							
Bldg.	Westfield Middle School			Request	4/17/2024			
Space	North gym - North Gym			Status	Completed			
Area	North Gym			Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 1808	Problem Heating/Cooling			Date Completed				
Desc.	E115 & E204 - temp check please, E115 and E204 - temp check please, room is feeling very warm - External ID "22143"							
Bldg.	Westfield Middle School			Request	4/9/2024			
Space	E115 - E115			Status	Completed			
Area	E115			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 581	Problem Heating/Cooling			Date Completed				
Desc.	E115 - teacher is asking for a temp check, room is E115 - teacher is asking for a temp check, room is warm - External ID "22226"							
Bldg.	Westfield Middle School			Request	4/11/2024			
Space	E115 - E115			Status	Completed			
Area	E115			Priority	1-Low			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Jill Beck			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 1934	Problem Heating/Cooling		Date Completed					
Desc.	E803 - room is warm E803 - room is warm - External ID "22418"							
Bldg.	Westfield Middle School			Request	4/19/2024			
Space	E803 - E803			Status	Completed			
Area	E803			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 1840	Problem Heating/Cooling		Date Completed					
Desc.	W109 - room has been pretty warm the past few days W109 - room has been pretty warm the past few days - External ID "22214"							
Bldg.	Westfield Middle School			Request	4/10/2024			
Space	W109 - W109			Status	Completed			
Area	W109			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 569	Problem Heating/Cooling		Date Completed					
Desc.	South Gym - the gym is getting really warm and the South Gym - the gym is getting really warm and they have NJHS induction in there tonight - External ID "22523"							
Bldg.	Westfield Middle School			Request	4/24/2024			
Space	South Gym - South Gym			Status	Completed			
Area	South Gym			Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			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 602	Problem Heating/Cooling			Date Completed				
Desc.	m.s. repair exhaust fan for dish machine. needs new bearings - External ID "22363"							
Bldg.	Westfield Middle School			Request	4/17/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	John French			Purpose	General Maintenance			
User	John French			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 603	Problem Heating/Cooling			Date Completed				
Desc.	m.s. repair exhaust hood over ovens. needs new bearings - External ID "22362"							
Bldg.	Westfield Middle School			Request	4/17/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	John French			Purpose	General Maintenance			
User	John French			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 584	Problem Heating/Cooling		Date Completed					
Desc.	Hood does not come on. - same hood repaired last Hood does not come on. - same hood repaired last week per BOH - External ID "22647"							
Bldg.	Westfield Middle School	Request	5/1/2024					
Space	HOOD out again - HOOD out again	Status	Completed					
Area	HOOD out again	Priority	1-Low					
Assigns	John French	Purpose	General Maintenance					
User	Sue Stultz	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 563	Problem Heating/Cooling	Date Completed	
Desc.	Air handler 7 filters change filters in air handler - External ID "21076"		
Bldg.	Westfield Middle School	Request	2/13/2024
Space	Above boiler room - Above boiler room	Status	Completed
Area	Above boiler room	Priority	1-Low
Assigns	Luke Hildebrand	Purpose	Preventative Maintenance
User	Tyler Blevins	Budget	
Notes	changed filters and threw away the old filters		

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 566	Problem Heating/Cooling			Date Completed				
Desc.	E208 - room is very warm E208 - room is very warm - External ID "22382"							
Bldg.	Westfield Middle School			Request	4/17/2024			
Space	E208 - E208			Status	Completed			
Area	E208			Priority	1-Low			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	room temp was reading at the set point. During break we will look above the ceiling to inspect the dampers for air movement							
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 568	Problem Heating/Cooling		Date Completed	
Desc.	Media Center - very warm, maybe the air was turned off over the weekend? - External ID "22276"			
Bldg.	Westfield Middle School	Request	4/15/2024	
Space	Media Center - Media Center	Status	Completed	
Area	Media Center	Priority	1-Low	
Assigns	Cat Odindo	Purpose	General Maintenance	
User	Jill Beck	Budget		
Notes	continued to get cooler as the day went on. Still looking at the "office" in the media center.			

