

Monthly Board Report: NOVEMBER 2025

Building & Grounds Maintenance

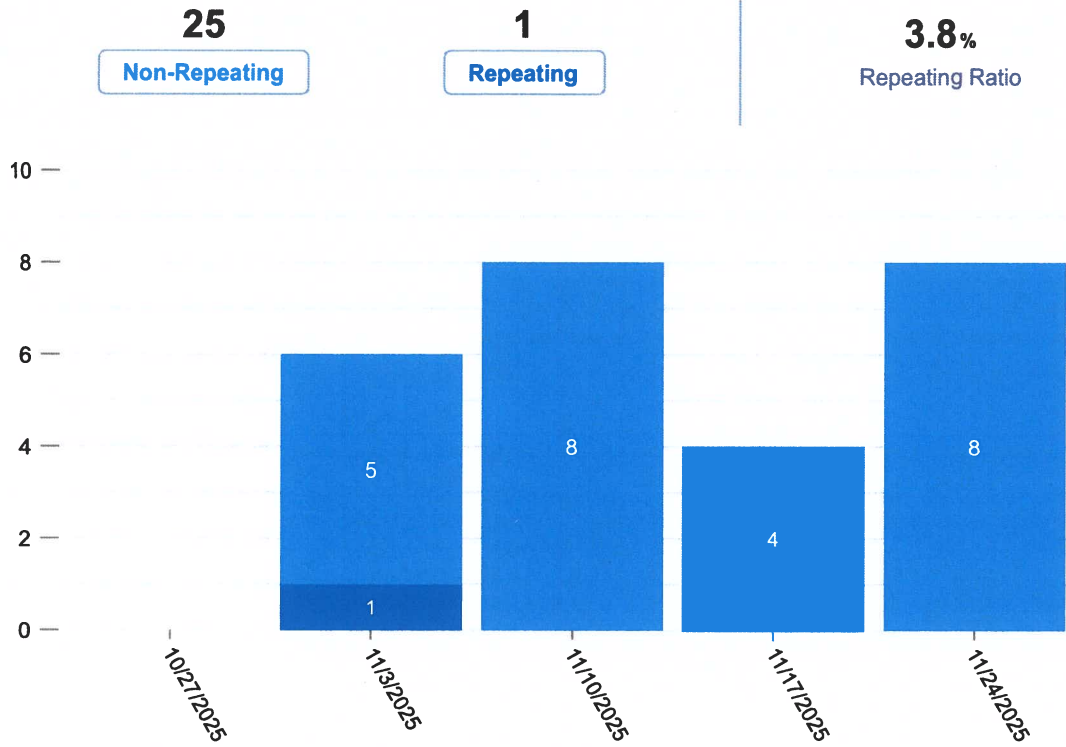
SEPTEMBER: OCTOBER: NOVEMBER:

Work Requested:

