

PM Work Order ID: 6380	Completion Date: 1/25/2016
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Description	Weekly - KFD-12 SC Emergency Shower & Eye Wash - Refer to PM schedule details.		
Location	Kentfield Campus	Building	KFD-12 - Austin Center
Area		Priority	Medium
Area Number		Craft	Plumbing
Category		Type	Emergency Eye Wash
Status	Closed Work Orders	Estimated Hour	0.50
Assigned To	Technician, Tim	Requester	Heidi Rank
Estimated Start	1/25/2016	Request Date	1/24/2016
Est. Completion Date	2/24/2016	Req. Completion Date	2/24/2016
Budget Code		Purpose Code	Preventive Maintenance
Project Code		Project Description	
Equip Item No.	201067	Equip Desc	Emergency Eye Wash
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	h
Date	Name			

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Equipment			
ID	Model #	Area	Notes
Description	Serial #	Area # Building	
201067 Emergency Eye Wash		1st Floor KFD 12 - 86 KFD-12 - Austin Center	

Tools Bring standard tool belt tools.

Start-up Procedures Confirm area is safe and clear of debris.

IVC & KFD Photos and EOM's
<http://www.marin.edu/SchoolDudePublic>

Safety Notes Follow MCCD's lockout/tagout procedures for Plumbing equipment maintenance.

Task Completed		Description / Procedures
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1	PPE MUST BE WORN TO PERFORM THIS WORK. FOLLOW LOCKOUT/TAGOUT PROCEDURES TO ISOLATION ENERGY SOURCES.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	CHECK ASSET FOR BARCODE LABEL. VERIFY CONDITION/READABILITY. REPLACE AS REQUIRED.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3	CHECK FOR CORRECT OPERATION OF EYE WASH/SHOWER EQUIPMENT INCLUDING SPRAY FROM EYE WASH PORTS.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4	OPERATE EYE WASH AND SHOWER TO ENSURE FLOW OF FRESH POTABLE WATER.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5	CHECK ALL FITTINGS FOR LEAKS, DAMAGE OR CORROSION.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6	CHECK TEMPERATURE OF WATER TO ENSURE PROPER OPERATION OF MIXING VALVE.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7	RECORD RESULTS IN LOG BOOK.

Work Order ID: 7621	Completion Date:
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Description	An instructor called in and said that a window shade is broken in AC 238 Time Available: anytime		
Location	Kentfield Campus	Building	Academic Center
Area	2nd Floor	Priority	Medium
Area Number	AC 238	Craft	Carpentry
Category		Type	
Status	Work In Progress	Estimated Hour	0.00
Assigned To	Rodriguez, John	Requester	Amber Gougis 8101
Estimated Start		Request Date	4/25/2016
Est. Completion Date		Req. Completion Date	4/29/2016
Budget Code		Purpose Code	
Project Code		Project Description	
Equip Item No.		Equip Desc	
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	h
Date	Name	Hours		

John Work in Progress

Work OrderID	Status	Request Date	Requester	Area Type	Location
	Description	Completion Date	Assigned To	Building	Area Number
	Action Taken	Priority		Craft	
336	Work In Progress Attach computer basket to table. Contact Marygale Beyer at ext 8234 for details. Tech is hooking up computers now for scheduled classes in Summer & Fall. Attach computer basket to table. Contact Marygale Beyer at ext 8234 for details. SCHEDULE FOR MAY 2014	3/26/2014 Medium	Laurie Loeffler Rodriguez, John	Classroom IVC-14 - Miwok 14 Carpentry	Indian Valley Campus 144
755	Work In Progress Remove circular door replace with wall Instructor needs an access to the water filter system or it needs to be changed/maintained regularly for water quality. Time Available: any time	6/12/2014 Medium	Olga Borisov Rodriguez, John	Basement KFD-2 - Fusselman Hall Carpentry	Kentfield Campus FH 11/10
2045	Work In Progress The string for the window blinds in SMN on the 2nd floor lobby broke off. Alexio P reported the problem. Please see journal notes. I have already visited this w/o before as in journal notes say we need to order pull chain. Until we purchase replacement chain no further action has taken place.....Thanks JSR.	11/19/2014 Medium	Rodriguez, John	Hallway/Corridor Science & Math & Nursing Carpentry	Kentfield Campus
2082	Work In Progress Leaking from ceiling in FA 301 during a rain Time Available: any	11/20/2014 Medium	Olga Borisov Rodriguez, John	3rd Floor KFD-127 - Fine Arts Carpentry	Kentfield Campus FA 301
2130	Work In Progress The 2-D show case next to the bathroom on the ground level is leaking. Time Available: any	12/1/2014 Medium	Olga Borisov Rodriguez, John	1st Floor KFD-127 - Fine Arts Carpentry	Kentfield Campus outside
2235	Work In Progress Just saw small puddle dripped from ceiling of corridor (water stains visible) in center of hall, near SMN 205.	12/15/2014 Medium	Dianne Faw Rodriguez, John	Hallway/Corridor Science & Math & Nursing Heating/Ventilation /Air Conditioning	Kentfield Campus Near SMN 205
2267	Work In Progress Outside bathroom mens restroom has a leak. We thought it was from door but I think its from the siding or roof. A lot of water comes in. Gabe took out water today and yesterday.	12/19/2014 Medium	Rodriguez, John	Restroom KFD-129 - Child Study Center	Kentfield Campus

