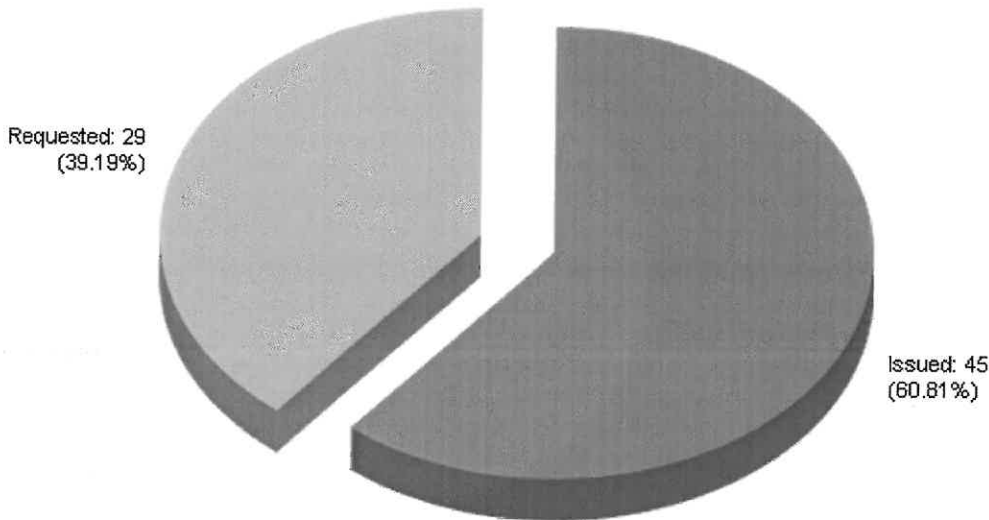
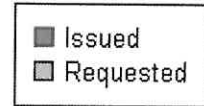


**Open Work Order List**

Printed: 1/23/2014 10:48 AM

**Work Order Status**



**Report Criteria**

Target Date is between '12/24/2013' AND '2/22/2014'

Work Order #	Reason	Asset ID	Parent Location	Target Date	Target Hours
<b>(Building Not Specified)</b>					
SBVCGRND-15477	SBVC Grounds.....(1) Baseball outfield to get mowed.(2) Move (2) sprinklers that are on the infield dirt to grass area.	SBVC-	San Bernardino Community College District	1/8/2014	1
SBVCCUST-15528	Sweep/mop floor inside information booths	SBVC-	San Bernardino Community College District	1/9/2014	1
SBVCMO-15456	Elect - Maint - The lights in ART 144 will not turn on. The buttons to raise and lower the lights do not respond nor are any of the keys lighted up green like they normally are when choosing the presets. If this can be looked at that would be appreciated. Thank you.	SBVC-	San Bernardino Community College District	1/9/2014	1
SBVCCUST-15514	Please shampoo carpet in KVCR MC-152	SBVC-	San Bernardino Community College District	1/10/2014	1
SBVCCUST-15478	Requesting hat the Synder Gym main floor get cleaned every Tues & Fri. We have a home game Sat. 1/11/2014.	SBVC-	San Bernardino Community College District	1/11/2014	1
SBVCMO-	Elect - Maint - 4 light poles out by KVCR	SBVC-	San Bernardino	1/13/2014	1

