

Common Problems on Corrective Maintenance Request

<u>Description</u>	<u>Trade</u>
Access - ADA Door Not Working	Electronics
Access - Ccure Card Reader, Panic Button, Camera Not Working	Electronics
Access - Ccure New Access on Existing Device, Temporary Badges	Security Systems
Access - Door Lock Not Working, Key Broken (key turn door)	Building Access
Carpentry - Damaged Concrete or Trip Hazards	Carpenter - Carpenter Shop
Carpentry - Doors Not Closing, Door Closer, Hinges, Frame	Carpenter - Carpenter Shop
Carpentry - Repair Carpet, Floor Tiles, Transition Strips & Stair Nosing	District Carpenter
Carpentry - Repairing Walls and Paint	District Carpenter
Carpentry - Replace Damaged Ceiling Tiles	District Carpenter
Carpentry - Repair/Refinishing Tables, Chairs, Podiums in Classrooms	District Carpenter
Carpentry - Roof Leak (if there is a floor above then go to Plumbing section)	Carpenter - Carpenter Shop
Carpentry - Roofs and Drains, Rain Gutters	Carpenter - Carpenter Shop
Carpentry - Windows and Glass	Carpenter - Carpenter Shop
Custodial - Restroom Supplies (Toilet Paper, Towels, Soap, Hygiene)	District Building Maintenance
Custodial - Spills, Vacuuming, Trash...	District Building Maintenance
Custodial - Window, Floor or Upholstery Cleaning	Custodial Specialty
Electrical - Light Not Working, Replace Bulb	District Building Maintenance
Electrical - Damaged Lights, Switches and Outlets (non-emergency)	District Electric
Electrical - Exit Sign Replace Batteries, Transformer, or Sign	District Electric
Electrical - No Power to Outlets, Switches, Light Fixtures or Wiring	District Electric

Elevator Not Working	Elevators
Equipment - Walk in Boxes, Autoclaves, Fume Hoods	District HVAC
Equipment Repair - Dispensers (Toilet Paper, Paper Towel, Soap, Chemical)	Custodial Specialty
Fire Alarm - Panel Beeping or Trouble Light On	Fire Systems
Fire Systems - Alarms, Extinguishers, Sprinklers	Fire Systems
Graffiti Removal - Indoors	District Carpenter
Graffiti Removal - Outdoors	Carpenter - Carpenter Shop
HVAC (Heating Ventilation & Air Conditioning) - Alarms, Filters, Repairs	District HVAC
HVAC (Heating Ventilation & Air Conditioning)- Too Hot, Too Cold, Air Circulation	District HVAC
HVAC (Heating, Ventilation, Air Conditioning) Strange Noise in Ceiling, Room, Hallway	District HVAC
Metal Fabricating	Metal - Metal Shop
Odors and Smells	District Building Maintenance (Custodial)
Outside - Blocked Drains, Asphalt Repair, Downed Signage	Heavy Equipment and Moving - Construction
Outside - Landscaping, Lawns, Irrigation, Trees	Landscape Maintenance
Outside - Sidewalks, Concrete Repair	Carpenter - Carpenter Shop
Outside - Walkway and Parking Lot Lights	Electric - MEP Technical Resources - Electric
Plumbing - Ceiling Leaks, Water from an unknown source (If leak is coming from the roof, see Carpentry section)	District HVAC
Plumbing - Clogs/Leaks - Sinks, Toilets, Drains	District Plumbing
Plumbing - Drinking Fountain Change Filter, Clogged or Leaking	District Plumbing
Plumbing - Loose Toilet Seats, Faucets & Fixtures	District Plumbing

SNOW REMOVAL - Building Entrances

District Building Maintenance

SNOW REMOVAL - Parking lots and Roads

Heavy Equipment and Moving - Construction

SNOW REMOVAL - Sidewalks and Stairs

Landscape Maintenance