

APPENDIX C
MAINTENANCE MASTER LOG

NO.	REQUESTOR	RECEIVED	BLDG./RM NO.	DESCRIPTION	COMPL. DATE	COST
1	Darlene Thompson	03/11/11	IPAC/Atrium	6' tables and chairs set up for Go Green Day	03/18/11	
2	Xueying Chen	03/17/11	LRC Entrance	security gate wire ontop of carpet tripping students	03/30/11	
3	Xueying Chen	03/23/11	LRC	remove unused shelves from the mezzanine	04/06/11	
4	Michelle Ortiz	03/25/11	Admissions	Noble Room set up in IPAC building	04/04/11	
5	Vicki Braswell	04/04/11	Counseling	tables and chairs set up for new student experience	04/04/11	
6	Wayne King	04/04/11	Info. Services	move Equitrac Deposit Station to Building N	04/07/11	
7	David Hodge	04/04/11	testing center	move four cubicles from LRC to testing Center	04/07/11	
8	Resa Lord	04/05/11	Health Science	mount wall files in nursing reception area	04/19/11	
9	Resa Lord	04/05/11	Health Science	copies of keys for rooms, repair lock on room 313	04/07/11	
10	Resa Lord	04/05/11	Health Science	mount paper towel dispensers in nursing and MAT labs	Cancelled	
11	Resa Lord	04/05/11	Health Science	assemble metal shelving unit for closet in RM 323	04/09/11	
12	Resa Lord	04/05/11	Health Science	mount wall files in nursing receptin area	04/11/11	
13	Reggie Gordy	04/05/11	Evening Coor.	repair lock on file cabinet	04/06/11	
14	David Hodge	04/12/11		move class C 106 to C 212, clean carpets prior to move	04/29/11	
15	Vickie Williams	04/20/11	Stud. Develop.	set up Phenix city room with tables and chairs	05/06/11	
16	Gayle Smith	04/21/11	Choral Music	need trash can in IPAC back by sound and one in each dressing room	04/21/11	
17	Gayle Smith	04/21/11	Choral Music	repair water rountain on second floor of the fine arts building	09/08/11	
18	Vickie Williams	04/27/11	Stud. Develop.	set up for relay for life (tent, tables, chairs and cooler)	05/06/11	
19	Donna Seay	05/09/11	Lang & Fine Art	remove storage rack and inkjet printers from 2nd floor fine arts hall	05/12/11	
20	Lannette Mitchell	05/16/11	H. R.	transport boxes	05/18/11	
21	Reginald Gordy	05/23/11	Evening Coor.	repair ice machine, second floor Wallace Hall	06/23/11	
22	Christine Cupp	05/31/11	Business Off.	replace lights in vault	05/31/11	
23	Laodecea Seay	05/31/11	Advising Cent.	repair arm rest on chair	05/31/11	
24	Willa Taylor	06/06/11	Greenhouse	repair cooling pad/ water pump at green house	01/04/12	
25	Ivory Grier	06/06/11	Mail room	find new location for paper and supplies	06/06/11	
26	Coach Mahone	06/07/11	Athletic	repair leaking shower head, carpet soaked in mens locker room	10/28/11	
27	Beth Parkman	06/15/11	Recruiting	replace bulbs in office	06/20/11	
28	Clarrisa Scott	06/16/11	Business Off.	relocate hurricane supplies to secure room in Key Hall	Open	
29	Jody Noles	06/23/11	Info. Services	Cat 6 wiring in ITC building	08/04/11	
30	Jody Noles	06/23/11	Info. Services	CAT 6 wiring in closet of Fine Arts to above ceiling in hallway	06/24/11	
31	Ellen Gunter	06/23/11	Social Sciences	repair door latch on stall of womens restroom 2nd floor IPAC building	06/24/11	
32	Susan McCollum	06/27/11	Dosam	replace bulbs in chemistry lab, prep room and chemical storage area	07/05/11	
