

## Work Orders

ID	Origin ID	Asset ID	Department	Work Order Type	Work Order Subtype	Asset Name	Asset Location	Status	Hours	All Notes	Completed Date	Cost
WO-2560	SR-0032		Civic Centre	General Maintenance - Civic Centre	Lighting Maintenance			Completed	3	Replace broken light fixture lenses in the Council Chambers (2 fixtures 2'x2') One lens missing one lens cracked. To be completed before council Monday February 25	2019-02-22	\$87.87
WO-2551			Civic Centre	General Maintenance - Civic Centre	Carpentry			Completed	2.5	1. By Law Office requests to install a shelf. (Contact Partirck) 2. Downstairs washroom paper towel dispenser needs to be installed 3. Handicapped washroom paper towel dispenser needs to be installed.	2019-02-19	\$73.23
WO-2568			Com Serv - Children's Complex	General Maintenance-Children's Complex	Plumbing			Completed	0.75	Unplug preschool sink	2019-02-27	\$21.97
WO-2539	PM-2405	521101	Com Serv - Children's Complex	Preventative Maintenance-Children's Complex	Humidifier Sensor Check	Humidifier	Mechanical Room	Completed	2.5	This unit had 1133 hours on since last service. Cleaned out scale and flushed tank. Reset to 0 hrs	2019-02-11	\$73.23
WO-2520			Com Serv - Children's Complex	Preventative Maintenance-Children's Complex				Completed	2.5	Repair broken toilet lid, Glued broken toilet tank lid and re-siliconed	2019-02-06	\$88.21
WO-2353	PM-2407	721115	Com Serv - Children's Complex	Preventative Maintenance-Children's Complex	Furnace Filter Check & inspect air make up filter	Forced Air Furnace with Cooling Unit	Service Yard	Completed	1	Filters are still good, outer screen was broken and laying on the ground.	2019-02-12	\$29.29
WO-2487			Com Serv - East End Hall	Daily Inspection				Completed	15.5	Inspect East End Hall, Weight Scale, Marina, Tourist Information Building, Old Library, Old Nursing Station.	2019-02-28	\$454.00
WO-2499	PM-2225	22621	Com Serv - East End Hall	Preventative Maintenance	Hot Water Tank Inspetion	Potable Water Expansion Tank	Basement	Completed	0.5		2019-02-04	\$14.65
WO-2498	PM-2224	22620	Com Serv - East End Hall	Preventative Maintenance	Hot Water Tank Inspetion	Hot Water Tank	Basement	Completed	0.5		2019-02-04	\$14.65
WO-2497	PM-2223	22619	Com Serv - East End Hall	Preventative Maintenance	Furnace Inspection/Filter Change	Furnace	Basement	Completed	0.5	Only 1 spare filter left	2019-02-04	\$20.30
WO-2550			Com Serv - Library	General Maintenance - Library				Completed	2	Handicapped washroom toilet in the ladies room which is leaking., Replaced a gasket on the toilet tank	2019-02-14	\$72.06
WO-2519			Com Serv - Library	General Maintenance - Library				Completed	0.5	Repair leaking tap in the Shaw room	2019-02-05	\$14.65
WO-2548	PM-2619	21062	Com Serv - Library	Inspection - Library	Boiler Monthly Inspection	Boiler #2	Closet Mechanical Room	Completed	0.25		2019-02-19	\$7.32
WO-2547	PM-2618	21061	Com Serv - Library	Inspection - Library	Boiler Monthly Inspection	Boiler #1	Closet Mechanical Room	Completed	0.25		2019-02-19	\$7.32
WO-2546	PM-2293	21065	Com Serv - Library	Preventative Maintenance - Library	Heat Pump Inspection	HP-4 (Filter:2-16x20x1, Belt:BX-64)	Non-Friction Mechanical Room	Completed	0.5	Filters did not need to be changed at this time	2019-02-19	\$14.65

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WO-2545	PM-229	221066	Com Serv - Library	Preventative Maintenance - Library	Heat Pump Inspection	HP-5 (Filter: 6-20x25x1, Belt: BX-64)	Closet Mechanical Room	Completed	0.5	Filters did not need to be changed at this time	2019-02-19	\$14.65
WO-2544	PM-229	121069	Com Serv - Library	Preventative Maintenance - Library	Heat Pump Inspection	HP-3 (East of the Closet Ceiling) (2-16x20x1)	Shaw Mechanical Room	Completed	0.5	Filters did not need to be changed at this time	2019-02-19	\$14.65
WO-2543	PM-229	021068	Com Serv - Library	Preventative Maintenance - Library	Heat Pump Inspection	HP-2 (West of the Closet Ceiling) 2-16x20x1	Shaw Mechanical Room	Completed	0.5	Filters did not need to be changed at this time	2019-02-19	\$14.65
WO-2542	PM-228	921067	Com Serv - Library	Preventative Maintenance - Library	Heat Pump Inspection	HP-1 (Hanging on the Ceiling) 2-16x20x1	Hallway Mechanical Room	Completed	0.5	Replaced filters	2019-02-19	\$14.65
WO-2496	PM-1756	222617	Com Serv - Library	Preventative Maintenance - Library	HRV Core Wash	HRV 2	Shaw Room	Completed	3	Also cleaned the ceiling air vents	2019-02-07	\$43.94
WO-2495	PM-1756	422616	Com Serv - Library	Preventative Maintenance - Library	HRV Core Wash	HRV 1	Children Play Area	Completed	3	Also cleaned the ceiling air vents	2019-02-07	\$43.94
WO-2494	PM-1756	222618	Com Serv - Library	Preventative Maintenance - Library	HRV Core Wash	HRV 3	Study Carrol Location	Completed	3	Also cleaned ceiling the air vents.	2019-02-07	\$43.94
WO-2538			Com Serv - Museum	General Maintenance-Museum				Completed	1	Purchase and install electric heater for the second floor emergency exit door.	2019-02-08	\$54.28
WO-2518			Com Serv - Museum	General Maintenance-Museum				Completed	1.5	Relocate filing cabinets	2019-02-05	\$43.94
WO-2516	PM-2307	222625	Com Serv - Sister Kennedy	Preventative Maintenance-Sister Kennedy	Hot Water Heater Inspection	Hot Water Heater	Mechanical Room	Completed	0.5		2019-02-04	\$14.65
WO-2473	PM-2623	222677	Com Serv - Sister Kennedy	Preventative Maintenance-Sister Kennedy	HRV Filter Wash	HRV	Mechanical Room	Completed	1	Cleaned unit and vacuumed filters	2019-02-26	\$29.29
WO-2553			Ops & Fac - Public Works	General Maintenance-PW	Repair/Correction			Completed	1	Repair the west over head door on the cold storage building. Cable came off.	2019-02-21	\$29.29
WO-2540			Ops & Fac - Public Works	General Maintenance-PW	Repair/Correction			Completed	1	The chain for overhang door in Store Shelter is off.	2019-02-12	\$29.29
WO-2561	PM-2388	222696	Ops & Fac - Public Works	Preventative Maintenance	HRV Filter Change	HRV	O&F Manager's Office Ceiling	Completed	0.75		2019-02-26	\$21.97
WO-2493	PM-1566	222605	Ops & Fac - Public Works	Preventative Maintenance	Hot Water Tank Inspection	Hot Water Tank	Storage Room	Completed	0.5		2019-02-04	\$14.65