

Monthly Board Report: SEPTEMBER 2025

Building & Grounds Maintenance

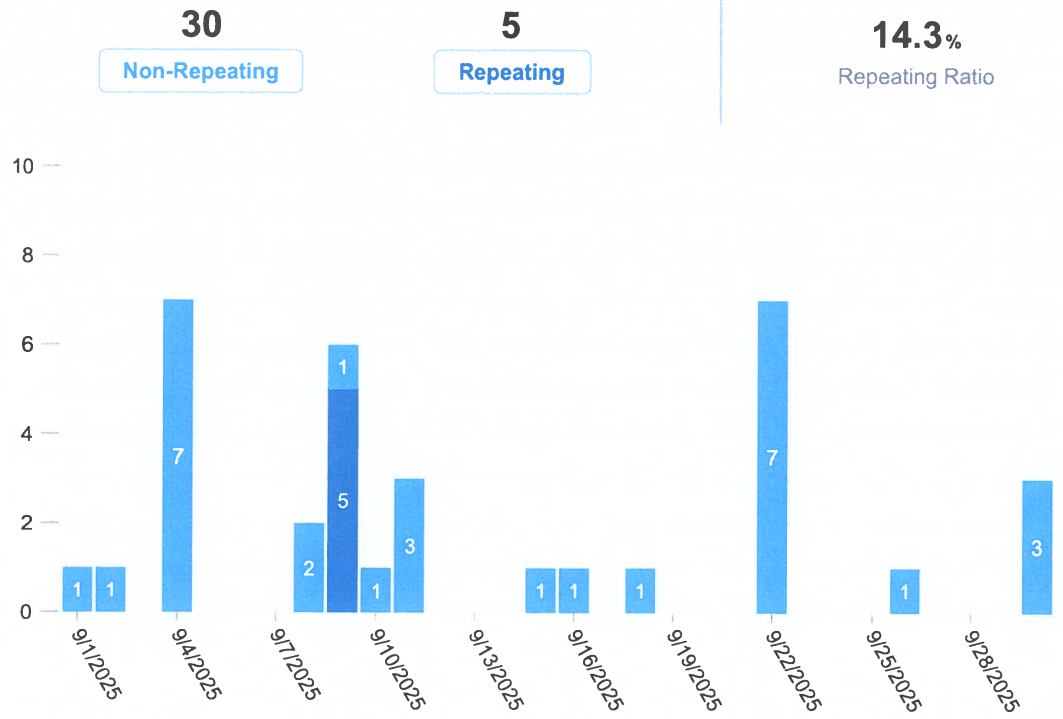
JULY: AUGUST: SEPTEMBER:

Work Requested:

Road Signs	5	5	5
Plumbing	4	3	5
Lighting	1	1	5
Doors/Locks	2	4	5
Thermostat/Heat/HVAC	3	3	3
Cleaning	0	1	2
Pests	1	1	4
Other	9	7	6
Contract Out	0	1	2
Total Work Orders	26	25	35

3 year comparison	request
Sept. 2023	22
Sept. 2024	18
Sept. 2025	35

Non-Repeating vs. Repeating September





Work Orders

Calendar View

Search Work Orders

Start Date Location Category Add Filter

My Filters

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

Week													
< September 2025 >													
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
01		02		03		04		05		06		07	
Sheriff's Office Monthly Fire Extinguisher ... ✓		Very large bees ✓				Extension Office Exterior Lighting 🛠️							
Admin/School Board Monthly Fire Exting... ✓						VCE Greene - shelving request 🛠️							
VMF Monthly Fire Extinguisher Inspection ✓						Replace lightbulbs in County Admin copy... ✓							
👉 2 more						4 more							