33	Sonia Hollett	06/29/11	Health Science	install pencil sharpeners in rooms 300, 301, 320, 321, 322, 323, &324	08/04/11	

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34	Debra Plotts	07/05/11	Business Off.	Move Aurelia Smith's office from A112 to IPAC 206	08/10/11	
35	Vicki Braswell	07/06/11	Counseling	tables and chairs set up for new student experience	07/07/11	
36	Reggie Gordy	07/11/11	Evening Coor.	repair lights of Wallace Hall lower level and around Wilson & Brassell	07/13/11	
37	Xueying Chen	07/12/11	LRC	Construct/ Furnish 3rd floor multi-purpose room	Open	
38	David Hodge	07/12/11	IPAC/Atrium	grounds construction	10/30/11	
39	Brenda Kelley	07/12/11	Wallace Hall	repair crack in wall with cement to prevent wall failure	Open	
40	Brenda Kelley	07/12/11	Brassell Hall	put guard strip down/ secure carpet	07/19/11	
41	Brenda Kelley	07/12/11	Wallace Hall	repair gap in floor by filling in with cement	07/20/11	
42	Tom Daniel	07/12/11	Fine Arts	new marker board	by 08/12/11	
43	Brenda Kelley	07/12/11	IPAC/Atrium	Designate student and CVCC employee bathrooms	01/04/12	
44	Brenda Kelley	07/12/11	IPAC/Atrium	order and install bulletin boards/coat hooks in faculty offices	01/05/12	
45	Brenda Kelley	07/12/11	Key Hall	new score board installation	10/30/11	
46	Brenda Kelley	07/12/11	Key Hall	painting and minor repairs in weight/ locker rooms	by 09/30/11	
47	Dean Ormond	07/12/11	Key Hall	move criminal justice program to Key Hall	Open	
48	Dean Ormond	07/12/11	Faculty office	off. relocations for Junghans, Wagnon, McKennon, Simonton, Slouchick	09/16/11	
49	Dr. Cannon	07/12/11	Sign	repair lighting of sign on Highway 431	01/12/12	
50	Dean Ormond	07/12/11	IPAC/Atrium	relocate nursing headboards to nursing lab	09/06/11	
51	Brenda Kelley	07/12/11	Wallace Hall	install new HVAC systems	07/22/11	
52	Beth Parkman	07/12/11	Recruiting	new storage locations/shelving	08/04/11	
53	Jody Noles	07/12/11	ITC	repair building wiring	08/04/11	
54	Beth Parkman	07/12/11	Recruiting	move phones in Wallace Hall rm 109 to recruiting storage area	07/27/11	
55	Shawn Junghans	07/13/11	Math	move pencil sharpeners in room 207	07/18/11	
56	Shawn Junghans	07/13/11	Math	replace weather stripping on door	07/18/11	
57	Howard Paris	07/13/11	Maintenance	toilet backed up in Brassell Hall men's room	07/13/11	
58	Brenda Kelley	07/26/11	Fine Arts	repair/ replace water coolers	09/08/11	
59	Vicki Braswell	07/26/11	Counseling	replace 3 lights in testing center	07/26/11	
60	Shawneen Collins	07/28/11	Health Science	install wall boards in Simulation Lab rm 301	09/06/11	
61	Adam Thomas	08/03/11	baseball field	re-set post on batting cage	08/03/11	
62	Darlene Thompson	08/08/11	Adult ED	move office furniture	08/12/11	
63	Jody Noles	08/24/11	Brassell Hall	install cat6 or cat5e cable for phone in adjunct office	08/24/11	
64	Shelia Larkin	08/25/11	IPAC/Atrium	make keys for the BIT Department	08/25/11	
65	Susan Bryant	08/24/11	Financial Aid	repair lock on door	09/06/11	
66		08/25/11	Fine Arts	move desk and chair to room 202 to accommodate students size	08/26/11	