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 570	Problem Heating/Cooling	Date Completed	
Desc.	South Gym - extremely warm South Gym - extremely warm - External ID "22385"		
Bldg.	Westfield Middle School	Request	4/18/2024
Space	South Gym - South Gym	Status	Completed
Area	South Gym	Priority	1-Low
Assigns	Cat Odindo	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	Raised the set point. It was at 60 raised it to 70		

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 580	Problem Heating/Cooling	Date Completed	
Desc.	E103 -My classroom is already really warm with no E103 -My classroom is already really warm with no students. It usually gets much warmer in the afternoon. Is there anything that can be done? - External ID "21533"		
Bldg.	Westfield Middle School	Request	3/6/2024
Space	E103 - E103	Status	Completed
Area	E103	Priority	1-Low
Assigns	Cat Odindo	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	There is a communication error at the moment		

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 583	Problem Heating/Cooling			Date Completed				
Desc.	E308 - air circulation - I know they don't have th E308 - air circulation - I know they don't have the air running, but can they at least put the fans on to circulate the air in and out of the room? It's very early in the day and it's already getting really stuffy down here. - External ID "22487"							
Bldg.	Westfield Middle School			Request	4/23/2024			
Space	E308 - E308			Status	Completed			
Area	E308			Priority	1-Low			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	temp check was at set point. It cooled off the longer the day went.							
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 1798	Problem Heating/Cooling			Date Completed				
Desc.	Cafeteria-Temperature very hot in the cafeteria th Cafeteria-Temperature very hot in the cafeteria the past couple days - External ID "20658"							
Bldg.	Westfield Middle School			Request	1/23/2024			
Space	Cafeteria - Cafeteria			Status	Completed			
Area	Cafeteria			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Viviana Aguilar			Budget				
Notes	found the actuator on the AHU was operating backwards fixed so its operating in the right direction .							
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 1805	Problem Heating/Cooling	Date Completed	
Desc.	E104 -Room is incredibly warm E104 - Room warm it's at 75 degrees, don't the VAV box is working - External ID "22986"		
Bldg.	Westfield Middle School	Request	5/17/2024
Space	E104 - E104	Status	Completed
Area	E104	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	VAV needed to be reset after reset VAV seems to be working properly 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 1807	Problem Heating/Cooling	Date Completed	
Desc.	E115 - teacher is asking for a temp check, room i E115 - teacher is asking for a temp check, room is warm - External ID "22909"		
Bldg.	Westfield Middle School	Request	5/15/2024
Space	E115 - E115	Status	Completed
Area	E115	Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	temp reading in the room was at 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 1809	Problem Heating/Cooling	Date Completed	
Desc.	E115 - teacher is asking for air to be turned dow E115 - teacher is asking for air to be turned down - External ID "21359"		
Bldg.	Westfield Middle School	Request	2/27/2024
Space	E115 - E115	Status	Completed
Area	E115	Priority	2-Medium
Assigns	Cat Odindo	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	Air handler that servers this area was turned 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 1810	Problem Heating/Cooling		Date Completed					
Desc.	E202 - room is VERY cold E202 - room is VERY cold - External ID "22330"							
Bldg.	Westfield Middle School			Request	4/16/2024			
Space	E202 - E202			Status	Completed			
Area	E202			Priority	2-Medium			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	room was at set point when temp was checked. Keeping an eye on E202 and E 208.							
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 1811	Problem Heating/Cooling			Date Completed				
Desc.	E206 - room is very warm E206 - room is very warm - External ID "21805"							
Bldg.	Westfield Middle School			Request	3/19/2024			
Space	E206 - E206			Status	Completed			
Area	E206			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	the temp reading was at the set point for the system. Will look into the "stagnant" air/no air movement.							
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 1812	Problem Heating/Cooling		Date Completed					
Desc.	E206 Check room temperature, very hot room E206 Check room temperature, very hot room - External ID "20608"							
Bldg.	Westfield Middle School			Request	1/22/2024			
Space	E206 - E206			Status	Completed			
Area	E206			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Viviana Aguilar			Budget				
Notes	Taylor adjusted temps							
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 1813	Problem Heating/Cooling			Date Completed				
Desc.	E604 - room is really warm and the teacher is stat E604 - room is really warm and the teacher is stating there is no airflow. Its reading 75 degrees on graphics - External ID "22339"							
Bldg.	Westfield Middle School			Request	4/16/2024			
Space	E604 - E604			Status	Completed			
Area	E604			Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	found occupied set points heating was 71 deg. cooling was 75 deg. changed to summer settings. 68, 72. damper opened up and the supply air is 57 deg.							
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 1814	Problem Heating/Cooling	Date Completed	
Desc.	E803 - we are at 79 degs E115; E204 E803 - we are at 79 degrees and climbing. Also E115 and E204 are hot - External ID "21457"		
Bldg.	Westfield Middle School	Request	3/4/2024
Space	E803 - E803	Status	Completed
Area	E803	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	opened up the outside air dampers more to bring in air		

