

Work Orders

ID	Origin ID	Asset ID	Department	Work Order Type	Work Order Subtype	Asset Name	Asset Location	Status	Hours	All Notes	Completed Date	Actual Cost
WO-2237			Civic Centre	General Maintenance - Civic Centre	Carpentry			Completed	16	Replace damaged ceiling tiles in civic center. Preferable for prior to opening, evening or weekend., Damaged basement tiles have been replaced., Mayors office tiles have been replaced	2019-03-15	\$500.82
WO-2653	PM-2592	15220	Civic Centre	Preventative Maintenance - Civic Centre	Air Handler Filter Change	Air Handling Unit	Mechanical Room 1	Completed	1		2019-03-19	\$29.29
WO-2652	PM-2591	15215	Civic Centre	Preventative Maintenance - Civic Centre	Air Handler Filter Change	OPP Air Handling Unit	Mechanical Room 2	Completed	1		2019-03-19	\$29.29
WO-2714			Com Serv - Children's Complex	General Maintenance-Children's Complex				Completed	0.5	There are pegs sticking out of the ground, in front of the sheds in the Toddler 1 playground. They appear to be metal pegs. They need to be hammered back into the ground if possible please, Removed 4 pegs	2019-03-28	\$14.65
WO-2713			Com Serv - Children's Complex	General Maintenance-Children's Complex				Completed	0.5	There is a fake drawer in the laundry room. The cover on this door keeps falling off and is currently secured to the cupboard with duck tape. If possible, could this drawer cover be glued or nailed onto the cupboard frame?, Installed 2 screws to hold cover	2019-03-28	\$14.65
WO-2710			Com Serv - Children's Complex	General Maintenance-Children's Complex				Completed	0.5	We had our dishwasher replaced, and the old dishwasher is still on the daycare property. We would like the old dishwasher removed from the property if possible?	2019-03-29	\$14.65
WO-2709			Com Serv - Children's Complex	General Maintenance-Children's Complex				Completed	0.5	There are many cracks in the sidewalk/walk way leading up to daycare. We are asking that these cracks on and along the walkway are painted orange so that people are cautious when walking along this area.	2019-03-28	\$14.65
WO-2694			Com Serv - Children's Complex	General Maintenance-Children's Complex	HVAC Maintenance			Completed	2	The cook in the kitchen has informed me that the hood fan is not working properly., Inspected the fan motor on the roof and it seems to be turning freely., Checked today and seems fine	2019-03-21	\$58.58
WO-2688			Com Serv - Children's Complex	General Maintenance-Children's Complex	Electrical Maintenance			Completed	4	Heater in main daycare entrance makes a high pitch sound periodically. The sound has typically been lasting for approximately 5 minutes and comes and goes., Fan motor needs to be replaced	2019-03-25	\$117.16
WO-2651			Com Serv - Children's Complex	General Maintenance-Children's Complex	Plumbing			Completed	1	The water to this fountain needs to be shut off immediately as requested by the Ministry of Environment!	2019-03-12	\$29.29
WO-2647			Com Serv - Children's Complex	General Maintenance-Children's Complex	Carpentry			Completed	2.5	Install UPS cabinet, Replace the UPS unit on the roller in the mechanical room.	2019-03-21	\$73.23
WO-2618			Com Serv - Children's Complex	General Maintenance-Children's Complex				Completed	1	The large pile of snow in the Toddler 1 program. If we could have the area marked off with orange safety tape, or a snow fence. We are unable to use this playground until this is put in place	2019-03-06	\$51.27
WO-2617			Com Serv - Children's	General	Carpentry			Completed	1	In the Preschool room, under the bulletin board, the moulding is	2019-03-15	\$42.28