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67	Sherryl Barrow	08/24/11	Brassell Hall	replace 4 ceiling tiles and two light fixtures	09/16/11	
68	Sonia Hollett	08/29/11	IPAC/Atrium	assemble scale delivered to IPAC rm # 300	08/30/11	
69	Reginald Gordy	08/29/11	campus wide	replace exterior light bulbs around all buildings	09/06/11	
70	Beth Topping	08/29/11	Brassell Hall	repair air conditioner not working in room # 208	08/29/11	
71	Sonia Hollett	08/31/11	IPAC/Atrium	relocate long table and 2 maroon chairs to 3rd floor IPAC hallway	08/31/11	
72	Clint Langly	08/31/11	ITC	move equipment	08/31/11	
73	Robin Rudd	09/01/11	LRC	replace file cabinets	09/16/11	
74	Gayle Smith	09/01/11	Piano Lab	delivered power strip to room	09/16/11	
75	Xueying Chen	09/06/11	Owen Hall	repair loose legs on tables	10/03/11	
76	Wayne King	09/06/11	IPAC/Atrium	move 2 HP printers from WAL-103B to IPAC closet	09/07/11	
77	Melanne Moore	09/06/11	Key Hall	install new lock on locker room door	09/16/11	
78	Coach Mahone	09/09/11	Key Hall	re-finished the scorer's table	10/03/11	
79	Reginald Gordy	09/12/11	Brassell Hall	repair air conditioning	09/12/11	
80	Reginald Gordy	09/12/11	Brassell Hall	too cold in room 201	09/12/11	
81	Vicki Braswell	09/12/11	Wilson Hall	request for table to be set up in Wilson Hall for Troy State	09/20/11	
82	Susan Bryant	09/13/11	Financial Aid	move storage boxes	09/13/11	
83	Gayle Smith	09/13/11	Choir Room	repair white board	09/21/11	
84	Laodecea Seay	09/13/11	Employ Lounge	installed new microwave	09/23/11	
85	Clint Langly	09/14/11	ITC	move tables	09/15/11	
86	Dale Boswell	09/14/11	Financial Aid	run network connections	09/19/11	
87	Laodecea Seay	09/14/11	H. R.	investigate possible leak in ceiling and water damage	09/14/11	
88	Sanquita Alexander	09/15/11	Admissions	replace several light bulbs	09/16/11	
89	Laodecea Seay	09/15/11	Brassell Hall	add a table and chairs to Brassell Hall for students	09/16/11	
90	David Hodge	09/19/11	IPAC/Atrium	move Ms. Noles from IPAC 318 to IPAC 104	09/21/11	
91	Susan McCollum	09/19/11	Micro Prep RM	replaced bulbs in hood vent	09/27/11	
92	Coach Mahone	09/19/11	Key Hall	installed new pads in gym	09/26/11	
93	Robin Rudd	09/20/11	Hurtsboro Lib	transport a book cabinet to Hurtsboro Library	09/20/11	
94	Mary Williams	09/21/11	Financial Aid	replace several light bulbs	09/21/11	
95	Andy Scales	09/23/11	Arts	removed 4 gallon jugs of photo chemicals	09/26/11	
96	Andy Scales	09/23/11	Arts	cleaned out dried chemicals in individual units	09/26/11	
97	Mary Simonton	09/24/11	H 101	made keys for H 101	10/13/11	
98	Anita Newsome	09/26/11	Owen Hall	replace light bulbs	09/29/11	
99	Anita Newsome	09/26/11	Owen Hall	door knob needs tightening or replaced	09/29/11	

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100	Michelle Ortiz	09/27/11	Ft. Benning	delivered color printer	09/27/11	
101	Evelyn Harris	09/29/11	C-219	replaced bulbs	09/29/11	
102	Gloria Williams	10/04/11	Wilson Hall	replace light bulbs	10/05/11	
103	Clint Langly	10/04/11	ITC	Assemble tables	10/10/11	
104	Clint Langly	10/04/11	ITC	Install new outlets for welding machines	04/30/12	
105	Sanquita Alexander	10/04/11	Admissions	install new bulbs	10/04/11	