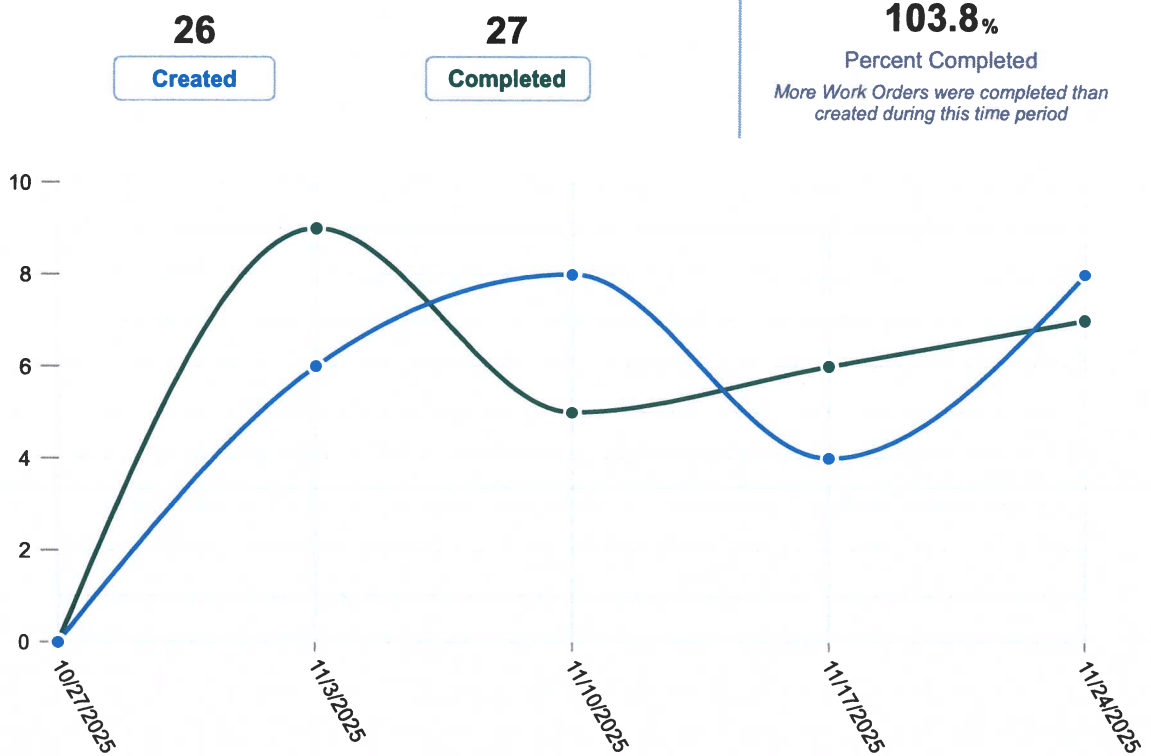
Road Signs	5	2	4
Plumbing	5	6	4
Lighting	5	3	7
Doors/Locks	5	7	5
Thermostat/Heat/HVAC	3	1	2
Cleaning	2	1	0
Pests	4	2	0
Other & Quarterly Filter Change	6	13	57
Contract Out	2	0	0
Total Work Orders	35	35	79

3 year comparison	request	
Nov. 2023		25
Nov. 2024		17
Nov. 2025		79

Non-Repeating vs. Repeating NOV



Created vs. Completed NOV





Work Orders

Calendar View

Search Work Orders

View Work Orders

Assigned To + Add Filter

My Filters

- Work Orders 31
- Purchase Orders
- Reporting
- Requests
- Assets
- Messages
- Categories
- Parts Inventory
- Library
- Meters
- Automations
- Locations
- Teams / Users
- Vendors

Week		< November 2025 >							Today
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY			
<ul style="list-style-type: none"> Desk Water & Sewer - Heat NOT working Spigot <p>5 more</p>		<ul style="list-style-type: none"> Sign install Sign install 			<ul style="list-style-type: none"> County Administration - Fan In Ladies u... VCE Greene - Need chairs from storage Trash Pickup at Courts <p>2 more</p>				
	<ul style="list-style-type: none"> Window Door lock Bulletin boards <p>5 more</p>			<ul style="list-style-type: none"> Barn Ceiling panels Repair sign 					
<ul style="list-style-type: none"> Lock placement on the 3 window cash d... Water Treatment Plant-Floor Drain need... Clogged Downstairs Front Bathroom Sink <p>19 more</p>			<ul style="list-style-type: none"> Water & Sewer - Camera Installation Stinky Shower Drains Emergency Exit Signs Installation at Wat... 	<ul style="list-style-type: none"> Circuit Court Women's restroom Soap D... 					
<ul style="list-style-type: none"> VMF lights out in lower parking lot Light switch Water & Sewer, Clint Mehling 		<ul style="list-style-type: none"> Interior & Exterior lighting repairs and ... 							
<ul style="list-style-type: none"> Water & Sewer - PS Light Poles County Administration - Wreaths at Gre... Exterior wall pack on rear of building no... <p>3 more</p>	<ul style="list-style-type: none"> Lifeworks professional counseling Door Knob 								