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			Complex	Maintenance-Children's Complex						coming off from the wall and is causing a tripping hazard. We would like this issue corrected by March 30, 2019., Used industrial glue to hold it on.		
WO-2615			Com Serv - Children's Complex	General Maintenance-Children's Complex	Carpentry			Completed	5.5	Staff have purchased shelves to go up in Toddler 2. We would like to have these shelves installed by March 30, 2019., 1 shelf installed, 2 left to do	2019-03-22	\$170.54
WO-2609			Com Serv - Children's Complex	General Maintenance-Children's Complex	Plumbing			Completed	0.5	Repair leaking tap	2019-03-04	\$14.65
WO-2607			Com Serv - Children's Complex	General Maintenance-Children's Complex	Snow Removal			Completed		Clear snow from solar panels,Clear snow from furnace and air make-up unit.	2019-03-22	
WO-2563			Com Serv - Children's Complex	General Maintenance-Children's Complex	Carpentry			Completed	14	Installed wood loft for EarlOn Hub.	2019-03-01	\$439.35
WO-2490	SR-0031		Com Serv - Children's Complex	General Maintenance-Children's Complex	Snow Removal			Completed	11.5	Clear snow from solar panels,Clear snow from furnace and air make-up unit.	2019-03-04	\$336.84
WO-2608			Com Serv - East End Hall	Daily Inspection				Completed	17.5	Inspect East End Hall, Weight Scale, Marina, Tourist Information Building, Old Library, Old Nursing Station., Water is leaking into the basement of the east end hall. Seems to be coming in from where the water service comes in and from the bottom of the wall in the rink side wall. The basement window in the old nurse's station is leaking.	2019-03-29	\$512.58
WO-2612	SR-0038		Com Serv - Library	General Maintenance - Library	Plumbing Maintenance			Completed	0.75	Sink in staff room is dripping., Cleaned both tap cartridges, dripping has stopped. We may need to replace both cartridges., No more dripping.	2019-03-22	\$21.97
WO-2611	SR-0037		Com Serv - Library	General Maintenance - Library	Carpentry			Completed	0.75	Shelf above coat rack in children's library is loose. It was only held on by finishing nails, suggested that it be re-attached with wood screw. It would be preferable if it were fixed before March Break.	2019-03-05	\$21.97
WO-2685	PM-2736	21061	Com Serv - Library	Inspection - Library	Boiler Monthly Inspection	Boiler #1	Closet Mechanical Room	Completed	0.25		2019-03-18	\$7.32
WO-2684	PM-2735	21062	Com Serv - Library	Inspection - Library	Boiler Monthly Inspection	Boiler #2	Closet Mechanical Room	Completed	0.25		2019-03-18	\$7.32
WO-2707	PM-2643	21081	Com Serv - Library	Preventative Maintenance - Library	Circ Pump Filter Replacement	Pump Filter	Hallway Mechanical Room	Completed	1		2019-03-28	\$29.29
WO-2683	PM-2621	21063	Com Serv - Library	Preventative Maintenance -	Circ Pump Check	Circ Pump #1	Hallway Mechanical	Completed	0.25		2019-03-18	\$7.32

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				Library			Room					
WO-2682	PM-2620	21064	Com Serv - Library	Preventative Maintenance - Library	Circ Pump Check	Circ Pump #2	Hallway Mechanical Room	Completed	0.25		2019-03-18	\$7.32
WO-2689			Com Serv - MSC	General Maintenance - MSC				Completed	2	IFK Roof Snow Removal.	2019-03-14	\$58.58
WO-2642			Com Serv - MSC	General Maintenance - MSC				Completed	1	Install floor mount UPS cabinet.	2019-03-07	\$29.29
WO-2697			Com Serv - Museum	General Maintenance- Museum	Carpentry			Completed	5	Install UPS cabinet in the communication room. Next to the shipping room)	2019-03-21	\$146.45
WO-2610			Com Serv - Museum	General Maintenance- Museum	Mechanical			Completed	2	Adjust main entrance door closer, Had to adjust door close screw	2019-03-04	\$58.58
WO-2701			Com Serv - Museum	Inspection- Museum				Completed	1.5	Inspect the Museum basement east wall and vacuum water from the floor.	2019-03-26	\$43.94
WO-2696	PM-2865	21120	Com Serv - Museum	Preventative Maintenance- Museum	HVAC Unit Filter Check/Replace	HVAC #2	Museum Rooftop	Completed	0.25		2019-03-21	\$7.32
WO-2580	PM-2593	21122	Com Serv - Museum	Preventative Maintenance- Museum	HVAC Unit Filter Check/Replace	HVAC #3	Museum Rooftop	Completed	0.25	Filter replacement not required at this time	2019-03-21	\$7.32
WO-2579	PM-2404	21124	Com Serv - Museum	Preventative Maintenance- Museum	HVAC Unit Filter Check/Replace	Auxiliary Furnace	Museum - Basement	Completed	0.5	cleaned filter	2019-03-21	\$14.65
WO-2578	PM-2367	21116	Com Serv - Museum	Preventative Maintenance- Museum	HVAC Unit Filter Check/Replace	HVAC #1	Museum - Basement	Completed	0.5	Cleaned filter	2019-03-21	\$14.65
WO-2577	PM-2368	21118	Com Serv - Museum	Preventative Maintenance- Museum		HVAC #1 Air Purifier	Museum - Basement	Completed	0.5	Inspected filter - OK	2019-03-21	\$14.65
WO-2576	PM-2372	21121	Com Serv - Museum	Preventative Maintenance- Museum	Humidifier Inspection	HVAC #2 Humidifier	Museum Shipping Room	Completed	11.5	The water solenoid valve was stuck open and had to be replaced.	2019-03-19	\$427.71
WO-2575	PM-2371	21126	Com Serv - Museum	Preventative Maintenance- Museum	Humidifier Inspection	Auxiliary Furnace Humidifier	Museum - Basement	Completed	0.25		2019-03-21	\$7.32
WO-2574	PM-2370	21123	Com Serv - Museum	Preventative Maintenance- Museum	Humidifier Inspection	HVAC #3 Humidifier	Museum Shipping Room	Completed	3		2019-03-18	\$87.87
WO-2573	PM-2369	21119	Com Serv - Museum	Preventative Maintenance- Museum	Humidifier Inspection	HVAC #1 Humidifier	Museum - Basement	Completed	0.25	No demand..not used	2019-03-21	\$7.32