106	Janet Ormond	10/04/11	Owen Hall	repaired doors into workforce developent office and Langley's office	10/12/11	
107	Xueying Chen	10/05/11	LRC	relocate nursing computers	12/27/11	
108	Reginald Gordy	10/05/11	campus wide	replace exterior light bulbs around all buildings	10/11/11	
109	Shawn Junghans	10/06/11	Brassell Hall	repair student desk in back of room	10/07/11	
110	Shawn Junghans	10/06/11	Wilson Hall	tables and chairs set up for flu clinic	10/20/11	
111	Melanne Moore	10/10/11	Key Hall	install blinds in coach's office	10/18/11	
112	Melanne Moore	10/11/11	Key Hall	clean and disinfect locker room daily in Key Hall (Daily assigned task)	Open	
113	Janet Ormond	10/12/11	Wallace Hall	repair door handle and a/c vent, move boxes of books to WFD	10/18/11	
114	Janet Ormond	10/12/11	WFD	clean drip marks on wall inside WFD main office door	10/18/11	
115	Debra Plotts	10/13/11	IPAC/Atrium	clean computer labs on 2nd floor IPAC building daily (Daily assigned tasks)	Open	
116	Reginald Gordy	10/14/11	LRC	repair rear door of the LRC	10/19/11	
117	Janet Ormond	10/17/11	Workforce Dev	replace wall clock batteries	10/18/11	
118	Brenda Kelley	10/18/11	Campus roads	fill pot holes throughout drive	10/26/11	
119	Vicki Braswell	10/19/11	Wilson Hall	move job board back to vendor area	10/26/11	
120	Vicki Braswell	10/20/11	IPAC/Atrium	two tables and chairs be placed for new student experience	10/28/11	
121	Howard Paris	10/24/11	campus	assemble bar table	10/24/11	
122	Howard Paris	10/24/11	campus	deliver spring schedules	10/24/11	
123	Susan Lockwood	10/24/11	Arts	replace light bulbs	10/26/11	
124	Sonia Hollett	10/24/11	IPAC/Atrium	install hardware for bulletin board and mount in office 319	11/02/11	
125	Reginald Gordy	10/27/11	Wallace Hall	repair toliet in downstairs ladies restroom	10/28/11	
126	Vicki Braswell	10/31/11	Wilson Hall	set up one 6' table and two chairs for the us sports academy	11/08/11	
127	Vicki Braswell	10/31/11	Wilson Hall	set up one 6' table and two chairs for the university of al	11/09/11	
128	David Hodge	10/31/11	Admissions	replace frame on wall	10/31/11	
129	Howard Paris	10/31/11	Maintenance	restock/repair restrooms. Brassell, wallace, wilson and lrc	10/31/11	
130	Paul Walton	11/01/11	Maintenance	Clean executive office/ repair loose toilet seats/ replace paper dispen	11/01/11	
131	Howard Paris	11/01/11	Maintenance	clean executive office/ change out trash can liners/ restock bathrooms	11/01/11	
132	Michelle Ortiz	11/02/11	Ft. Benning	stair treads, 2 smoke detectors and 1 fire extinguisher	11/09/11	

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133	Howard Paris	11/02/11	Maintenance	unstop toilet and clean restroom brassell hall upstairs womens room	11/02/11	
134	Howard Paris	11/02/11	Maintenance	clean executive office, can liners, remove debris/trash, clean restrooms	11/02/11	
135	Paul Walton	11/02/11	Maintenance	clean, restock restrooms, replace lock- mezzanine	11/02/11	
136	Howard Paris	11/03/11	Maintenance	haul furniture and trash to landfill, restock restrooms	11/03/11	
137	Howard Paris	11/03/11	maintenance	clean offices, pick up trash and change out can liners	11/03/11	