15414	lot #9 entrance sign off grant street out lot 1, 2, 5, 7,8 & 9 poles are out- wrapped with yellow tape poles east of CDC building out lights out along north side of library light poles out east side of ADSS light poles off college ave by tech building gates.  call Sgt. Tamayo for questions.	Community College District			
SBVCMO-15476	Maint - 1) Replace burned-out light bulbs in the weight room.(2) Replace ceiling panels that are missing.	SBVC- San Bernardino Community College District	1/13/2014	1	
SBVCMO-15535	Maint - Please rearrange two cubicles to combine into one. Diagram of layout on hand.	SBVC- San Bernardino Community College District	1/14/2014	1	
SBVCMO-15654	Key - Keys need to be made for file cabinets currently located in PS 141. Then the cabinets need to be move the chemistry stockroom on the third floor of PS building. Work with Casey Thomas on this project. Thank you.	SBVC- San Bernardino Community College District	1/15/2014	1	
SBVCCUST-15649	A student who is in the DSPS Program needs an individual chair and individual table in North Hall/ NH - 152. Thanks.	SBVC- San Bernardino Community College District	1/15/2014	1	
SBVCCUST-15674	A student in the DSPS Program needs to have an individual table (small) placed in the Planetarium (PL-104). Thanks.	SBVC- San Bernardino Community College District	1/16/2014	1	
SBVCCUST-15615	Weight room floor swept or vacuumed weekly. Trash emptied daily. This request is from the coaches and instructors via Athletic Dept.	SBVC- San Bernardino Community College District	1/17/2014	1	
SBVCMO-15704	Lock - Maint - The key cylinder came out of the lock on the exterior entrance to the field house locker room.	SBVC- San Bernardino Community College District	1/21/2014	1	
SBVCMO-15686	Maint - (2) banners need to be hung. The blue one in the Synder Gym, and white one on the back stop fence above the score's table @ the baseball field. They will be in the Dept. office where Jo is located. Thank-You	SBVC- San Bernardino Community College District	1/22/2014	1	
SBVCMO-15726	Maint- The following needs to be checked, Robert, Ben / Jerry O  1. 1st floor exterior drinking fountain wont shut off 2.1st floor South entrance door handicap button sticks 3. 342 ceiling is leaking when it rains 4. 3rd floor womens restroom handicap needs a toilet seat 5. 1st floor N entrance exterior light is out 6. 1st floor men's restroom 1st sink is leaking 7. 2nd floor exterior above 161 (Bee- Hive) 8. 2nd floor exterior light out above wheel chair lift 9. requesting Keys for Robert Hernandez for NH (AD1 & DA4-25)		1/22/2014	1	
SBVCMO-15727	Maint- ADSS need the following checked, Mark, Leticia/ Melodie.. 1. Presidents Restroom is leaking form pipe. 2. 1st floor men's restroom Handicap button broken (inside).. 3. 1st floor women's restroom hand dryer broken. 4. 2nd floor exterior (NE) restroom door needs		1/22/2014	1	

	<p>painting..</p> <p>5. 2nd floor exterior (NE) restroom, the female dispenser is bent/broken..</p> <p>6. request for a safety mirror outside 1st floor restrooms.</p> <p>7. 2nd floor exterior lights near Presidents &amp; Instruction office needs replacing.</p> <p>8</p>			
SBVCMO-15728	<p>Maint- LA needs the following checked,, Jerry O &amp; Luisa</p> <p>1. Exterior light out, outside of 100D</p> <p>2. 1st floor ceiling panel is missing</p> <p>3.1st floor custodial closet sink has no water pressure.</p> <p>4. 125 having trouble locking door</p> <p>5. 240 having trouble locking door</p> <p>6. 241 having trouble locking door</p> <p>7. 100,Custodial closet outlets on the South wall are not working</p> <p>8.Credit union lobby outlets are not working</p> <p>9. 1st floor women's restroom toilet is leaking when flushed.</p>		1/22/2014	1
SBVCMO-15729	<p>Maint- men's Gym needs the following fixed, Long/ Albert</p> <p>1. SG-19 door lock missing coaches office.</p>		1/22/2014	1
SBVCMO-15730	<p>Maint- HLS needs the following fixed, Armando, Rick / Melodie</p> <p>1. 2nd floor walkway drains are plugged.. need fixed to do wash downs.</p> <p>2. 1st floor womens restroom sink needs calking between wall &amp; sink</p> <p>3 135,134, lights need to be changed over 12'</p> <p>4. 136 exterior light on floor need replaced</p> <p>5. 144 ceiling tile missing due to rain needs a new tile</p>		1/22/2014	1
SBVCMO-15731	<p>Maint- Campus Center needs the following fixed, Gray / Albert</p> <p>1. 171 East door latch missing screw/ latch..</p> <p>2. 171 womens restroom tampon machine needs repaired</p>		1/22/2014	1
SBVCMO-15732	<p>Maint- Tech needs the following fixed, Rosa/ Melodie..</p> <p>1. Men's restroom urinal needs batteries</p> <p>2. Custodial closet sink is clogged</p> <p>3. portables men's restroom door knob does not lock</p>		1/22/2014	1
SBVCMO-15733	<p>Lock - Maint - Tech needs the following fixed, Rosa/ Melodie,..</p> <p>1. Portables men's restroom door does not lock..</p>		1/22/2014	1
SBVCMO-15671	<p>Key - Please issue the keys checked out to Barbara Spalding to Suzan Hall, Substitute Secretary in Student Health Services.</p>	SBVC-	San Bernardino Community College District	1/22/2014 1
SBVCMO-15709	<p>Maint - please have someone go around and confirm that the smoking map is correct and evacuation map is correct as soon as possible. I need to get the correct maps on the web page.</p>	SBVC-	San Bernardino Community College District	1/24/2014 1
SBVCCUST-15635	<p>Please move the file cabinet located in B 217 to B 212. Thank you</p>	SBVC-	San Bernardino Community College District	1/24/2014 1