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WO-2686			Com Serv - Sister Kennedy	General Maintenance-Sister Kennedy				Completed		Leak on the roof between the Pool room and main area. Ice is built up at the Kitchen back door on the roof. Check with Cindy for more info., The water is from the condensation of the roof. It's a seasonal issue.	2019-03-18	
WO-2650			Com Serv - Sister Kennedy	General Maintenance-Sister Kennedy				Completed	8.5	Cindy bought a new water cooler and requested to hook it up. Water cooler is in her office.	2019-03-15	\$267.44
WO-2700			Com Serv-Marina	General Maintenance-Sorting Gap Marina	Carpentry			Completed	3	Install UPS cabinet	2019-03-26	\$87.87
WO-2644			Ops & Fac - Parks Board	General Maintenance-Park	Carpentry			Completed	5	Install floor mount UPS cabinet in the FF cemetery building and a wall mount UPS cabinet in the RV cemetery.	2019-03-07	\$146.45
WO-2419			Ops & Fac - Parks Board	General Maintenance-Park	Painting			Completed	43.5	Fort Frances Cemetery Garage Painting., OC-15(Baby Fawn) Benjamin Moore&Co K550-1X (Quart) Y3 0x4.6250 S1 0x2.3750 R3 0x0.3750, Jim ordered 5 gallons paint from Ed Kaun's & Son, Crystal confirmed paint code with Jeanne from Kaun., Crystal ordered 3 more gallons of paint from Kawn and will pick up on Monday.	2019-03-06	\$1,825.20
WO-2716			Ops & Fac - Public Works	General Maintenance-PW	HVAC Maintenance			Completed	1.5	Replace the furnace fan drive belt -(B-58) in the old library.	2019-03-29	\$43.94
WO-2704			Ops & Fac - Public Works	General Maintenance-PW	Carpentry			Completed	5.5	Install UPS cabinets in the FFPC sub station and main building	2019-03-26	\$131.81
WO-2702			Ops & Fac - Public Works	General Maintenance-PW	Carpentry			Completed	3	Replace the damaged weather strip on the west side of overhead door #3 14 feet long	2019-03-26	\$133.24
WO-2693			Ops & Fac - Public Works	General Maintenance-PW	Repair/Correction			Completed	2	Repair the cold storage door. Chain came off., Put chain back on and adjusted door spring 1 turn	2019-03-15	\$58.58
WO-2654			Ops & Fac - Public Works	General Maintenance-PW	Repair/Correction			Completed	1	Repair the door in the cold storage building	2019-03-11	\$29.29
WO-2643			Ops & Fac - Public Works	General Maintenance-PW	Carpentry			Completed	3.5	Install wall mounted UPS cabinet	2019-03-07	\$102.52
WO-2360	SR-0021		Ops & Fac - Public Works	General Maintenance-PW	Carpentry			Completed	9	Install hand rail on brackets, both sides of stairs to Foreman/ Mechanics/Tradesperson offices, Hand rail is ordered and should be in January 17/19, Handrail delays again., Cancelled order at McMunn & Yates and went to Home hardware in Emo and got the handrails	2019-03-01	\$454.17
WO-2220			Ops & Fac - Public	General	Electrical			Completed	2	ESA reported Items., Items 1 & 3 completed, Label all motor	2019-03-04	\$59.24

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			Works	Maintenance-PW	Maintenance					disconnects		
WO-2645			Ops & Fac - WTP	Building Mis Maintenance-WTP	Carpentry			Completed	4	Install UPS cabinet in the water tower and in the water treatment plant.	2019-03-20	\$117.16
WO-2417		22709	Ops & Fac - WTP	Building Mis Maintenance-WTP	HVAC Maintenance	Rooftop Unit	Rooftop	Completed	2.5	Inspect the Water Treatment Plant Unit and check if any filters require.	2019-03-21	\$73.23
WO-2706	PM-1627	22623	Tourist Information Centre	Preventative Maintenance-Tourist Information Centre	Hot Water Heater Inspection	Hot Water Heater	Mechanical Room	Completed	0.5	Not in service at this time	2019-03-28	\$14.65
WO-2705	PM-1626	22622	Tourist Information Centre	Preventative Maintenance-Tourist Information Centre	Furnace Inspection	Heat Pump	Mechanical Room	Completed	1		2019-03-29	\$29.29