138	howard Paris	11/04/11	Maintenance	Soap dispenser leak- upstairs mens room wallace hall	11/04/11	
139	Paul Walton	11/04/11	Maintenance	Replace lights - Key Hall	11/04/11	
140	Reggie Gordy	11/08/11	Wallace Hall	lights should come on earlier, master key does not open rear door LRC	11/09/11	
141	Reggie Gordy	11/10/11	Wallace Hall	Adjust temp in office	11/10/11	
142	Lannette Mitchell	11/10/11	H.R	remove typing stand from Lannette's desk	11/10/11	
143	Vicki Braswell	11/10/11	IPAC/Atrium	Set up two 6ft. Tables and chairs for AFLAC representative	11/15/11	
144	Jody Noles	11/14/11	LRC Basement	Pull 4 CAT6 cables from mechanical room to IT closet near break room	11/21/11	
145	Christine Cupp	11/14/11	Wilson Hall	Set up 4 tables	11/22/11	
146	Christine Cupp	11/15/11	Wilson Hall	Set up 3 tables	11/18/11	
147	Donna Seay	11/15/11	Wallace Hall	Furnish keys to 104 and 103	11/16/12	
148	Reggie Gordy	11/23/11	Campus	Check timers/photo cells on exterior lights	11/23/11	
149	Reggie Gordy	11/28/11	Wallace Hall	Turn the heat up in evening coordinator's office	11/28/11	
150	Andy Scales	12/07/11	IPAC 116	Hang pictures in office	04/10/12	
160	Brenda Kelley	12/07/11	LRC-IE	No heat	12/07/11	
161	Sanquita Alexander	12/08/11	Wallace 201	Admissions office door closes slowly	01/11/12	
162	Reggie Gordy	12/15/11	LRC	Repair storage cabinet	01/10/12	
163	Xueying Chen	12/15/11	LRC	Clean the two air purifiers in the LRC	01/10/12	
164	Brenda Kelley	01/03/12	Wallace	Repair peeling wall paper, wood scratches	01/17/11	
165	Jody Noles	01/04/12	IPAC 323	Move 45 computers	03/13/12	
166	Ivonne Rosado	01/05/12	LRC	Rearrange office for Career Coach and mount diplomas	01/05/12	
167	Ivonne Rosado	01/05/12	LRC	Replace lights in lunchroom and office	01/05/12	
168	Ivonne Rosado	01/06/12	LRC	Water fountain has low water pressure	01/07/12	
169	Susan McCollum	01/09/12	Brassell Hall	Replace bulbs in lights ,rooms C-208 and C-209	01/11/12	
170	Darlene Thompson	01/10/12	LRC	Computers, video cable relocated and cabinet moved in Room114	02/06/12	
171	Janet Ormond	01/11/12	Key Hall	Water leak in Ms. Simonton's Office	03/20/12	
172	Sonia Hollett	01/12/12	IPAC 324	Set up tables for workshop	01/13/12	
173	Vickie Williams	01/17/12	Wilson Hall	Set up for College Transfer Fair on 1/23/12	01/23/12	
174	Susan McCollum	01/17/12	Brassell Hall	Power outage to part of lab classroom C-114	01/17/12	

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175	Donna Seay	01/17/12	Fine Arts	Repair toilet in downstairs ladies restroom	1/17/12	
176	Shawn Junghans	01/18/12	Key Hall	Set up for Math Tournament	2/8/12	
177	Debbie Boone	01/19/12	Wallace HR	Install circuit for copier	3/22/12	
178	Susan McCollum	01/23/12	Brassell Hall	Reset breaker in C-114	1/23/12	
179	Brenda Kelley	01/23/12	Wallace	Check breaker for copier in mailroom	1/23/12	
180	Darlene Thompson	01/23/12	Owen Hall	Change out two door locks, Room 103 & 105	1/23/12	
181	Janet Ormond	01/23/12	Key Hall	Add 20 desks to Classroom 205	1/23/12	
182	Donna Seay	01/23/12	Wallace Hall	Too hot in Classroom 103	4/6/12	
183	David Hodge	01/24/12	Brassell Hall	Career Center, wire in floor creating trip hazard	1/24/12	
