

Work Order Summary w/ Details

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Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
WO001031	Declined	Non-PM	Low	Reactive Maintenance	Lighting	Facilities		Justice Center	Richard Teague	01/08/2026	01/08/2026		0.00	0.00
Detective law was wondering if there was a way to get dimmer lights for the office. If you could get into contact with him about the lighting in his office.														
WO001030	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Justice Center	Lindale Cummings	01/08/2026	01/08/2026	01/08/2026	0.00	0.00
Several lights are out at the Front Desk Security Area.														
Replaced several bulbs														
WO001029	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Justice Center	Lindale Cummings	01/07/2026	01/08/2026	01/08/2026	0.00	0.00
we have some lights out in our hallways will you come check all lights and any that are out change them.														
Replace bulbs														
WO001028	Completed	Non-PM	Low	Reactive Maintenance	Other	Facilities		Justice Center	Lindale Cummings	01/07/2026	01/09/2026	01/09/2026	0.00	0.00
will you get with Collins and help him move his white board														
The whiteboard has been successfully relocated														
WO001027	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Justice Center	Lindale Cummings	01/06/2026	01/07/2026	01/07/2026	0.00	0.00
one of their lights has gone out														
Replaced bulbs														
WO001026	New Work Order	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Justice Center	Lindale Cummings	01/06/2026	01/09/2026		0.00	0.00

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
Replace both lights next to elevator and sheriff's department.														
WO001025	Completed	Non-PM	High	Vandalism	Plumbing	Facilities		County Jail	Kit Grimes	01/06/2026	01/05/2026	01/06/2026	0.00	0.00
E Pod 154 Toilet flooding														
Removed blanket and commissary trash from drain line behind cell.														
WO001024	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	01/02/2026	01/02/2026	01/05/2026	0.00	0.00
small shower in E-pod has been running for 6 hours at the time 1-2-2026 12:26 AM														
fixed leak same day														
WO001023	Declined	Non-PM	Low	Reactive Maintenance	Other	Facilities		HR Building		12/29/2025	12/29/2025		0.00	0.00
Amber would like Karrie to have a key to the door in the conference room.														
I discussed this with Amber and she decided to take no action.														
WO001022	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	12/23/2025	12/23/2025	12/29/2025	0.00	0.00
E Pod sink cell 156 bottom left is sticking and causing it to leak and flood														
There is no flooding taken place water lakes at the back of the sink. A few drops when toilet is flushed.														
WO001021	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		County Jail	Kit Grimes	12/23/2025	12/23/2025	12/29/2025	0.00	0.00
D Pod light out bottom tier on the right side														
Replaced all four bulbs light is working fine														

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Work requested														
Action Taken														
Comments														
WO001111	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	04/10/2026	04/10/2026	04/10/2026	0.00	0.00
Sink Leaking really bad														
Plastic line nut was bad replaced and no leaks afterwards														
WO001110	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	04/10/2026	04/10/2026	04/10/2026	0.00	0.00
Sink that has garbage disposal, drain is not draining.														
Called Farr better and they cleared the drain														
WO001109	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Historic Building	Lindale Cummings	04/10/2026	04/10/2026	04/10/2026	0.00	0.00
the light closest to the window is half out														
Replaced bulbs														
WO001108	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	04/09/2026	04/10/2026	04/10/2026	0.00	0.00
Cell 246 sink is clogged and not draining														
Air plunged and works as it should now														
WO001107	Completed	Non-PM	Medium	Reactive Maintenance	Other	Facilities		HR Building	Lindale Cummings	04/08/2026	04/08/2026	04/08/2026	0.00	0.00
We have ordered new filing cabinets and we need 3 of the current filing cabinets moved and 1 file cabinet removed.														
Moved file cabinet as requested.														
WO001106	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	04/07/2026	04/07/2026	04/07/2026	0.00	0.00

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Work requested														
Action Taken														
Comments														

Toilet in E Pod Cell 244 - Toilet stopped up, has been plunged

Was actually, in b pod had To bust the cap to put a new one in was full of commissary trash