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 1815	Problem Heating/Cooling		Date Completed					
Desc.	E803 - room is very warm. It was warm yesterday to E803 - room is very warm. It was warm yesterday too but this morning is has got warmer - External ID "21369"							
Bldg.	Westfield Middle School			Request	2/28/2024			
Space	E803 - E803			Status	Completed			
Area	E803			Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	found air handler set point at 63 deg. changed too 55. room is cooling 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 1816	Problem Heating/Cooling			Date Completed				
Desc.	E803 - 80 degrees/door open/fan running E803 - 80 degrees/door open/fan running - External ID "20815"							
Bldg.	Westfield Middle School			Request	1/30/2024			
Space	E803 - E803			Status	Completed			
Area	E803			Priority	2-Medium			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	Talked to Cat about the room temp. Discharge temp is what the computer is showing. Trying to figure out how to dissipate some of the heat from the electronics.							
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 1817	Problem Heating/Cooling	Date Completed	
Desc.	E803 - Rm temp is 79+ degrees E803 - I was not here Monday, but when I came yesterday and today my room temperature is at 79+ degrees and I have my door open and a fan running. - External ID "20426"		
Bldg.	Westfield Middle School	Request	1/10/2024
Space	E803 - E803	Status	Completed
Area	E803	Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	Found that vavs in room were set up for the wrong airflow. Balanced K factors in vav boxes		

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 1820	Problem Heating/Cooling	Date Completed	
Desc.	Kitchen hood system belt may have broke Kitchen hood system I believe the belt broke slapping around.. unit making loud clanking sound above the bearing noise. - External ID "20469"		
Bldg.	Westfield Middle School	Request	1/12/2024
Space	Hood System - Hood System	Status	Completed
Area	Hood System	Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Sue Stultz	Budget	
Notes	Removed bonnet belt is ok relatively new lubricated shaft bearing(red grease).i believe the squirrel cage is out of round or needs tightened , it's seems to be hitting the shroud, probably needs replaced?		

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 1823	Problem Heating/Cooling	Date Completed	
Desc.	Media Center-Hot air keeps blowing, room very hot Media Center-Hot air keeps blowing, room very hot - External ID "22747"		
Bldg.	Westfield Middle School	Request	5/7/2024
Space	Media Center - Media Center	Status	Completed
Area	Media Center	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Viviana Aguilar	Budget	
Notes	chiller was down reset and set up to run the other chiller so they can put a new panel on the tower		

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 1824	Problem Heating/Cooling	Date Completed	
Desc.	Media Center - warm again, feels like the heat is on - External ID "22378"		
Bldg.	Westfield Middle School	Request	4/17/2024
Space	Media Center - Media Center	Status	Completed
Area	Media Center	Priority	2-Medium
Assigns	Frank Woten	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	found all areas below set point. they ranged from 68 deg. too 70 deg. lowered set poi ts too 68 deg.		

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 1825	Problem Heating/Cooling		Date Completed					
Desc.	Media Center - "hot air is blowing through the ven Media Center - "hot air is blowing through the vents" - External ID "22325"							
Bldg.	Westfield Middle School			Request	4/16/2024			
Space	Media Center - Media Center			Status	Completed			
Area	Media Center			Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	all the set points were set too high. they were all calling for heat. also the cfm in the office was too high. adjusted it. they are fine 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 1828	Problem Heating/Cooling	Date Completed	
Desc.	North Gym - really hot and sticky in the north gym North Gym - really hot and sticky in the north gym - External ID "23084"		
Bldg.	Westfield Middle School	Request	5/23/2024
Space	North gym - North Gym	Status	Completed
Area	North Gym	Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	temp check was at set point. Was humid but not out of the norm.		

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 1829	Problem Heating/Cooling			Date Completed				
Desc.	Nurses Clinic - temp is very cold Nurses Clinic - temp is very cold - External ID "21989"							
Bldg.	Westfield Middle School			Request	3/28/2024			
Space	Nurses Clinic - Nurses Clinic			Status	Completed			
Area	Nurses Clinic			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	AHU had tripped							
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 1834	Problem Heating/Cooling				Date Completed			
Desc.	The South Gym, Wrestling Room and Weight Room are The South Gym, Wrestling Room and Weight Room are extremely hot. - External ID "20917"							
Bldg.	Westfield Middle School				Request	2/5/2024		
Space	South Gym/Wrestling & Weight Rooms - South Gym/Wre...				Status	Completed		
Area	South Gym/Wrestling & Weight Rooms				Priority	2-Medium		
Assigns	Jeff Neese				Purpose	General Maintenance		
User	Jill Beck				Budget			
Notes	checked out AHU's and found the outdoor damper not open. put back in auto and units working properly							
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 1836	Problem Heating/Cooling	Date Completed	
Desc.	The temperature this week in the office ranges fro The temperature this week in the office ranges from74 to 76. (currently 76). Is there anything that can be done to cool it off up here. Thank you. - External ID "21525"		
Bldg.	Westfield Middle School	Request	3/6/2024
Space	TSG Office - TSG Office	Status	Completed
Area	TSG Office	Priority	2-Medium
Assigns	Cat Odindo	Purpose	General Maintenance
User	Shelli Haubner	Budget	
Notes	We have been cooling with outside air as the chillers are not on. It's been warm outside the last few days so it's been difficult to get the building cool		