184	Reggie Gordy	01/24/12	Brassell Hall	Lights out around steps	2/27/10	
185	Susan Young	01/24/12	IPAC 215	Reset projector	1/24/12	
186	Brenda Kelley	01/26/12	Wallace Hall	Too hot in office	1/26/12	
187	Brenda Kelley	01/23/12	Wallace Hall	No power to copier	1/23/12	
188	Sonia Hollett	01/19/12	IPAC 300	too cold	1/19/12	
189	Donna Seay	01/24/12	Fine Arts	Repair AC in Mac Lab and office	1/24/12	
190	Keith Manuel	01/24/12	Fine Arts	Replace locks on Mac Lab and Ms. Seay's office	1/24/12	
191	Adam Thomas	01/24/12	baseball field	Clean up area, pressure wash bleachers	1/24/12	
192	Johann Wells	01/25/12	Campus	Pump out water in electrical pits	1/26/12	
193	Sonia Hollett	01/27/12	IPAC	Replace lights in 300,308,312,324	1/30/12	
200	Ivory Grier	01/30/12	Wallace	Clean up and mop mailroom floor	2/2/12	
201	Johann Wells	01/30/12	Key Hall	Replace broken sink in women's restroom by Phenix City room	1/30/12	
202	Karen Kelley	01/30/12	IPAC	Install "Dr. North" brick paver in Rotunda	1/30/12	
203	Brenda Kelley	2/1/2012	Wallace	Too hot in office	2/1/12	
204	Donna Seay	01/31/12	Fine Arts	Too cold in drawing studio	1/31/12	
205	Xueying Chen	02/05/12	LRC	Repair hot water heater	5/21/12	
206	Susan McCollum	02/06/12	Brassell Hall	Unstop drain between C-114 and C-117	2/7/12	
207	Susan McCollum	02/06/12	Brassell Hall	Check power in C-114	2/6/12	
208	Xueying Chen	02/03/12	LRC	Repair or replace burners on stove (needs to be replaced)	Open	
209	Reggie Gordy	2/7/2012	Brassell Hall	Repair elevator	2/8/12	
210	Ivory Grier	2/7/2012	Wallace Hall	Install shelves in Room 107	2/28/12	
211	Joan Walden	2/8/2012	Wilson Hall	Clean and strip floor in file room	2/17/12	
212	Beth Parkman	2/8/2012	Wallace Hall	Reblace bulbs in office	2/13/12	
213	Wayne King	2/9/2012	Wallace Hall	Repair light behind server rack	2/13/12	

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215	Xueying Chen	2/8/12	LRC	Faucet leaks in men's restroom	5/14/12	
216	Bill Chatham	2/8/12	Brassell Hall	Install light switch to isolate front row of lights	4/13/12	
217	Dr. Morris	2/10/12	IPAC	Hang pictures and shelves	4/9/12	
218	Darlene Thompson	2/10/12	LRC	Move furniture from 104 to 105	3/13/12	
219	Dale Bosewell	2/10/12	Wilson Hall	Replace door knob	3/20/12	
220	Janet Ormond	1/30/12	LRC	Move furniture from WFD to ITC	2/14/12	
221	Sheila Larkin	2/15/12	IPAC	Adjust desk in IPAC202	2/15/12	
222	Vicki Williams	2/15/12	Wallace Hall	Repair barrel lock on Room 101	2/15/12	
223	Wayne King	2/23/12	Brassell Hall	Run data to five work stations	3/27/12	
224	Wayne King	2/23/12	IPAC	Install surge projectors	2/24/12	
225	Ivonne Rosado	2/24/12	Wallace Hall	Move cabinet from 105 to WFD storage room	2/25/12	
226	Ivonne Rosado	2/24/12	LRC	AC on Saturdays; 8-5 PM, Room 114	2/25/12	
227	Wayne King	2/24/12	Brassell Hall	Reroute 5 data drops	3/27/12	
228	Ivonne Rosado	2/24/12	Wallace Hall	Move cabinet from 105 to WFD storage room	2/25/12	
229	Debra Plotts	2/24/12	IPAC	Issue keys to Smith and Dansby for computer labs	2/25/12	
230	Wayne King	3/5/12	Brassell Hall	Move five computers to storage	3/12/12	