WO001105	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		Justice Center	Lindale Cummings	04/06/2026	04/06/2026	04/07/2026	0.00	0.00
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The faucet on the cold side is leaking from the top (not in the cabinet underneath). This is in the main part of the jury room (not in the bathroom). We will be having a jury in there at the earliest Wednesday afternoon. Thanks

Went to store supply and got new faucet and installed

WO001104	Completed	Non-PM	Medium	Reactive Maintenance	Special Projects	Facilities		Historic Building	Kit Grimes	04/01/2026	04/01/2026	04/02/2026	0.00	0.00
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Install e-track rails in Election Trailers

Installed track as requested.

WO001103	Completed	Non-PM	Low	Reactive Maintenance	Other	Facilities		Justice Center	Lindale Cummings	03/30/2026	03/30/2026	04/01/2026	0.00	0.00
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Kristy at my front desk on the 2nd floor has some more brochure holders that she needs to have hung up. please and thank you!

Installed six of twelve as requested. Please send another work order when you're ready for the other 6 to be installed.

WO001102	Completed	Non-PM	Medium	Reactive Maintenance	HVAC	Facilities		Historic Building	Richard Teague	03/30/2026	03/30/2026	03/30/2026	0.00	0.00
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The Field Appraisers Unit is Blinking 5 green then three orange.

Reset system. Tested unit, it is running as it should.

WO001101	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	03/27/2026	03/27/2026	03/27/2026	0.00	0.00
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F Pod shower is clogged and not draining

Air plunged and pulled cap to clear drain. Now drains as it should

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Work requested														
Action Taken														
Comments														

WO001100	Declined	Non-PM	High	Reactive Maintenance	General Maintenance	Facilities	Circuit Court Building	Richard Teague	03/23/2026	03/23/2026	0.00	0.00
Door lock floor rack battery backup - batteries need replaced - not keeping system on after power outage												
Please contact campus security. Note,this is not part of building maintenance.												
Campus security, we'll need to request JCI for this issue.												

WO001099	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Kit Grimes	03/19/2026	03/20/2026	03/20/2026	0.00	0.00
Water is overshooting the sink													
Water was fine not overshooting sink at all													

WO001098	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings	03/19/2026	03/20/2026	03/20/2026	0.00	0.00
Sink is not working properly													
Fixed.													

WO001097	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities	Justice Center	Lindale Cummings	03/17/2026	03/18/2026	03/18/2026	0.00	0.00
gate in courtroom is coming undone once more Chair in lobby has piece sticking up and needing to be fixed so doesn't hurt a person													
Used loctite to secure screws on gate hinge.													

WO001096	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities	County Jail	Lindale Cummings	03/17/2026	03/17/2026	03/17/2026	0.00	0.00
Outdoor light between bay 2 and 3 on sally port is out.													
Fixed.													

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Work requested														
Action Taken														
Comments														
WO001095	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	03/13/2026	03/13/2026	03/13/2026	0.00	0.00
Toilet overflowing and won't drain														
Remove the clog.														
WO001094	Completed	Non-PM	Medium	Reactive Maintenance	General Maintenance	Facilities		Historic Building	Lindale Cummings	03/12/2026	03/12/2026	03/13/2026	18.11	1.00
The button to let the people in has a lose wire that needs to be capped off. The door seems to function without it. See attached picture.														
Put a wire cap on it														
WO001093	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	03/09/2026	03/09/2026	03/09/2026	0.00	0.00
Shower running none stop														
Fixed														
WO001092	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	03/09/2026	03/09/2026	03/09/2026	0.00	0.00
Toilet - Flushing none stop														
Fixed.														
WO001091	Completed	Non-PM	Medium	Reactive Maintenance	Special Projects	Facilities		Justice Center	Richard Teague	03/09/2026	03/09/2026	03/09/2026	0.00	0.00
We need to replace the AP in Judge Ward's court, but we don't have a ladder tall enough to reach.We have been told the courtroom should be clear after 1pm.														
Supplied ladder.														
WO001090	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	03/06/2026	03/06/2026	03/06/2026	0.00	0.00

