

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
MAINTENANCE MASTER LOG

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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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