Support

Maxine Morton >
Settings

CREATING FILE

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October.pdf

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Work Orders List for 11/01/2025 - 11/30/2025



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #252 Assemble 2 rolling kitchen islands Type: Reactive <input type="button" value="Other"/> Brandon Marrs	EXT office	✓ Done Completed by Brandon Marrs on 11/03/2025		
ID: #251 Loose railing Type: Reactive <input type="button" value="Other"/> Brandon Marrs	Sheriff's Office	✓ Done Completed by Brandon Marrs on 11/05/2025		
ID: #232 VMF Monthly Fire Extinguisher Inspection Type: Preventive Brandon Marrs	Fire Extinguisher Inspection	11/03/2025 ✓ Done Completed by Brandon Marrs on 11/05/2025		
ID: #226 Admin/School Board Monthly Fire Extinguisher Inspection Type: Preventive Brandon Marrs	Fire Extinguisher Inspection	11/03/2025 ✓ Done Completed by Brandon Marrs on 11/05/2025		
ID: #225 Court House Monthly Fire Extinguisher Inspection	Fire Extinguisher Inspection	11/03/2025 ✓ Done Completed by Brandon Marrs on 11/05/2025		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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Type: Preventive
Brandon Marrs

ID: #224
Library/JABA Monthly Fire Extinguisher Inspection

Fire Extinguisher Inspection

11/03/2025
✓ Done
Completed by Brandon Marrs on 11/05/2025

Type: Preventive
Brandon Marrs

ID: #223
Sheriff's Office Monthly Fire Extinguisher Inspection

Fire Extinguisher Inspection

11/03/2025
✓ Done
Completed by Brandon Marrs on 11/05/2025

Type: Preventive

[Inspection](#)

Brandon Marrs

ID: #260
Sheriff's Office Monthly Fire Extinguisher Inspection

Fire Extinguisher Inspection

12/01/2025
✓ Done
Completed by Brandon Marrs on 11/05/2025

Type: Preventive

[Inspection](#)

Brandon Marrs

ID: #245
lights

8767 Seminole Trail

✓ Done
Completed by Michael Taylor on 11/06/2025

Type: Reactive

[Lighting](#)