(Building Not Specified) - 25 Total:

25

**Administration/Student Services**

SBVCCUST-15465	I need the carpet cleaned in Room 105K before class begins on Monday, January 13, 2014.	SBVC-ADSS-F1-105K	105 Room	1/13/2014	1
SBVCMO-15682	Maint - Hand Dryer should be placed where the Non-used napkin dispenser is and also does not work currently. The dryer does not produce air.  Note: people use the toilet seat covers to dry their hands. They feel the style of air dryer currently being used is unsanitary. Can you change the style of hand dryer to one that dispenses air from the bottom of the unit. This style seems more sanitary.	SBVC-ADSS-F1	Administration/Student Services	1/17/2014	1
SBVCCUST-15723	SBVC Custodial - Clock on the wall is not working.	SBVC-ADSS-F1-103	Floor 1	1/22/2014	1
SBVCCUST-15722	SBVC Custodial- Hang frame on wall.  thank you	SBVC-ADSS-F1-103G	103 Room	1/28/2014	1

**Administration/Student Services - 4 Total:**

4

**Business**

SBVCMO-15538	Re-Key - Rekey IT closet 103A to match other IT closets DA4	SBVC-B-F1-103	Floor 1	1/15/2014	1
SBVCCUST-15673	A student in the DSPS Program needs an individual table and individual chair in Business (B-219) another chair exists but another student is using the chair and table.	SBVC-B	San Bernardino Valley College	1/16/2014	1
SBVCMO-15741	Ac - Maint - Please adjust the temperature in B210- it's very hot. I teach from 8-10 TTH and 10-12 MW	SBVC-B-F2-210	Floor 2	1/23/2014	1

**Business - 3 Total:**

3

**Campus Center**

SBVCCUST-15583	Pick up 4 boxes from Shalita Tillman's office CC-204.1 and deliver them to ADSS 105A Michelle Crofer.	SBVC-CC-F2-208	Floor 2	1/15/2014	1
SBVCCUST-15664	Please move white desk, the table and three chairs from CC 213 and two drawer black file cabinet from CC 223 to CC 214 and clean up CC 214. Place a table to put the computer and monitor on that is located on the white desk in CC 213.	SBVC-CC-F2-214	Floor 2	1/17/2014	1
SBVCCUST-15719	SBVC Custodial/New Employee Laura Whitehead needs assistance moving a desk.	SBVC-CC-F2-214	Floor 2	1/22/2014	1

**Campus Center - 3 Total:**

3

**Health and Life Sciences**

SBVCMO-15481	Maint - We need to secure decorative bones that are placed on top of cabinets in HLS 211 and 207. Perhaps fishing wire.	SBVC-HLS-F2-211	Floor 2	1/6/2014	1
SBVCMO-15619	Maint - Door handle is not working well	SBVC-HLS-F2-222	Floor 2	1/14/2014	1

**Health and Life Sciences - 2 Total:**

2

**Liberal Arts**

SBVCCUST-15501	Sweep and mop area in LA206 where computers and tables were moved out of.	SBVC- LA-F2-206	Floor 2	1/8/2014	1
SBVCMO-15502	Maint - Please replace/resize ceiling tiles ASAP. Some are not properly sized and look as though they are about to fall down.	SBVC- LA-F2-206	Floor 2	1/9/2014	1
SBVCMO-15527	Re-Key - Please re-key all offices in the Liberal Arts Building to one master key.	SBVC- LA	San Bernardino Valley College	1/9/2014	1
SBVCMO-15699	Lock - Maint - LA 125 lock problem, key turns but dosnt unlock door. Please repair.	SBVC- LA-F1-125	Floor 1	1/21/2014	1
SBVCMO-15742	Maint - There is a tobacco smell coming through the vent into my office in LA231.	SBVC- LA-F2	Liberal Arts	1/23/2014	1
SBVCMO-15721	Maint - The blind for the big window in LA 122 will not close or open. Please see if it can be repaired.	SBVC- LA-F1-122	Floor 1	1/27/2014	1