Title	Status	Work Type	Descriptor	Requested by	Requested on	Started on	Completed on	Completed by	Location	Categories	Procedure	Description
Sign Install	DONE	REACTIVE	Please	ekeys@gcva.us	7/24/2025 15:23	9/8/2025 14:22	9/8/2025 14:22	Brandon Marrs	Road signs	Other		
Sheriff's Office Monthly Fire Extinguisher Inspection	DONE	PREVENTIVE				9/9/2025 9:04	9/9/2025 9:04	Parker Woolford	Fire Extinguisher	Inspection		
Admin/School Board Monthly Fire Extinguisher Inspection	DONE	PREVENTIVE				9/9/2025 9:04	9/9/2025 9:04	Parker Woolford	Fire Extinguisher	Inspection		
VMF Monthly Fire Extinguisher Inspection	DONE	PREVENTIVE				9/9/2025 9:04	9/9/2025 9:04	Parker Woolford	Fire Extinguisher	Inspection		
Library/JABA Monthly Fire Extinguisher Inspection	DONE	PREVENTIVE				9/9/2025 9:04	9/9/2025 9:04	Parker Woolford	Fire Extinguisher	Inspection		
Court House Monthly Fire Extinguisher Inspection	DONE	PREVENTIVE				9/9/2025 9:05	9/9/2025 9:05	Parker Woolford	Fire Extinguisher	Inspection		
Shepherds Hill Road sign install	DONE	REACTIVE	Please	ekeys@gcva.us	8/19/2025 8:23	9/8/2025 14:21	9/8/2025 14:21	Brandon Marrs	Road signs	Road Signs		
Non Emergency Request	DONE	REACTIVE	The new	jcurrier@vacourts.gov	8/26/2025 15:07	9/10/2025 7:53	9/10/2025 7:53	Parker Woolford	Court House	Furniture		
Building Maintenance	DONE	REACTIVE	See	Wynde.sauveur@vdh.virginia.gov, 985-2	8/27/2025 12:34	9/12/2025 13:02	9/12/2025 13:02	Parker Woolford	Health Dept	building repair		
Concrete Walkway Installation	DONE	REACTIVE	We would	ebyers@gcva.us	8/6/2025 16:23	9/29/2025 6:39	9/29/2025 6:39	Michael Taylor	Visitor Cen	Project		
Faucet in mens bathroom still leaking	DONE	REACTIVE	The faucet	broach@gcvasheriff.us	8/29/2025 8:04	9/8/2025 14:21	9/8/2025 14:21	Brandon Marrs	Sheriff's Of	Plumbing		
Removal of cardboard boxes from Circuit Court Clerk's office basen	DONE	REACTIVE	We have	alambgomez@vacourts.gov	8/29/2025 9:57	9/12/2025 6:20	9/12/2025 6:20	Michael Taylor	Court House	Cleaning		
Very large bees	DONE	REACTIVE	Very large	leppard@greenecountyschools.com	9/2/2025 11:26	9/4/2025 11:09	9/4/2025 11:09	Maxine Morton	School Boa	Pests		
Replace lightbulbs in County Admin copy room	DONE	REACTIVE	Hello! We	kmorris@gcva.us	9/2/2025 11:57	9/4/2025 8:21	9/4/2025 8:21	Brandon Marrs	Administra	Lighting		
Extension Office Exterior Lighting	OPEN	REACTIVE	There are	kellycarr@vt.edu	9/2/2025 9:57				Extension (Lighting		
Men's Paper Towel Dispenser in Admin Building	DONE	REACTIVE	Hello, the	kestep@gcva.us	9/4/2025 10:51	9/12/2025 6:20	9/12/2025 6:20	Michael Taylor	Administra	Other		
Faucet in women's and men's bathroom in leaking	DONE	REACTIVE	The faucet	broach@gcvasheriff.us	9/4/2025 10:32	9/8/2025 14:21	9/8/2025 14:21	Brandon Marrs	Sheriff's Of	Plumbing		
VCE Greene Waether Station Pole	DONE	REACTIVE	When	Pam, 434-985-5236	9/3/2025 8:20	9/8/2025 6:44	9/8/2025 6:44	Brandon Marrs	Extension (Other		
VCE Greene - Lock on second door	DONE	REACTIVE	Could we	434-985-5236	9/3/2025 7:32	9/8/2025 6:44	9/8/2025 6:44	Brandon Marrs	Extension (Doors/Locks		
VCE Greene - shelving request	OPEN	REACTIVE	Could we	434-985-5236	9/3/2025 7:30				Extension (Other		