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
Sink not draining properly														
Used air plunger sink drains as it should														
WO001089	Completed	Non-PM	Medium	Reactive Maintenance	Elevators	Facilities		County Jail	Lindale Cummings	03/06/2026	03/06/2026	03/06/2026	0.00	0.00
Elevator Button on top floor by inmate holding not working														
Felt bad behind the elevator button was replaced and now works as it should														
WO001088	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Circuit Court Building	Lindale Cummings	03/06/2026	03/06/2026	03/17/2026	0.00	0.00
The toilet in the first cell will not flush. Thank you														
Fixed valve.														
WO001087	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	03/06/2026	03/06/2026	03/06/2026	18.11	1.00
Booking Shower won't turn off														
Replace flow valve														
WO001086	Completed	Non-PM	Medium	Reactive Maintenance	Jail Lock Maintenance	Facilities		County Jail	Lindale Cummings	03/06/2026	03/06/2026	03/06/2026	0.00	0.00
Main Public Sally Door not opening with card reader or Tower														
Was working fine														
WO001085	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Historic Building	Lindale Cummings	03/05/2026	03/05/2026	03/06/2026	0.00	0.00
Toilet continues to run														
Adjusted toilet handle toilet now is not flowing														

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Work requested														
Action Taken														
Comments														

WO001084	Completed	Non-PM	Medium	Storm Damage	Other	Facilities	Justice Center	Lindale Cummings	03/05/2026	03/05/2026	03/05/2026	0.00	0.00
The handle for door on Captain LaRose's office is very loose and needs to be tightened as soon as possible. Thank you.													
Tighten doorknob.													

WO001083	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	Justice Center	Lindale Cummings	03/03/2026	03/04/2026	03/04/2026	0.00	0.00
The sink in the break room is draining very slowly. It may need Drains or plunged. Thank you.													
Poured liquid plumber down the drain													

WO001082	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities	County Jail	Lindale Cummings	03/03/2026	03/04/2026	03/04/2026	0.00	0.00
Cell 243 Light is flickering													
Replace the nightlight													

WO001081	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings	03/02/2026	03/04/2026	03/04/2026	0.00	0.00
A Pod Light over Shower out on right side													
Replaced both bulbs													

WO001080	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings	03/02/2026	03/04/2026	03/04/2026	0.00	0.00
Drain in three bay since still isn't working.													
Kinda handle													

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Work requested														
Action Taken														
Comments														
WO001079	Completed	Non-PM	High	Reactive Maintenance	Custodial	Facilities		Historic Building	Lindale Cummings	02/27/2026	03/02/2026	03/02/2026	0.00	0.00
At the HC Bldg. A civilian tried to make it the 1st floor bathroom did not make it and there is poop on the floor.														
Clean up friday afternoon.														
WO001078	Declined	Non-PM	Low	Reactive Maintenance	Special Projects	Facilities		Justice Center		02/27/2026	03/02/2026		0.00	0.00
My office staff wanted me to ask you if you will be the one that will be able to use the tulips that people have left in front of the sheriff's car when they are taken away? They thought it might be neat to have them planted around the courthouses. I wondered if we contacted master gardeners if they would help? Thanks														
Please contact sheriff. Brad Cole concerning all issues for request related to the officer's memorial.														
WO001077	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Justice Center	Lindale Cummings	02/27/2026	02/27/2026	02/27/2026	0.00	0.00
the automatic flush doesn't work I have been told.														
Replaced the batteries														
WO001076	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Historic Building	Kit Grimes	02/26/2026	02/27/2026	02/27/2026	0.00	0.00
There is a leak of some kind around sink area. Water in the floor.														
Sealed around the faucet stopped the leak														
WO001075	Completed	Non-PM	High	Reactive Maintenance	General Maintenance	Facilities		Care ATC	Lindale Cummings	02/25/2026	02/25/2026	02/25/2026	0.00	0.00
The back door of the clinic which opens to the rest of the County building, does not latch. It can be opened even if it is locked fixed.														
WO001074	Completed	Non-PM	Medium	Reactive Maintenance	General Maintenance	Facilities		Circuit Court Building	Lindale Cummings	02/23/2026	02/23/2026	02/23/2026	0.00	0.00