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 1839	Problem Heating/Cooling		Date Completed					
Desc.	W001 - classroom is super hot W001 - classroom is super hot - External ID "22642"							
Bldg.	Westfield Middle School			Request		4/30/2024		
Space	W001 - W001			Status		Completed		
Area	W001			Priority		2-Medium		
Assigns	Jeff Neese			Purpose		General Maintenance		
User	Jill Beck			Budget				
Notes	found the air handler did not have the right static pressure on it put the right static and checked unit is running correctly.							
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 1841	Problem Heating/Cooling	Date Completed	
Desc.	W112/W300 area/hallway, W501 W602 all Warm W112/W300 area/hallway, W501, W602 - rooms are getting very warm. - External ID "21445"		
Bldg.	Westfield Middle School	Request	3/4/2024
Space	W112/W300 area/hallway - W112/W300 area/hallway	Status	Completed
Area	W112/W300 area/hallway	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	checked the air handler to see what the settings were and settings were all good air handler was cooling as much as it could without the chillers.		

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 1843	Problem Heating/Cooling			Date Completed				
Desc.	W402 - hot and humid room, smells musty W402 - hot and humid room, smells musty - External ID "21443"							
Bldg.	Westfield Middle School			Request	3/4/2024			
Space	W402 - W402			Status	Completed			
Area	W402			Priority	2-Medium			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	went to room. To me room didn't smell musty and temp/humidity seemed normal							
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 1844	Problem Heating/Cooling	Date Completed	
Desc.	W601 - Just wanted to let you know that my classro W601 - Just wanted to let you know that my classroom (W601) was 78 degrees this afternoon. - External ID "21523"		
Bldg.	Westfield Middle School	Request	3/5/2024
Space	W601 - W601	Status	Completed
Area	W601	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	found the comm in that area needed to be reset none of the vav's were communicating		

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 1918	Problem Heating/Cooling		Date Completed						
Desc.	E308 the reheat valve needs changed out on VAV E308 the reheat valve needs changed out on VAV it is not working right. - External ID "22546"								
Bldg.	Westfield Middle School			Request	4/25/2024				
Space	Pre-ML Work Orders			Status	Completed				
Area				Priority	2-Medium				
Assigns	Frank Woten			Purpose	General Maintenance				
User	Cat Odindo			Budget					
Notes	checked out. E308 on the computer is E310 in the building. there were some overridden points. released them. tested reheat valve. it is working fine. there was no air flow. the min air was at 400 cfm. the max is set at 1600. raised the min to 800 room went to set point and they are happy. E308 in the building is actually E306 on the computer. they were really hot. same thing min cfm was at 200 with the max at 1600. I raised the min cfm till it the room cooled down to set point. she is very happy.								
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 1919	Problem Heating/Cooling	Date Completed	
Desc.	Check exhaust fan for kiln off the chiller room Check exhaust fan for kiln off the chiller room. The kiln room is over heating and so exhaust fan must not be working - External ID "20959"		
Bldg.	Westfield Middle School	Request	2/6/2024
Space	Pre-ML Work Orders	Status	Completed
Area		Priority	2-Medium
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes	checked both exhaust fans (in the room and on the roof) and both are working as they 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 1928	Problem Heating/Cooling	Date Completed	
Desc.	helped John with cleaning out tanks helped clean tanks - External ID "21632"		
Bldg.	Westfield Middle School	Request	3/11/2024
Space	Chiller Room - chiller room	Status	Completed
Area	chiller room	Priority	2-Medium
Assigns	Frank Woten	Purpose	General Maintenance
User	Frank Woten	Budget	
Notes	helped clean our tower tanks		