231	Sonia Hollett	3/6/12	IPAC	Set up two tables outside302	3/9/12	
232	Reggie Gordy	3/6/12	Brassell Hall	Too Hot, Rooms 208,209,210, and 211	3/6/12	
233	Lannette Mitchell	3/7/12	Wallace Hall	Adjust/raise on desk	3/8/12	
234	Clint Langly	3/8/12	ITC	Install data drop for offices	3/19/12	
235	Brenda Kelley	3/12/12	Wallace Hall	Repair toilet in ladies restroom	3/12/12	
236	Christine Cupp	3/14/12	Wallace Hall	Mop floors in mail room	Open	
237	Lannette Mitchell	3/14/12	Wallace Hall	4 lights out in Room A-112	3/20/12	
238	Christine Cupp	3/14/12	Wallace Hall	Reset Breaker	3/14/12	
239	Vickie Braswell	3/15/12	Wallace Hall	Repair door closure in Room 101	3/15/12	
240	Susan Lockwood	3/28/12	IPAC	Move file cabinet from IPAC 107 to IPAC 112	3/29/12	
241	Bianke Wagnon	3/30/12	Brassell Hall	No power on lab islands 3 and 4	4/2/12	
242	L Seay	3/30/12	Wallace	Toilet seat cracked	4/4/12	
243	Sonia Hollett	4/3/12	IPAC	Mount Paper Towel Dispensers	4/16/12	
242	Ivory Grier	4/25/12	Wallace Hall	Remove tag from chair	4/24/12	
243	Susan Lockwood	4/11/12	IPAC	Tighten toilet seat	4/12/12	
244	Demetria LaFayette	4/12/12	Off Campus	Set up tent sponsored by CVCC	5/4/12	
245	Areliia Smith	4/13/12	IPAC	Too Cold	4/14/12	

APPENDIX C
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246	Sonia Hollett	4/23/12	IPAC	Place 5 long tables and 10 chairs in Atrium	4/25/12
247	Reginald Gordy	4/25/12	Wallace	Too cold	4/25/12
248	Sonia Hollett	5/1/12	IPAC	Set 30 chairs on stage for pinning	5/8/12
249	Ivonne Rosado	5/7/12	WFD	Move cabinet from WFD 103 to Key Hall 101	5/9/12
250	Jaque McKinnon	5/15/12	Brassell Hall	Install metal shelves in BRS 217	5/23/12
251	Trelanne Moore	5/17/12	Key Hall	Repair heater in Women's Lockerroom	5/18/12
252	Dash O,Neill	5/21/12	Key hall	Repair Metal Door (Waiting for Quote)	Open
253	L Seay	5/22/12	IPAC	Repair projector screen (Warranty Item)	9/18/12
254	Ivory Grier	5/23/12	Wallace	replace wheels on hand truck	5/24/12
255	Xueying Chen	5/31/12	LRC	Replace toilet paper holder	6/4/12
256	Xueying Chen	5/31/12	LRC	Repair leak under sink	6/4/12
257	Darlene Thompson	6/11/12	LRC	Remove old computers and install new computers in 103,104, and 114	6/22/12
258	Susan McCollum	6/12/12	Brassell Hall	Replace ceiling tile on 2nd floor hallway	6/13/12
259	Vickie Braswell	6/13/12	IPAC	Set up 2 tables in the front of the Auditorium in IPAC	6/14/12
260	Susan McCollum	6/12/12	Brassell Hall	Repair lights in Brassell 117	6/13/12
261	Sonia Hollett	5/31/12	IPAC	Remount signage for 301, 305,315	5/31/12
262	Sonia Hollett	7/9/12	IPAC	Install bulletin board in IPAC 306	7/11/12
263	Sonia Hollett	7/10/12	IPAC	Mount blood pressure cuffs in MAT 321	9/5/12
264	Gail Smith	7/23/12	Fine Arts	Repair door lock Room 204	7/26/12
265	Gail Smith	7/23/12	Fine Arts	Door sticks, Women's Restroom, 2nd floor	7/23/12
266	Gail Smith	7/23/12	Fine Arts	Check AC in Practice Room	7/23/12
267	Gail Smith	7/24/12	Fine Arts	No AC in Room 204	7/24/12
268	Gail Smith	7/24/12	Fine Arts	Lubricate lock	7/24/12
269	Gail Smith	7/24/12	Fine Arts	Sink stopped up in Ladies Restroom	7/24/12
270	Gail Smith	7/24/12	Fine Arts	Key request	7/26/12