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Work requested														
Action Taken														
Comments														

Soap dispenser in the mens restroom by the copiers is not working -

Soap bag was not locked in

WO001073	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Historic Building	Kit Grimes	02/20/2026	02/20/2026	02/20/2026	0.00	0.00
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Light bulbs burnt out in office ceiling

Installed new bulbs and ballast

WO001072	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	02/19/2026	02/20/2026	02/20/2026	0.00	0.00
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Water Spraying everywhere in shower, down shower wall.

Replaced hose and put on a new flip through

WO001071	Completed	Non-PM	Medium	Reactive Maintenance	Water Leaks	Facilities		County Jail	Kit Grimes	02/18/2026	02/18/2026	02/18/2026	0.00	0.00
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It is leaking through the window and a crack in the wall. That cell is always very cold.

No leak found

WO001070	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	02/17/2026	02/18/2026	02/18/2026	0.00	0.00
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139 sink has low water pressure , not much water comes out when the button is pressed

Replace the vacuum button

WO001069	Declined	Non-PM	Low	Equipment Maintenance	Facilities			Circuit Court Building	Richard Teeque	02/10/2026	02/10/2026		0.00	0.00
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The defibrillator machine in our lobby has been beeping since Monday morning. I'm wondering if that means the battery is low?

None, please contact the EMA office.

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Work requested														
Action Taken														
Comments														

WCO01068	Completed	Non-PM	Medium	Reactive Maintenance	Equipment Maintenance	Facilities	Circuit Court Building	Lindale Cummings	02/10/2026	02/1/2026	02/1/2026	0.00	0.00
interior set of doors - door on left - lock just spins and doesnt unlock													
Repaired lock.													

W/O001067	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Kit	Grimes	02/06/2026	02/06/2026	02/09/2026	0.00	0.00
Sink drain handle broke on the three bay sink tonight doing dishes. Handle is laying back by garbage disposal.														
Fixed														

	Completed	Non-PM	Medium	Reactive	Maintenanc	Plumbing	Facilities	Historic Building	Lindale Cummings	02/05/2026	02/05/2026	02/06/2026	0.00	0.00
WO001066	Completed	Non-PM	Medium	Reactive	Maintenanc	Plumbing	Facilities	Historic Building	Lindale Cummings	02/05/2026	02/05/2026	02/06/2026	0.00	0.00
While trying to wash our hands, the faucet keeps shutting off. There seems to be a red-light flashing.														
put in new batteries														

	Completed	Non-PM	Medium	Reactive Maintenance	General Maintenance	Circuit Court Building	Lindale Cummings	02/04/2026	02/04/2026	02/05/2026	0.00	0.00
WO0001065	Completed	Non-PM	Medium					02/04/2026	02/04/2026	02/05/2026	0.00	0.00
Paper towel holder is empty in women's restroom - and also not working in the VA meeting room restroom												
Fixed machine reloaded towels												

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Work requested														
Action Taken														
Comments														
WO001063	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Richard Teague	02/03/2026	02/03/2026	02/03/2026	0.00	0.00
B 139 Toilet overflowing and stopped up														
Remove clog														
WO001062	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	02/03/2026	02/04/2026	02/10/2026	0.00	0.00
A 128 & A 129 Sink keeps running causing sink to overflow														
Runs normal time														
WO001061	Completed	Non-PM	Medium	Reactive Maintenance	Equipment Maintenance	Facilities		Justice Center	Kit Grimes	02/03/2026	02/03/2026	02/03/2026	0.00	0.00
The door entering from the Green Mile into the hallway by the Evidence Room is not shutting on its own.														
Adjusted speed control tested 12 times is shutting fine														
WO001060	Completed	Non-PM	Medium	Preventive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	02/02/2026	02/02/2026	02/02/2026	0.00	0.00
Sink 164 F Pod not draining														
Cleared drain														
WO001059	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	02/02/2026	02/02/2026	02/02/2026	0.00	0.00
E Pod 244 Sink not draining														
Cleared drain														
WO001058	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		County Jail	Kit Grimes	01/30/2026	02/02/2026	02/02/2026	0.00	0.00