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 1931	Problem Heating/Cooling		Date Completed					
Desc.	E115 - room is very warm E115 - room is very warm - External ID "21676"							
Bldg.	Westfield Middle School			Request	3/12/2024			
Space	E115 - E115			Status	Completed			
Area	E115			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	Right now (9 am) the room temp is at 70degrees which is the set point. Please let us know if it gets hot again today.							
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 1933	Problem Heating/Cooling			Date Completed				
Desc.	E802 - the choir room (E802) has been so hot the p E802 - the choir room (E802) has been so hot the past couple of weeks. If there is any way for less heat to come in here, I would appreciate it greatly. I've had to leave the doors open to the outside vestibule because it's been so hot. - External ID "20605"							
Bldg.	Westfield Middle School			Request	1/22/2024			
Space	E802 - E802			Status	Completed			
Area	E802			Priority	2-Medium			
Assigns	Luke Hildebrand			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	This was due to the air handler heating stuck. Repaired air handler							
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 1935	Problem Heating/Cooling	Date Completed	
Desc.	E803 - room temp is 79 degrees E803 - room temp is 79 degrees - External ID "21946"		
Bldg.	Westfield Middle School	Request	3/26/2024
Space	E803 - E803	Status	Completed
Area	E803	Priority	2-Medium
Assigns	Cat Odindo	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	3/26 The temperature is currently reading 74.9 degrees (on maintenance thermometer) unfortunately we don't have any chillers on at the moment so it may be a little warm 3/27 The temperature is reading 73.5 degrees on graphics this morning		

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 1936	Problem Heating/Cooling		Date Completed						
Desc.	Hood system will turn on, but will not run. motor Hood system will turn on, but will not run. motor out or belt broke. Hoods were just cleaned. it is the hood system over the steamers. - External ID "20131"								
Bldg.	Westfield Middle School			Request		12/27/2023			
Space	Kitchen - Kitchen			Status		Completed			
Area	Kitchen			Priority		2-Medium			
Assigns	Cat Odindo			Purpose		General Maintenance			
User	Sue Stultz			Budget					
Notes	CRS came and fixed								
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 1940	Problem Heating/Cooling	Date Completed	
Desc.	Media Center - it is feeling very very cold Media Center - it is feeling very very cold - External ID "22426"		
Bldg.	Westfield Middle School	Request	4/19/2024
Space	Media Center - Media Center	Status	Completed
Area	Media Center	Priority	2-Medium
Assigns	Frank Woten	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	put all set points back too 72.		

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 1941	Problem Heating/Cooling			Date Completed				
Desc.	Media Center - very humid Media Center - very humid - External ID "21344"							
Bldg.	Westfield Middle School			Request	2/27/2024			
Space	Media Center - Media Center			Status	Completed			
Area	Media Center			Priority	2-Medium			
Assigns	Cat Odindo			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	It was hot yesterday with no chiller on. It's cooler today so it should be better. It looks ok on the graphics. Please let me know if it doesn't change - Cat							
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 1946	Problem Heating/Cooling			Date Completed				
Desc.	W402 - room is extremely hot W402 - room is extremely hot - External ID "21718"							
Bldg.	Westfield Middle School			Request	3/14/2024			
Space	W402 - W402			Status	Completed			
Area	W402			Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	room is at set point. discharge temp is 57 deg. air handler discharge temp is 56 deg. I tried to check it by adjusting set points. but it wouldn't allow me to adjust anything.							
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 3399	Problem Heating/Cooling	Date Completed	
Desc.	E803 - Currently at 80 degrees in the classroom an E803 - Currently at 80 degrees in the classroom and getting warmer - External ID "20659"		
Bldg.	Westfield Middle School	Request	1/23/2024
Space	E803 - E803	Status	Declined
Area	E803	Priority	1-Low
Assigns		Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	THis is a duplicate work order - there is already one open on this issue WO# 20460. They are trying to figure 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 3728	Problem Heating/Cooling		Date Completed					
Desc.	Air conditioning not working							
Bldg.	Westfield Middle School			Request	6/3/2024			
Space	E613			Status	Completed			
Area				Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Viviana Aguilar			Budget				
Notes	Found the actuator on the VAv damper slipping on the shaft tightened up and room has airflow now; 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 3793	Problem Heating/Cooling	Date Completed							
Desc.	From Scott Pratt: There is currently a mobile air conditioner in this space but it's not keeping up. I purchased a thermometer to show the temperature in this space. The data from the thermometer is attached. I brought the device in yesterday morning around 8a.m. The temp has been a solid 83-84 degrees in this room with the AC running. When the AC unit fills up with water, it will turn off and get hotter. I try to keep up with dumping the water but cannot always be here to dump it regularly. Can we work on a solution to this problem?								
Bldg.	Westfield Middle School			Request	6/4/2024				
Space	Vestibule - WMS MDF data closet			Status	Completed				
Area	WMS MDF data closet			Priority	2-Medium				
Assigns	Jeff Neese			Purpose	General Maintenance				
User	Shelli Haubner			Budget					
Notes	Installed little giant condensate pump on AC unit in the idf 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 4068	Problem Heating/Cooling	Date Completed	
Desc.	The room is at 78 degrees and VUV is discharging 80 degrees even with the air handler on. Please check and sis if ther is an issue. They are having cooking classes going on in there		
Bldg.	Westfield Middle School	Request	6/18/2024
Space	E104	Status	Completed
Area		Priority	2-Medium
Assigns	Jeff Neese	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 4030	Problem Heating/Cooling			Date Completed				
Desc.	On Friday before you leave please make sure AC in both gyms run the entire weekend of 7/21 for athletic tournament							
Bldg.	Westfield Middle School			Request	6/14/2024			
Space	North gym,South Gym			Status	Completed			
Area				Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Cat Odindo			Budget				
Notes	; 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 3909	Problem Heating/Cooling			Date Completed				
Desc.	Please fix air conditioning to be set at a temperature between 70-72 degrees. Temp keeps fluctuating Please talk to Angela Hoffman for questions							
Bldg.	Westfield Middle School			Request	6/10/2024			
Space	Media Center			Status	Completed			
Area				Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Viviana Aguilar			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 4128	Problem Heating/Cooling		Date Completed					
Desc.	Tank the gyms hvac out of active mode and put in null							
Bldg.	Westfield Middle School			Request	6/24/2024			
Space	North gym,South Gym			Status	Completed			
Area				Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Frank Woten			Budget				
Notes	; 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 4180	Problem Heating/Cooling	Date Completed							
Desc.	AHU-L1-1 is scheduled to be on but it's not running. It shows "Lockout Alarm - Lockout" on the graphics. Would you please look and see what the issue could be? They have a basketball tournament this weekend.								
Bldg.	Westfield Middle School			Request	6/26/2024				
Space	North gym - AHU-L1-1			Status	Completed				
Area	AHU-L1-1			Priority	2-Medium				
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 4350	Problem Heating/Cooling	Date Completed	
Desc.	These wall radiators are on and warm. with lots of books in the lab area- we need AC on to reduce humidity.		
Bldg.	Westfield Middle School	Request	7/12/2024
Space	E201A	Status	Completed
Area		Priority	1-Low
Assigns	Cat Odindo	Purpose	General Maintenance
User	Viviana Aguilar	Budget	
Notes	The wall radiator has been turned off		