271	Gail Smith	7/24/12	Fine Arts	Soap dispenser empty	7/24/12
272	Joy Hamm	8/7/12	Wallace	Install blinds in office	Open
273	Joy Hamm	8/7/12	Wallace	Hang pictures in office	8/10/12
274	D Lafayette	8/14/12	Wallace	Key request for Room 109	8/24/12
275	Vicki Williams	8/16/12	Wilson Hall	Clean floor in vendor area	Open
276	Brook Tyner	8/20/12	Owen Hall	Hang bulletin board in Room 112	8/20/12
277	Joy Hamm	8/22/12	Wilson Hall	Check sound system	8/28/12
278	Reggie Gordy	8/23/12	Campus	Two pole lights out	9/24/12
279	Susan Harris	8/24/12	Wallace	Move two boxes to LRC basement	8/24/12

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280	Susan McCollum	8/29/12	Brassell Hall	Need furniture in BRS 119	9/24/12	
281	Sonia Hollett	8/29/12	IPAC	Move boxes to hallway closet	8/29/12	
282	Sonia Hollett	8/29/12	IPAC	Repair broken locks on Cabinet 3 & 9	8/29/12	
283	Susan McCollum	8/29/12	Brassell Hall	Key request for labs	8/31/12	
284	Marquita Greene	8/29/12	Wallace	Install soap dispenser in Dr. Cannon's restroom	9/7/12	
285	Lannette Mitchell	8/30/12	Wallace	Repair carpet/clean floor	8/30/12	
286	Lannette Mitchell	8/30/12	Wallace	Dress up chords around desks	Open	
287	Cynthia Floyd	8/30/12	Wilson Hall	Move file cabinet to conference room	9/25/12	
288	Joy Hamm	9/6/12	Wallace Hall	Hang plaque in office	9/18/12	
289	Richard Mahone	9/7/12	Key Hall	Install lock on AHU room in gym	9/18/12	
230	Vicki Williams	9/18/12	Wilson Hall	Clean floor in vendor area	Open	
291	Sonia Hollett	9/11/12	IPAC	IPAC 302, Falling ceiling tile	9/11/12	
292	Ivonne Rosado	9/11/12	LRC - WFD	Repair faucet		
293	Ivonne Rosado	9/11/12	LRC - WFD	Repair water fountain	9/11/12	
294	Karen Kelley	9/13/12	IPAC	Set up table in Room 203	9/14/12	
295	Beth Parkman	9/21/12	Wilson Hall	Hang pictures	9/21/12	
296	Ivory Grier	9/26/12	Campus	Place inventory stickers on new scoreboards	9/27/12	
297	Xueying Chen	9/25/12	LRC	Assemble new furniture	9/25/12	
298	Kelly Williams	9/29/12	Wallace	Replace key to door	10/2/12	
299	Reggie Gordy	10/5/12	Wilson Hall	Exterior door handle broken	10/9/12	
300	Reggie Gordy	10/5/12	Fine Arts	Downstairs entry door is hard to lock	10/8/12	
301	Richard Mahone	10/2/12	Key Hall	Install new pads for goals	10/9/12	
302	Xueying Chen	10/1/12	LRC	Remount portrait that fell	10/1/12	
303	Mary Ann Williams	10/4/12	Wilson Hall	Move 16 boxes to file room	Open	
304	Sonia Hollett	10/9/12	IPAC	Return tables to Phenix City Room	9/10/12	
305	Cynthia Floyd	10/10/12	Wilson Hall	Hang bulletin board	10/19/12	
306	Richard Mahone	10/10/12	Key Hall	Repair score table	10/11/12	
307	Sheila Larkin	10/16/12	IPAC	Move work benches to 213	10/19/12	
308	Sonia Hollett	10/17/12	IPAC	Hang picture frame in 314	10/22/12	
309	Sonia Hollett	10/23/12	IPAC	Set up two tables in hallway	10/30/12	
310	Ivonne Rosado	10/25/12	WFD	Clean blood off of restroom wall	10/25/12	
311	Xueying Chen	11/1/12	LRC	Remove extra shelves from Genealogy Room	Open	
312	Xueying Chen	11/1/12	LRC	Re arrange pictures in the Genealogy Room	Open	
313	Vicki Braswell	11/1/12	IPAC	Set up tables for Student Orientation	11/5/12	

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