**Liberal Arts - 6 Total:****6****M&O Building**

SBVCGRND-15618	SBVC Grounds A student in the DSP&S Program needs a individual adjustable chair (cushioned) and an individual table. The furniture is needed in the North Hall/ NH # 151. Thanks.	SBVC- M&O	San Bernardino Valley College	1/14/2014	1
SBVCGRND-15620	SBVC Grounds A student in the DSPS Program needs an individual and adjustable chair in a classroom. The furniture is needed in North Hall/ NH # 218. Thanks.	SBVC- M&O	San Bernardino Valley College	1/14/2014	1

**M&O Building - 2 Total:****2****Media/Communications**

SBVCMO-15473	AC - Maint - MC1 leaking on Roof over our office, dripping consantly and wet by unit. It's the most southern on the Tech side of building (south side ).	SBVC- MC-158	Media/Communications	1/8/2014	1
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**Media/Communications - 1 Total:****1****North Hall**

SBVCCUST-15551	Please sweep the floor and clean the tables in NH215, we had lunch in there today. Also, the tables need to be moved back to their respective places. I have also heard some food dropped in the elevator, so please check that also.	SBVC- NH-F2-215	Floor 2	1/10/2014	1
SBVCMO-15644	Lock - Maint - Door closes and handle is locked, but the door does not shut all the way, thus the door can still be opened by anyone - without the key. Door lock needs repair.	SBVC- NH-F3-331	Floor 3	1/15/2014	1
SBVCMO-15629	AC - Maint - Please adjust the air conditioning in NH222 I am getting complains about the heat late in the day.	SBVC- NH-F2-222	Floor 2	1/15/2014	1
SBVCMO-15632	Maint - Clock in classroom is not working.	SBVC- NH-F1-164	Floor 1	1/15/2014	1
SBVCMO-15660	Maint - Please take down the parking sign in parking lot 4 for the free parking place and place the one for Kay Weiss next to Matie Scully's parking place in	SBVC- NH	San Bernardino Valley College	1/17/2014	1

	parking lot 1.				
SBVCCUST-15696	Please provide 40 student chairs in NH 218. Currently they are short 8, per Amber Wallick, Instructor. Thank you.	SBVC- NH-F2-218	Floor 2	1/21/2014	1
SBVCCUST-15713	The Women's restroom has toilet paper in only one stall, and there is toilet paper all over the floor - looks like mischief! Thank you.	SBVC- NH-F3-304	Floor 3	1/21/2014	1
SBVCMO-15711	Maint - ceiling unit out of place exposing a gap of pipes above my head and computer. (The Work Request link finally worked! yay) Thanks for your help.	SBVC- NH	San Bernardino Valley College	1/27/2014	1

**North Hall - 8 Total:**

8

**Physical Sciences**

SBVCMO-15482	Elect - Maint - Wall power outlet in PS-140 for the back carpet/ cover holes on wall/ install air vent link to 139/ phone line. remove storage sign next to the door and add name with room number	SBVC- PS-F1-140	Floor 1	1/8/2014	1
SBVCMO-15491	Maint & Key - HLS 139 Cover holes on walls, paint room, 4 sets of keys for this room, and move furniture in.	SBVC- PS-F1-139	Floor 1	1/8/2014	1
SBVCCUST-15536	Move boxes, desk, files from PS-122 to PS-140.	SBVC- PS-F1-140	Floor 1	1/9/2014	1
SBVCMO-15494	Maint & Key - HLS 131 - cover hole on walls, and add furniture. Also make one key for this room.	SBVC- PS-F1-131	Floor 1	1/13/2014	1
SBVCMO-15600	Key - Can we please have a Master Key for: Physical Science, for our New Project Director - Marc Donnhauser. Thank You!	SBVC- PS-F1	Physical Sciences	1/16/2014	1
SBVCCUST-15584	Please set up two folding tables and approximately 20 folding chairs in Room 131, for Supplemental Instruction Sessions for Math and Science student use	SBVC- PS-F1-131	Floor 1	1/17/2014	1
SBVCCUST-15585	Please move two folding tables from PS-126 to PS 139. Please set up approximately 16 folding chairs in PS-139.	SBVC- PS-F1-139	Floor 1	1/17/2014	1
SBVCCUST-15705	The shower drain in PS-315 has a bad smell coming from it. Please make it go away :)	SBVC- PS-F3-315	Floor 3	1/21/2014	1
SBVCMO-15706	Maint - I have a bookshelf that I would like mounted to the wall to prevent tipping in PS-311	SBVC- PS-F3-311	Floor 3	1/21/2014	1
SBVCMO-15707	Maint - There is a panel under the hood that was left unattached and needs to be reattached. The screws are on top of the fire cabinet.	SBVC- PS-F3-311	Floor 3	1/21/2014	1
SBVCMO-15708	Maint - The door to the fire cabinet will not close freely. The doors seem to be too close to one another.	SBVC- PS-F3-311	Floor 3	1/21/2014	1