John Work in Progress

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2429	Work In Progress Ceiling tiles broken and missing from small componets lab Please replace ASAP. Contact P. Loeffler ext 8540 if more information is needed.	1/21/2015 Medium	Laurie Loeffler Rodriguez, John	1st Floor IVC-02 - AUTO Carpentry	Indian Valley Campus 218
2623	Work In Progress The w indow in the William Keith room, directly on the left w hen you w alk in, makes a high pitched and loud noise w ith heavy w ind. It may need some caulking. 5-17-15: I w ill look into this matter, Manny.	2/6/2015 Medium	Pearl Ly Rodriguez, John	Library KFD-13 - Learning Resources Center Carpentry	Kentfield Campus William Keith Room
3016	Work In Progress the w omens and mens restroom signs are not in place. I had a w omen w alk into the mens restroom. also the non slip surface in the w omens restroom is coming up and needs to be replaced.	3/17/2015 Medium	Matt Markovich Rodriguez, John	Locker Room IVC-21 - Locker/Shower (Pool) Carpentry	Indian Valley Campus
3266	Work In Progress The display case on the w all of the East Hall, of Building 27 needs repairing. The w indow s in 2 of the display cases are loose and move around w hen w e open the display case door. The IVC Staff don't w ant to use it until it's repaired, because they're afraid that the glass is going to fall out. Please check w ith Cecile Banks for details. Time Available: 8:30-4:30	4/3/2015 Medium	Gina Longo Rodriguez, John	1st Floor IVC-27 - Main Building (Library, Store) Carpentry	Indian Valley Campus Enrollment Services Lobby Area
3363	Work In Progress Entrance doors w est end are sticking and need adjustment. Faculty complaint	4/13/2015 Medium	Laurie Loeffler Rodriguez, John	1st Floor IVC-06 Carpentry	Indian Valley Campus
3930	Work In Progress Please see requests from Derek Levy. We w ant the AU 136 tables and chairs, to be stored in SS 118 Dry Erase board from Au 136 for SS A and B Computer tables from the CIS lab save in sufficient quantity to fit around perimeter of new proctoring room for SAS on ground floor of LRC Additional computer table w ith rounded end for small study room for SAS on ground floor of LRC 6-9-15: John Rodriguez to review , Manny.	6/2/2015 Medium	Rose Jacques Rodriguez, John	2nd Floor Student Services Center Delivery	Kentfield Campus 211

John Work in Progress

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4339	Work In Progress Greg said to put in a School dude to have them hang the projector screen from the ceiling – I just let Jon G. know and included Melinda so she can put in the school dude w orkorder. Please let me know if anyone has any questions. Thanks.	7/21/2015 Medium	Melinda Molloy Rodriguez, John	1st Floor Student Services Center Carpentry	Kentfield Campus
4924	Work In Progress The shades w hich covered the old w indow s in FH rm 16 are broken. They do not darken-the pole is missing. Time Available: any	9/2/2015 Medium	Olga Borisov Rodriguez, John	1st Floor KFD-2 - Fusselman Hall Carpentry	Kentfield Campus 16
5482	Work In Progress Please apply w heels to portable mound. Build new portable mound. Prepare shed to be painted. Put a strip of plyw ood on table in gym. See Conor Time Available: ASAP 10/29/15 prepared shed for paint. CP	10/27/2015 Medium	Conor Bird Rodriguez, John	Athletic Field Baseball Field Carpentry	Kentfield Campus Baseball field
5513	Work In Progress There is a large gap betw een the siding and w all allow ing rats and mice easy access to climb inside the w alls and make nests. Attn: Chris Time Available: asap[10/29/2015 Medium	Conor Bird Rodriguez, John	 Physical Education Center Carpentry	Kentfield Campus Bottom of siding
5514	Work In Progress Add 12inch box to end of 4x8 (large) portable mound and add pitching rubber. Remove old fence in dugout. Time Available: ASAP	10/29/2015 Medium	Conor Bird Rodriguez, John	Grounds Baseball Field Carpentry	Kentfield Campus Baseball field
5602	Work In Progress Please install a w indow that looks to the field. We are making that shed a snack bar. , see Conor for details. Time Available: ASAP	11/4/2015 Medium	Conor Bird Rodriguez, John	Athletic Field Baseball Field Carpentry	Kentfield Campus shed