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 3598	Problem Heating/Cooling	Date Completed	
Desc.	E505 - temp is already 75. section shows NR E505 - temp is already 75. Zero air flow. It's unbelievably uncomfortable. Section showing NR on the graphics - External ID "23055"		
Bldg.	Westfield Middle School	Request	5/22/2024
Space	E505 - E505	Status	Completed
Area	E505	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	went to the area that's out in the rooms and reset the control power and rooms still are not communicating will need to trace the control wire to each room and see which controllers are working.; 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 4408	Problem Heating/Cooling	Date Completed							
Desc.	Urgent request for some portable AC units be brought into the PLTW lab where we are working on organizing the books. If we dont get some air in there soon the books are going to start warping and will become damaged from the moisture.								
Bldg.	Westfield Middle School			Request	7/17/2024				
Space	E201A,E201B			Status	Completed				
Area				Priority	1-Low				
Assigns	Cat Odindo			Purpose	Preventative Maintenance				
User	Viviana Aguilar			Budget					
Notes	The AC to the building is up and running. Should be cooling 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 3599	Problem Heating/Cooling	Date Completed							
Desc.	W404 - room is getting stuffy - My room seems to b W404 - room is getting stuffy - My room seems to be getting hotter and hotter. There is never any air flow in here, ever. I never feel a breeze from anything other then the 2 fans I have going at all times. As the day goes on it gets stuffier and stuffier as we are supposed to keep our doors closed and locked at all times. - External ID "22552"								
Bldg.	Westfield Middle School			Request	4/25/2024				
Space	W404 - W404			Status	Completed				
Area	W404			Priority	2-Medium				
Assigns	Jeff Neese			Purpose	General Maintenance				
User	Jill Beck			Budget					
Notes	will need to take some duct work apart and check the heating coil to make sure it is not clogged with dirt. will haft to do this when kids are not in the 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 4051	Problem Heating/Cooling	Date Completed	
Desc.	Install or show someone how to install kiln vent in west side kiln room. I have most of the parts in my office and you can pick up whatever else is needed.		
Bldg.	Westfield Middle School	Request	6/17/2024
Space	W402 - Art Room on West side (I think W402 or arou...	Status	Completed
Area	Art Room on West side (I think W402 or around ther...	Priority	3-High
Assigns	Luke Hildebrand	Purpose	General Maintenance
User	Luke Hildebrand	Budget	
Notes	This was completed by Rusty		