Michael Taylor

ID: #246
Sign install
Type: Reactive

Road signs

✓ Done
Completed by Brandon Marrs on 11/06/2025

Road Signs

Brandon Marrs

ID: #247

Road signs

✓ Done

Sign install

Completed by Brandon Marrs on 11/06/2025

Type: Reactive

Road Signs

Brandon Marrs

ID: #166

Road signs

✓ Done

Reinstall sign

Completed by Brandon Marrs on 11/06/2025

Type: Reactive

Road Signs

Maxine Morton

Brandon Marrs

ID: #263

Road signs

✓ Done

Repair sign

Completed by Brandon Marrs on 11/06/2025

Type: Reactive

Road Signs

Brandon Marrs

ID: #99

Haney House

Parent: Air Filter

11/10/2025

Haney House Quarterly Filter Change

✓ Done

Completed by Parker Woolford on 11/10/2025

Type: Preventive

Brandon Marrs

Parker Woolford

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #163</p> <p>Water & Sewer Maint Shop Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Water and Sewer Maintenance Shop</p> <p>Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/10/2025</p>		
<p>ID: #102</p> <p>School Board Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>School Board</p> <p>Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/10/2025</p>		
<p>ID: #97</p> <p>Administration Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Administration</p> <p>Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/10/2025</p>		
<p>ID: #64</p> <p>VMF Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/10/2025</p>		
<p>ID: #153</p> <p>EMS Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>EMS</p> <p>Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/10/2025</p>		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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<p>ID: #265</p> <p>Clogged Downstairs Front Bathroom Sink</p> <p>Type: Reactive</p> <p>Plumbing</p> <p>Parker Woolford</p>	<p>Visitor Center</p>	<p>✓ Done</p> <p>Completed by Parker Woolford on 11/10/2025</p>		
<p>ID: #254</p> <p>Bulletin boards</p> <p>Type: Reactive</p> <p>Other</p> <p>Brandon Marrs</p>	<p>8767 Seminole Trail</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/12/2025</p>		
<p>ID: #253</p> <p>Door lock</p> <p>Type: Reactive</p> <p>Other</p> <p>Brandon Marrs</p>	<p>8767 Seminole Trail</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/12/2025</p>		
<p>ID: #164</p> <p>Sheriff's Office Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Sheriff's Office</p> <p>Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/12/2025</p>		
<p>ID: #98</p> <p>Library/JABA Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Library/JABA A</p> <p>Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/12/2025</p>		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #168 Upper Court Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Upper Court <small>Parent: Air Filter</small>	11/10/2025 ✓ Done Completed by Brandon Marrs on 11/13/2025		
ID: #167 Lower Court Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Lower Court <small>Parent: Air Filter</small>	11/10/2025 ✓ Done Completed by Brandon Marrs on 11/13/2025		
ID: #279 Stinky Shower Drains Type: Reactive Plumbing Michael Taylor	EMS	✓ Done Completed by Michael Taylor on 11/14/2025		
ID: #264 Water Treatment Plant-Floor Drain needs to be cleaned out Type: Reactive Plumbing Michael Taylor	Water Treatment Plant <small>Parent: Water and Sewer</small>	✓ Done Completed by Michael Taylor on 11/14/2025		
ID: #283 Light switch Type: Reactive Lighting Brandon Marrs	EMS	✓ Done Completed by Brandon Marrs on 11/17/2025		
ID: #141 Animal Shelter	Animal Shelter <small>Parent: Air Filter</small>	11/10/2025 ✓ Done		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Animal Shelter Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford		Completed by Brandon Marrs on 11/18/2025		
ID: #95 Treasurers Office Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Treasurer Office Parent: Air Filter	11/10/2025 ✓ Done Completed by Brandon Marrs on 11/18/2025		
ID: #96 Health Department Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Health Department Parent: Air Filter	11/10/2025 ✓ Done Completed by Brandon Marrs on 11/18/2025		
ID: #100 Commonwealth Attorney Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Commonwe alth Attorney Parent: Air Filter (1)18X24X1 / (1)14X14X1	11/10/2025 ✓ Done Completed by Brandon Marrs on 11/18/2025		
ID: #101 Voter Registration Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Voter Registration Parent: Air Filter	11/10/2025 ✓ Done Completed by Brandon Marrs on 11/18/2025		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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<p>ID: #154</p> <p>Ruckersville Sewer Plant Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Ruckersville Sewer Plant Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Brandon Marrs on 11/18/2025</p>		
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<p>ID: #155</p> <p>Visitor Center Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Visitor Center Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Brandon Marrs on 11/18/2025</p>		
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<p>ID: #280</p> <p>Emergency Exit Signs Installation at Water Plant</p> <p>Type: Reactive</p> <p>Lighting</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Water and Sewer</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/19/2025</p>		
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<p>ID: #142</p> <p>Social Services/Ext. Office Quarterly Filter Change</p> <p>Type: Preventive</p> <p>Brandon Marrs</p> <p>Parker Woolford</p>	<p>Social Service/EXT Office Parent: Air Filter</p>	<p>11/10/2025</p> <p>✓ Done</p> <p>Completed by Parker Woolford on 11/19/2025</p>		
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<p>ID: #284</p> <p>Water & Sewer; Clint Mehling</p> <p>Type: Reactive</p> <p>Lighting</p>	<p>Waste Water Treatment Plant Parent: Water and Sewer</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/19/2025</p>		
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Brandon MARR