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Work requested														
Action Taken														
Comments														

Cell 164 F Pod Light Out

Replaced ballast

WO001057	Declined	Non-PM	Low	Reactive Maintenance ^e	Alarm System	Facilities		Justice Center		01/30/2026	01/31/2026		0.00	0.00
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think the smoke detector needs a new battery. it is chirping

Smoke detectors in this building do not run on batteries . Its the str wheel emergency ext door.

WO001056	Completed	Non-PM	Medium	Reactive Maintenance ^e	Plumbing	Facilities		County Jail	Lindale Cummings	01/29/2026	01/30/2026	02/02/2026	0.00	0.00
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Chemical closet by the Jail Kitchen

Replaced faucet

WO001055	Completed	Non-PM	Medium	Reactive Maintenance ^e	Other	Facilities		Historic Building	Lindale Cummings	01/28/2026	02/02/2026	01/31/2026	0.00	0.00
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Assemble two chairs

Chairs assembled.

WO001054	Completed	Non-PM	High	Reactive Maintenance ^e	Plumbing	Facilities		Historic Building	Richard Teague	01/28/2026	01/28/2026	01/28/2026	0.00	0.00
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stool in new women's bathroom is clogged

Removed clog.

WO001053	Completed	Non-PM	Medium	Reactive Maintenance ^e	HVAC	Facilities		Historic Building	Richard Teague	01/28/2026	01/28/2026	01/30/2026	0.00	0.00
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In the Field appraiser room. The system is throwing a code of 5 green 3 orange

Try to reset unit with no luck. I contacted the Symbiont H- vac services waiting for a callback.

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Work requested														
Action Taken														
Comments														

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WO#	Completed	Non-FM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings	01/25/2026	01/27/2026	01/27/2026	0.00	0.00
A Pod 225 sink wont drain													
Sink was cleared and is working as should													

WO#	Completed	Non-PM	Medium	Reactive Maintenance	Mechanical	Facilities	Circuit	Kit	Grimes	01/23/2026	01/23/2026	01/27/2026	0.00	0.00
WO001049	Completed	Non-PM	Medium				Circuit Court Building	Kit	Grimes	01/23/2026	01/23/2026	01/27/2026	0.00	0.00
Inside door into PA office from Judge entrance will not lock, badge reader seems to be working but the door will not lock after going through it - see Dale Tavares Door was working as it should														

WO001048	Completed	Non-PM	Low	Reactive Maintenance	Electrical	Facilities	Justice Center	Kit Grimes	01/21/2026	01/22/2026	01/22/2026	0.00	0.00
Please disable the red button under the desk. It alerts the jail and we already have a newer button in place for use.													
Button has been disabled													

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Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

WO001047	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Historic Building	Lindale Cummings	01/20/2026	01/20/2026	01/20/2026	0.00	0.00
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The sink in the bathroom on the 3rd floor is not working

Replaced the batteries faucet now works as it should

WO001046	Completed	Non-PM	Medium	Reactive Maintenance	HVAC	Facilities		HR Building	Richard Teague	01/20/2026	01/20/2026	01/20/2026	0.00	0.00
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The heat in the back of the office is not working.

replaced pressure switch

WO001045	Completed	Non-PM	Low	Reactive Maintenance	Special Projects	Facilities		Circuit Court Building	Kit Grimes	01/16/2026	01/21/2026	01/21/2026	0.00	0.00
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Wednesday 01-21-2026 I need to see if we can move desk from open space, to Shannon's office and desk from Shannon's office to the open space.
moved 2 desk as requested.