**Physical Sciences - 11 Total:**

11

**Snyder Gym**

SBVCMO-15734	Maint - My office door, SG21 is experiencing some problems. It appears the top hinge is pulling out of the wall so the door does not shut without me lifting it and slamming it shut. It was fine yesterday when I left and when I came in this morning it was broken. Can you contact maintenance and ask someone to take a look ASAP. It's going to disturb the other instructors over every time I go in or out until it's	SBVC- SG	San Bernardino Valley College	1/23/2014	1
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fixed. Thank you.

**Snyder Gym - 1 Total:**

1

**Technical**

SBVCMO-15413	Key - Please provide 4 keys for Achala Chatterjee: AC4-1 (Tech Front Door/T-108, AC4-11 (Aero/Water Office), 2X08 (file cabinet, and HK202 (lateral file). Thank you.	SBVC- T-108	Technical	1/6/2014	1
SBVCMO-15467	Lock - Replace or repair door lock on Tech Bldg. south facing exterior double doors.	SBVC- T-100B	Technical	1/6/2014	1
SBVCCUST-15463	Please pick up a Smith Corona Electric Type Writer, and Panasonic VCR-SBCCD#0012438 from the Tool Room for Surplus. Property Change form being submitted. Thank you.	SBVC- T-108	Technical	1/10/2014	1
SBVCMO-15530	Key - Would like a key to the filing cabinet in the Aero Lab, key #007.  thank you!	SBVC- T-114A	Technical	1/10/2014	1
SBVCMO-15570	Maint - Please check and fix or replace the blinds in T-122, they are badly damaged.  thank you!	SBVC- T-122	Technical	1/15/2014	1
SBVCMO-15571	AC - Maint - Please check the air conditioner in T-122, it makes excessive noise during start up and the noise is affecting the operations of the classes in that room.  thank you!	SBVC- T-122	Technical	1/16/2014	1
SBVCMO-15643	Lock - Maint - The lock on the door of T-108 does not have a "jamb" covering the lock, its missing, could we please get it looked at and fixed, with that missing someone could easily pry open that door.  thank you!	SBVC- T-108	Technical	1/21/2014	1

**Technical - 7 Total:**

7

**Transportation**

SBVCGRND-15668	SBVC Grounds How may I request someone to blow the branches and leaves off the parking lot in front of the transportation building. Yesterday I seen a person blowing the parking lot from the gate to the end of the old school then stopped. Did not clean the parking lot where it needs to be cleaned. I had students clean the lot in front of my building where the person that blew the parking lot on the top of the hill blew everything in front my door. Also I would like grass planted in the dirt, and bushes put along the fence to make this part of the college look like it belongs to the SBVC system. The yard looks like a desert. Also since I am asking for a few items that will probably not be addressed. I have been concerned about fires nest to the houses because of all the dry brush at the back corner of the parking lot where we hold lab classes for Diesel program. Nice bushes and watering system would attractive over there also.  Thank you for taking a few minutes to read this message. If you feel the need to come by and speak to me, please do.	SBVC- TRAN-104	Transportation	1/16/2014	1
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Kenny Melancon  
909 382-0482

*Transportation - 1 Total:*

**Grand Total (74 Records):**

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1

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74