John Work in Progress

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6117	Work In Progress	12/22/2015	David Patterson	Library	Kentfield Campus
	<p>Happy Holidays! I'm sorry to report that we have two or three leaks. We have positioned buckets to catch the water. There is some water in a light fixture that might be a safety issue (electricity and water) and the water has stained the wood on the end of our bookshelf (not a big deal). There is potential for books and carpet to be damaged. Thanks a bunch and sorry to be the bearer of bad news. I'm attaching pictures, although they aren't very useful. My best, Dave Time Available: anytime</p> <p>6/1/16 removed ceiling tile to examine leak. found water coming in from around the roof drain. there is only one area leaking. it is a fairly heavy leak. by removing the tile the water is able to fall freely into a bucket, this eliminates the possible damage of books. I went to the roof to try and patch the drain. the roof around the drain is pooling with water. I cleared the drain and pulled all gravel possible back. added a wet/dry roof patch and recovered with gravel. the product I used is new to me and did not perform to my satisfaction. I am hoping that it will at least slow the leak for now until chris diaz returns from being sick and I can brainstorm other repair methods with him. if we can not come up with a patch, the fix would require reroofing the areas that have failed. doable, but time consuming, so I am hoping chris may have some other quick fix ideas. will reassess later in the week when I have more information and I will update the work then. CP</p> <p>1/7/16 Spoke with chris diaz this morning. he and dodd did a wet patch on this same drain last year. unfortunately there is no easy fix for this drain. the roofing around the drain has failed. suggesting we look at getting a roof repair contractor to come in after the rains stop to strip and re flash and tar the drain. I would also suggest we check the rest of the roof drains and fail points at lrc roof before ordering repairs, that way if there are other leaks they can all be handled. I know of at least one other larger leak in the lrc roof which has ruined at least one set of furniture in my time at com. will forward the information to billy and go from there. CP</p>	Medium	Rodriguez, John	KFD-13 - Learning Resources Center Carpentry	near Room 109

John Work in Progress

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	Action Taken	Priority		Craft	
6350	Work In Progress	1/21/2016	Alison Welch	Classroom	Kentfield Campus
	Please remove partition in PE22. It is no longer in use and is becoming warped by the weather.	Medium	Rodriguez, John	Physical Education Center Carpentry	PE22
	Thanks! Time Available: any time- non urgent Not Urgent..... Requested 2/1/2016 2/4/16 saw divider. Window side has begun to sag and is binding on the floor. Although it is not currently being used, it may be in the future. I see no reason to completely remove this unit. It should however be adjusted so it doesn't bind on the floor. Will confer with Billy p. And return to order. CP.... 03.21.2016 John Please remove the partition. Thanks bp				
6586	Work In Progress	2/4/2016	Julie Oyle	1st Floor	Indian Valley Campus
	door stop to mail room does not stay up, keeps falling down Time Available: any time	Medium	Rodriguez, John	IVC-09 - Workforce & Economic Dev Carpentry	mailroom
7125	Work In Progress	3/17/2016	Alejandro Suarez Maldonado	Office	Kentfield Campus
	Bamboo curtain needs to be hung as you enter the door to the right to cover the utilities closet. Please communicate via email ASuarezMaldonado@marin.edu or at X 7135. Time Available: Any	Medium	Rodriguez, John	KFD-13 - Learning Resources Center Carpentry	115
7224	Work In Progress	3/24/2016	Linda Fahy	Classroom	Kentfield Campus
	The screen to the window in the red room is coming out. Please send someone over to put the screen back in the frame. It just needs the little roly tool to put the screen back in. The screen does not need to be replace(I don't think) THANK YOU! Time Available: before 1:00 pm	Medium	Rodriguez, John	KFD-129 - Child Study Center Carpentry	red room/112
7372	Work In Progress	4/1/2016	Annie Ricciuti	1st Floor	Kentfield Campus
	Please see attachment. Per Greg and Christina Leimer, please install posters of strategic plan in locations indicated on attachment. Has to be done by May 7th for open house. Posters are in Shipping and Receiving. Annie Ricciuti or Christina can answer questions. Greg has locations of where to install at IVC. Please check with him. 71 total posters. Thank you. Time Available: any Alexio: Would you install the IVC posters and John can install the KTD posters. thx bp 4.5.16 John: would you install these today, first thing....start with KTD, then IVC	Medium	Rodriguez, John	KFD-13 - Learning Resources Center Carpentry	40