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 4652	Problem Heating/Cooling			Date Completed				
Desc.	There is no airflow in room. Not sure if it is because it is summer and parts of the building are cooling at all hours?							
Bldg.	Westfield Middle School			Request	7/30/2024			
Space	E505 - cooling			Status	Completed			
Area	cooling			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Doug Luce			Budget				
Notes	The VAV box needs recalibrated the damper did not open because the CFM was at the CFM it was calling for.so I forced closed damper and put everything back into auto and room temp is now at 72° at the setpoint ; 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 4987	Problem Heating/Cooling	Date Completed	
Desc.	The room was very hot today. This room was split and don't know if that has something to do with the issue. The other side of the room was cooler.		
Bldg.	Westfield Middle School	Request	8/8/2024
Space	W201 - Air conditioning	Status	Completed
Area	Air conditioning	Priority	2-Medium
Assigns	Zack Minton	Purpose	General Maintenance
User	Doug Luce	Budget	
Notes	Jeff and I made 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 5171	Problem Heating/Cooling		Date Completed					
Desc.	The vent between the weight room and exit door 9 constantly blows hot air. It makes the weight room hot. Is there any way to turn it off?							
Bldg.	Westfield Middle School			Request	8/14/2024			
Space	Fitness Room - Near exit door			Status	Completed			
Area	Near exit door			Priority	1-Low			
Assigns	Zack Minton			Purpose	General Maintenance			
User	Doug Luce			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 5376	Problem Heating/Cooling			Date Completed				
Desc.	There is not working AC in my room. I'm worried about the classroom temp.							
Bldg.	Westfield Middle School			Request	8/26/2024			
Space	E613 - Kathleen Ferris			Status	Completed			
Area	Kathleen Ferris			Priority	2-Medium			
Assigns	Frank Woten, Zack Minton			Purpose	General Maintenance			
User	Viviana Aguilar			Budget				
Notes	Checked out. Found only one chiller is running. The other one is waiting for contractor to fix; 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 5303	Problem Heating/Cooling		Date Completed					
Desc.	The band room on average has been pretty warm sometimes hot, and I wanted to reach out to ask if there was a way that it can be cooler?							
Bldg.	Westfield Middle School			Request	8/21/2024			
Space	E800 - Band room			Status	Completed			
Area	Band room			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Jill Beck			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 5458	Problem Heating/Cooling	Date Completed	
Desc.	school feels hot!		
Bldg.	Westfield Middle School	Request	8/28/2024
Space	E115,Entire Building - Front Office and E115	Status	Completed
Area	Front Office and E115	Priority	1-Low
Assigns	Zack Minton	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	Chiller 1 is down and contractor has been called, They will be in this morning		

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 5534	Problem Heating/Cooling			Date Completed				
Desc.	The water pump attached to the AC unit is malfunctioning. There is standing water on the floor currently.							
Bldg.	Westfield Middle School			Request	8/29/2024			
Space	Entire Building - Data closet - MDF			Status	Completed			
Area	Data closet - MDF			Priority	4-Urgent			
Assigns	Zack Minton			Purpose	General Maintenance			
User	Scott Pratt			Budget				
Notes	Condensate hose had came detached from pump. No leaks							
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 3597	Problem Heating/Cooling	Date Completed	
Desc.	E202 - room is extremely cold, temp is reading 60 E202 - room is extremely cold, temp is reading 60 degrees. Tyler checked it out and its' 66 degrees in there but the graphics say it's at 70 - External ID "22667"		
Bldg.	Westfield Middle School	Request	5/2/2024
Space	E202 - E202	Status	Completed
Area	E202	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	checked into room and found that some of the settings were wrong on the graphics and on the graphics this room is not 202 it's 204 needs new heating valve.		

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 3539	Problem Heating/Cooling		Date Completed					
Desc.	Filters Take to AHU s - External ID "23190"							
Bldg.	Westfield Middle School			Request	5/30/2024			
Space	Pre-ML Work Orders			Status	Completed			
Area				Priority	1-Low			
Assigns	Barb Graves			Purpose	General Maintenance			
User	Barb Graves			Budget				
Notes	Filters ; 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 5433	Problem Heating/Cooling	Date Completed	
Desc.	room is HOT		
Bldg.	Westfield Middle School	Request	8/27/2024
Space	W104	Status	Completed
Area		Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	Made some adjustments and rooms are now cooling off.		