WO001044	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	01/16/2026	01/16/2026	01/16/2026	0.00	0.00
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A Pod has no hot water bottom cells

Replaced three vacuum buttons, and one floor through valve

WO001043	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	01/15/2026	01/16/2026	01/16/2026	0.00	0.00
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D Pod left side, water continuously running

Replaced and timed flow through valve

WO001042	Completed	Non-PM	Low	Reactive Maintenance	Special Projects	Facilities		Circuit Court Building	Lindale Cummings	01/15/2026	01/16/2026	01/16/2026	0.00	0.00
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Work Order Summary w/ Details

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Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

I need to see if i can get Desk from Tims old office moved into our center area - Dale

Move the desk to where Dale asked us to

WO001041	Completed	Non-PM	Medium	Reactive Maintenance	Special Projects	Facilities		Circuit Court Building	Kit Grimes	01/14/2026	01/14/2026	01/16/2026	0.00	0.00
i have a Clorox wipes Holder that needs installed in the same restroom as toilet seat dispenser, to the right of Dispenser (dispenser is located in Dales office) along with Kit's screwdriver that was found on the floor and turned into me :)														
Clorox wipes holders was mounted where Dale asked for it to be mounted														

WO001040	Completed	Non-PM	Low	Reactive Maintenance	Special Projects	Facilities		Circuit Court Building	Kit Grimes	01/14/2026	01/16/2026	01/14/2026	0.00	0.00
Can i have some desks moved. A metal desk and a Wooden desk from one office to another.														
moved desk														

WO001039	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Historic Building	Lindale Cummings	01/14/2026	01/14/2026	02/02/2026	0.00	0.00
Repair toilet, running non stop third floor paula's office.														
Toilet has been replaced														

WO001038	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Circuit Court Building	Kit Grimes	01/13/2026	01/14/2026	01/14/2026	0.00	0.00
Light is flashing outside Stephanies office														
Replaced ballast														

WO001037	Completed	Non-PM	Medium	Reactive Maintenance	Special Projects	Facilities		Circuit Court Building	Lindale Cummings	01/13/2026	01/14/2026	01/14/2026	0.00	0.00
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We have a toilet seat cover holder that we need put up , Dale can show you where we feel it would be best located- also the equipment is in Dales office .

Mount the toilet seat, cover holder and show Dale how to refill

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Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours
Work requested														
Action Taken														
Comments														

WO001036 Completed Non-PM Medium Reactive Maintenance Other Facilities Historic Building Kit Grimes 01/09/2026 01/09/2026 01/09/2026 0.00 0.00
 Lynn asked that I see if someone can swing by and let us know if our refrigerator is dead, (or I'm wondering if the door was possibly left open all night.) It completely defrosted, but I'm not feeling it kick on or run.
 Thanks, Brenda
 pluded unit into outlet

WO001035 Completed Non-PM High Reactive Maintenance Mechanical Facilities Justice Center Lindale Cummings 01/09/2026 01/09/2026 01/09/2026 0.00 0.00
 please re-attach the magnet to the door so it can secure properly since the system is fixed.
 attached as requested

WO001034 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 01/09/2026 01/09/2026 01/09/2026 0.00 0.00
 A Pod is advising water is not warming up
 A pod and B pod we're both having hot water issues. The hot water heater had coded out for code 70 heaters were reset and are not working as they should

WO001033 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 01/09/2026 01/09/2026 01/09/2026 18.11 1.00
 Toilet draining slow
 Toilet was not the issue. It was the sink and the sink is now cleared and draining as it should.

WO001032 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities Historic Building Kit Grimes 01/09/2026 01/09/2026 01/09/2026 0.00 0.00
 Clerk toilet is flushing slowly and acts like it is going to overflow. The bathroom on the second floor is doing the same thing.
 Used plunger and snake but finally got it to go down