John Work in Progress

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7482	Work In Progress	4/12/2016	Laura McCarty	2nd Floor	Kentfield Campus
	Check that all classroom doors have hold-open's (one was reported missing in either 215 or 315). Also check the door thresholds. It was reported that they may have been damaged & allowed rain to enter.	Medium	Rodriguez, John	KFD-127 - Fine Arts Carpentry	2nd & 3rd floor classrooms
7515	Work In Progress	4/15/2016	Dianne Faw	Hallway/Corridor	Kentfield Campus
	Desks have panels above them. One panel has been bent. Dean Hernandez requests that someone please repair panel so it is aligned with other panels. This is SMN 319, student study area on third floor. Thank you.	Medium	Rodriguez, John	Science & Math & Nursing Carpentry	Student study area, 319
7568	Work In Progress	4/20/2016	Mayra Ramirez	Basement	Kentfield Campus
	There are two holes on the roof as you enter FH 25 on the right hand side of the ceiling. Knock 'Em Out found a rat and believes they enter through that opening. Please cover/seal the opening. Attached is a photo of the area for your reference.	Medium	Rodriguez, John	KFD-2 - Fusselman Hall Carpentry	FH 25
7578	Work In Progress	4/20/2016	Andy Haber	1st Floor	Kentfield Campus
	<ol style="list-style-type: none"> remove 6' w hite board on north facing wall. remove 7' w hite board on west facing wall behind screen and reinstall on north wall centered undrneath interior window at 36" above floor. install 55" TV on west facing wall centered horizontally, and with the bottom of the TV at 62" above floor. install camera mount on same wall centered beneath TV at 53" above floor. See Andy for details and equipment. Thanks. Time Available: See Andy for schedule	Medium	Rodriguez, John	Science & Math & Nursing Carpentry	SMN.137
7611	Work In Progress	4/24/2016	Dustin Ruiz	Exterior	Indian Valley Campus
	I noticed a spare sign (see attached photo) in Building 22 next to where the Bobcat (bulldozer) is stored. I think the sign can be used at the bridge entrance to the perimeter road. It could help prevent people from driving across the bridge to go to the pool building. The placement is up to the carpenter, or contact the police for input. Time Available: N/A John, When you're at IVC installing the poster signs, get this one out and install on perimeter road at bridge to pool. Thx bp	Medium	Rodriguez, John	Parking I Lot 6 Carpentry	N/A

John Work in Progress

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7612	Work In Progress	4/24/2016	Dustin Ruiz	Parking Lot	Indian Valley Campus
	Please replace the parking permit sign at the entrance to Lot 6 at IVC. It is starting to fade, rendering the text hard to see. Time Available: N/A	Medium	Rodriguez, John	Parking I Lot 6	N/A
	John,			Carpentry	
	When you're there, take a pic of this sign and send to me. Will get a new one to install later. thx bp				
7621	Work In Progress	4/25/2016	Amber Gougis	2nd Floor	Kentfield Campus
	An instructor called in and said that a window shade is broken in AC 238 Time Available: anytime	Medium	Rodriguez, John	Academic Center	AC 238
				Carpentry	
7632	Work In Progress	4/27/2016	Katherine Bauer	Grounds	Indian Valley Campus
	Metal caps on bridge posts are not bolted down and can be removed. This is only on the bridge between parking lots 3 & 4 leading to buildings 11 & 12. Time Available: any time	Medium	Rodriguez, John	Parking I Lot 3	bridge
	4.28.16 John when you're at IVC installing posters would you put couple screws in each side of the metal caps over the bridge? thx bp			Carpentry	
7647	Work In Progress	4/28/2016	Monica Rudolph	2nd Floor	Kentfield Campus
	Is it possible to switch the brown chalkboard in SMN 224 with a green chalkboard in LC 110? Our Faculty member who needs to use chalkboards finds the green boards to have much better visibility for students and would prefer to have all green boards in SMN 224 where she teaches, if possible.	Medium	Rodriguez, John	Science & Math & Nursing	SMN 224
	Thank you, -Monica			Carpentry	