ID: #250
Trash Pickup at Courts
 Type: Reactive
Other

Circuit Court Clerk
 Parent: Court House Complex

✓ Done
 Completed by Parker Woolford on 11/19/2025

Parker Woolford

ID: #262
Barn Ceiling panels
 Type: Reactive
building repair

Event building/Bar n
 Parent: Visitor Center

✓ Done
 Completed by Parker Woolford on 11/19/2025

Parker Woolford

ID: #267
Coat Hooks & Broom/Mop Holder
 Type: Reactive
Doors/Locks

EMS

✓ Done
 Completed by Brandon MARR on 11/19/2025

Brandon MARR

ID: #297
GFI Outlet Not Working at Farmer's Market
 Type: Reactive
Electrical

Pavilion/Commons
 Parent: Administration Building

✓ Done
 Completed by Brandon MARR on 11/24/2025

Brandon MARR

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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<p>ID: #296</p> <p>Sewer Clean out Cap at the Farmer's Market</p> <p>Type: Reactive</p> <p>Plumbing</p> <p>Brandon Marrs</p>	<p>Pavilion/Co mmons</p> <p>Parent: Administration Building</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/24/2025</p>		
<p>ID: #295</p> <p>Exterior wall pack on rear of building not working</p> <p>Type: Reactive</p> <p>Lighting</p> <p>Brandon Marrs</p>	<p>Administration Building</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/24/2025</p>		
<p>ID: #282</p> <p>VMF lights out in lower parking lot</p> <p>Type: Reactive</p> <p>Lighting</p> <p>Brandon Marrs</p>	<p>Vehicle Maintenance</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/24/2025</p>		
<p>ID: #299</p> <p>No heat</p> <p>Type: Reactive</p> <p>Thermostat/Heat/HVAC</p> <p>Brandon Marrs</p>	<p>Court House Complex</p>	<p>✓ Done</p> <p>Completed by Brandon Marrs on 11/24/2025</p>		
<p>ID: #235</p> <p>Door lock to Lt Bunkroom</p> <p>Type: Reactive</p> <p>Doors/Locks</p> <p>Michael Taylor</p>	<p>EMS</p>	<p>✓ Done</p> <p>Completed by Michael Taylor on 11/25/2025</p>		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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<p>ID: #300</p> <p>Lifeworks professional counseling</p> <p>Type: Reactive</p> <p>Doors/Locks</p> <p>Michael Taylor Brandon MARR Parker Woolford</p>	<p>8767 Seminole Trail</p>	<p>✓ Done</p> <p>Completed by Michael Taylor on 11/25/2025</p>		
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<p>ID: #301</p> <p>Door Knob</p> <p>Type: Reactive</p> <p>Doors/Locks</p> <p>Brandon MARR Parker Woolford</p>	<p>Administration Building</p>	<p>✓ Done</p> <p>Completed by Parker Woolford on 12/01/2025</p>		
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<p>ID: #281</p> <p>Circuit Court Women's restroom Soap Dispenser</p> <p>Type: Reactive</p> <p>Fixtures - paper towel/toilet paper</p> <p>Michael Taylor Brandon MARR Parker Woolford</p>	<p>Court House Complex</p>	<p>✓ Done</p> <p>Completed by Michael Taylor on 12/02/2025</p>		
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<p>ID: #293</p> <p>Interior & Exterior lighting repairs and Heater not working</p> <p>Type: Reactive</p> <p>Lighting</p> <p>Thermostat/Heat/HVAC</p>	<p>Water and Sewer</p>	<p>✓ Done</p> <p>Completed by Brandon MARR on 12/03/2025</p>		
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Brandon Marrs

ID: #276
Water & Sewer - Camera Installation
 Type: Reactive
[Other](#)

Water and Sewer Maintenance
 Parent: Water and Sewer

🔴 On Hold

ID: #256
VMF Monthly Fire Extinguisher Inspection
 Type: Preventive

Fire Extinguisher Inspection

12/01/2025
 🔒 Open

ID: #257
Admin/School Board Monthly Fire Extinguisher Inspection
 Type: Preventive