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 5681	Problem Heating/Cooling			Date Completed				
Desc.	No air flow in "new" half of the room. We need this room fully functioning by Oct. 4							
Bldg.	Westfield Middle School			Request	9/5/2024			
Space	W202 - 202A and 202B			Status	Completed			
Area	202A and 202B			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Stacey Swan			Budget				
Notes	; Labor:							
Labor		To Date: 4.00 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 5122	Problem Heating/Cooling			Date Completed				
Desc.	room is smokin hot! if someone could come take a look at the temp, room was warm yesterday too							
Bldg.	Westfield Middle School			Request	8/13/2024			
Space	W001 - W001			Status	Completed			
Area	W001			Priority	2-Medium			
Assigns	Jeff Neese			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	Adjusted setpoint to make room cooler							
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 6129	Problem Heating/Cooling	Date Completed	
Desc.	A portable AC unit was purchased for this room. We need it vented properly.		
Bldg.	Westfield Middle School	Request	9/26/2024
Space	W412 - back corner	Status	Completed
Area	back corner	Priority	2-Medium
Assigns	Zack Minton	Purpose	General Maintenance
User	Doug Luce	Budget	
Notes	Vented into ceiling		

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 6264	Problem Heating/Cooling				Date Completed			
Desc.	Hot air blasting through vents in my area							
Bldg.	Westfield Middle School				Request	10/2/2024		
Space	Media Center - Angela Hoffmans area				Status	Completed		
Area	Angela Hoffmans area				Priority	2-Medium		
Assigns	Zack Minton				Purpose	General Maintenance		
User	Jill Beck				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 6294	Problem Heating/Cooling	Date Completed	
Desc.	North Gym is HOT, heat is blasting from the vents		
Bldg.	Westfield Middle School	Request	10/3/2024
Space	North gym - North Gym	Status	Completed
Area	North Gym	Priority	2-Medium
Assigns	Zack Minton	Purpose	General Maintenance
User	Jill Beck	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 6354	Problem Heating/Cooling	Date Completed	
Desc.	E115 - room is hot E507 - It is currently 74 degrees and getting warmer, even with my windows open Could you tell them to drop it to 69-70 or simply turn off the heat please :)		
Bldg.	Westfield Middle School	Request	10/7/2024
Space	E507,E115	Status	Completed
Area		Priority	2-Medium
Assigns	Zack Minton	Purpose	General Maintenance
User	Jill Beck	Budget	
Notes	Cat and I adjusted the settings		

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 6353	Problem Heating/Cooling			Date Completed				
Desc.	Can you let someone know that the issue with my classroom temp in the morning is that nothing is on until second period? First period is uncomfortable, and then second period it kicks on and is loudly whooshing in the vents to make up for the natural heat + the heat of 30 bodies. Thank you!							
Bldg.	Westfield Middle School			Request	10/7/2024			
Space	E505			Status	Completed			
Area				Priority	2-Medium			
Assigns	Zack Minton			Purpose	General Maintenance			
User	Jill Beck			Budget				
Notes	Cat and I are adjusting set points							
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 6563	Problem Heating/Cooling		Date Completed					
Desc.	They say the room is really warm with no air movement. Its at 75 right now per the graphics							
Bldg.	Westfield Middle School			Request	10/15/2024			
Space	E406 - And the rooms around			Status	Completed			
Area	And the rooms around			Priority	2-Medium			
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 6515	Problem Heating/Cooling		Date Completed					
Desc.	It is 80 degree in my room, rooms are getting warm							
Bldg.	Westfield Middle School			Request	10/14/2024			
Space	E113,E803			Status	Completed			
Area				Priority	2-Medium			
Assigns	Frank Woten			Purpose	General Maintenance			
User	Jill Beck			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 6145	Problem Heating/Cooling	Date Completed	
Desc.	The room seems to have an issue with the CFM. The discharge temperature is at 57 but there is very little air movement. Zach says he can assist you if need be		
Bldg.	Westfield Middle School	Request	9/26/2024
Space	W412	Status	Completed
Area		Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Cat Odindo	Budget	
Notes	Replaced damper actuators in both of the vuv's and ran new wire to them . The old actuators were bad causing the dampers not to open		

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 6124	Problem Heating/Cooling	Date Completed	
Desc.	Classroom is very warm		
Bldg.	Westfield Middle School	Request	9/25/2024
Space	W100 - Conference Room	Status	Completed
Area	Conference Room	Priority	2-Medium
Assigns	Jeff Neese	Purpose	General Maintenance
User	Sarah Havens	Budget	
Notes	Adjusted temp		

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 6704	Problem Heating/Cooling			Date Completed				
Desc.	my classroom is sweltering. I can hear the heat running.							
Bldg.	Westfield Middle School			Request	10/28/2024			
Space	E204 - Lauren Smith			Status	Completed			
Area	Lauren Smith			Priority	2-Medium			
Assigns	Zack Minton			Purpose	General Maintenance			
User	Viviana Aguilar			Budget				
Notes	Checked with teacher. Classroom is at 69 currently and she says it's feels much better							
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