Fire Extinguisher Inspection

12/01/2025
 🔒 Open

ID: #258
Court House Monthly Fire Extinguisher Inspection
 Type: Preventive

Fire Extinguisher Inspection

12/01/2025
 🔒 Open

ID: #259
Library/JABA Monthly Fire Extinguisher Inspection
 Type: Preventive

Fire Extinguisher Inspection

12/01/2025
 🔒 Open

ID: #268
Haney House Quarterly Filter Change
 Type: Preventive
 Brandon Marrs

Haney House
 Parent: Air Filter

02/09/2026
 🔒 Open

Parker Woolford

ID: #269
Water & Sewer Maint Shop Quarterly Filter Change

Water and Sewer Maintenance Shop
 Parent: Air Filter

02/09/2026
[Open](#)

Type: Preventive
 Brandon Marrs
 Parker Woolford

ID: #270
School Board Quarterly Filter Change

School Board
 Parent: Air Filter

02/09/2026
[Open](#)

Type: Preventive
 Brandon Marrs
 Parker Woolford

ID: #271
Administration Quarterly Filter Change

Administration
 Parent: Air Filter

02/09/2026
[Open](#)

Type: Preventive
 Brandon Marrs
 Parker Woolford

ID: #272
VMF Quarterly Filter Change

Air Filter

02/09/2026
[Open](#)

Type: Preventive
 Brandon Marrs
 Parker Woolford

ID: #273
EMS Quarterly Filter Change





EMS
 Parent: Air Filter

02/09/2026
[Open](#)

Type: Preventive
 Brandon Marrs
 Parker Woolford

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
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<p>ID: #274 Sheriff's Office Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Sheriff's Office Parent: Air Filter</p>	<p>02/09/2026 Open</p>		
<p>ID: #275 Library/JABA Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Library/JAB A Parent: Air Filter</p>	<p>02/09/2026 Open</p>		
<p>ID: #277 Upper Court Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Upper Court Parent: Air Filter</p>	<p>02/09/2026 Open</p>		
<p>ID: #278 Lower Court Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Lower Court Parent: Air Filter</p>	<p>02/09/2026 Open</p>		
<p>ID: #285 Animal Shelter Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Animal Shelter Parent: Air Filter</p>	<p>02/09/2026 Open</p>		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>ID: #286 Treasurers Office Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Treasurer Office <small>Parent: Air Filter</small></p>	<p>02/09/2026  Open</p>		
<p>ID: #287 Health Department Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Health Department <small>Parent: Air Filter</small></p>	<p>02/09/2026  Open</p>		
<p>ID: #288 Commonwealth Attorney Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Commonwe alth <small>Parent: Air Filter</small> Attorney (1)18X24X1 / (1)14X14X1</p>	<p>02/09/2026  Open</p>		
<p>ID: #289 Voter Registration Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford</p>	<p>Voter Registration <small>Parent: Air Filter</small></p>	<p>02/09/2026  Open</p>		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #290 Ruckersville Sewer Plant Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Ruckersville Sewer Plant <small>Parent: Air Filter</small>	02/09/2026 Open		
ID: #291 Visitor Center Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Visitor Center <small>Parent: Air Filter</small>	02/09/2026 Open		
ID: #292 Social Services/Ext. Office Quarterly Filter Change Type: Preventive Brandon Marrs Parker Woolford	Social Service/EXT Office <small>Parent: Air Filter</small>	02/09/2026 Open		
ID: #255 Window Type: Reactive Other	8767 Seminole Trail	Open		
ID: #266 Lock placement on the 3 window cash drawers Type: Reactive Doors/Locks	Treasurer Office	Open		
ID: #294	Water and Sewer	Open		

**Water & Sewer - PS
Light Poles**

Type: Reactive

Lighting

ID: #298

Administration Building

 Open

**County Administration
- Wreaths at Greene
Commons**

Type: Reactive

Other

Signed off by

Date