Toilet chain broken	DONE	REACTIVE	The	ebyers@gcva.us	9/8/2025 8:52	9/8/2025 14:19	9/8/2025 14:19	Brandon Marrs	Visitor Cen	Plumbing		
Extension Office Drop Slot	DONE	REACTIVE	Drop slot	kellycarr@vt.edu	9/4/2025 14:18	9/8/2025 14:19	9/8/2025 14:19	Brandon Marrs	Extension (Doors/Locks		
VMF Monthly Fire Extinguisher Inspection	OPEN	PREVENTIVE							Fire Extinguisher	Inspection		
Sheriff's Office Monthly Fire Extinguisher Inspection	OPEN	PREVENTIVE							Fire Extinguisher	Inspection		
Admin/School Board Monthly Fire Extinguisher Inspection	OPEN	PREVENTIVE							Fire Extinguisher	Inspection		
Library/JABA Monthly Fire Extinguisher Inspection	OPEN	PREVENTIVE							Fire Extinguisher	Inspection		
Court House Monthly Fire Extinguisher Inspection	OPEN	PREVENTIVE							Fire Extinguisher	Inspection		
AC not working in Board Meeting Room (I've already called Mike)	DONE	REACTIVE	It's 76 out	kmorris@gcva.us	9/9/2025 15:00	9/9/2025 18:13	9/9/2025 18:13	Michael Taylor	Administra	Thermostat/Heat/HVAC		
Non Emergency Request File cabinet/chairs	DONE	REACTIVE	I just put a	jcurrier@vacourts.gov	9/5/2025 15:17	9/10/2025 7:57	9/10/2025 7:57	Parker Woolford	Lower Cou	Furniture		
Wooden dumpster doors	DONE	REACTIVE	Screws/bo	ddunivan@gcva.us	9/11/2025 12:56	9/11/2025 14:03	9/11/2025 14:03	Parker Woolford	EMS	building repair		
Toilet in Registrar's Office	DONE	REACTIVE	We would	jlewis-fowler@gcva.us	9/11/2025 11:55	9/18/2025 10:25	9/18/2025 10:25	Michael Taylor	Voter Regi	building repair		
Cintas Rugs have mildew/sour smell	DONE	REACTIVE	We	eknight@gcva.us	9/11/2025 9:26	9/11/2025 14:08	9/11/2025 14:08	Parker Woolford	Treasurer (Contract Out		
2nd request for removal of cardboard boxes	DONE	REACTIVE	2nd	alambgomez@vacourts.gov	9/15/2025 13:53	9/29/2025 6:37	9/29/2025 6:37	Michael Taylor	Court House	Cleaning		
Desk Set Up	DONE	REACTIVE	Hi Mike,	lroach@gcva.us	9/16/2025 10:09	9/18/2025 10:23	9/18/2025 10:23	Michael Taylor	Administra	Other		
Running Toilet	DONE	REACTIVE	The	broach@gcvasheriff.us	9/18/2025 9:58	9/18/2025 10:21	9/18/2025 10:23	Michael Taylor	Sheriff's Of	Plumbing		
Extension Office- Club Door	DONE	REACTIVE	The area	kshiff2@vt.edu	9/17/2025 12:13	9/22/2025 7:51	9/22/2025 7:51	Michael Taylor	EXT office	Plumbing		
Chair assembly	DONE	REACTIVE	Have a	Landfill@gcva.us	9/16/2025 10:12	9/22/2025 13:17	9/22/2025 13:17	Michael Taylor	Transfer St	Furniture		
Wet Ceiling Tile	DONE	REACTIVE	Been	leppard@greenecountyschools.com	9/19/2025 12:04	9/22/2025 8:02	9/22/2025 8:02	Michael Taylor	School Boa	building repair		
Solar Charger for RING Doorbell	ON HOLD	REACTIVE	Hi, we	tmarrs@gcva.us	9/18/2025 10:16				Water and	Doors/Locks		
Weather station pole at VCE Greene	DONE	REACTIVE	Please	pmalboeuf@vt.edu	9/19/2025 9:00	9/22/2025 13:18	9/22/2025 13:18	Michael Taylor	EXT office	Project		
VCE Greene	DONE	REACTIVE	Could you	pmalboeuf@vt.edu	9/19/2025 9:02	9/22/2025 13:20	9/22/2025 13:20	Michael Taylor	EXT office	Other		
VCE Greene	DONE	REACTIVE	Please	pmalboeuf@vt.edu	9/19/2025 10:59	9/22/2025 13:20	9/22/2025 13:20	Michael Taylor	EXT office	Fixtures - paper towel/toilet paper		
JABA Greene Community Center	DONE	REACTIVE	The	Sandra Davis sdavis@jabacares.org	9/26/2025 9:57	9/29/2025 6:36	9/29/2025 6:36	Michael Taylor	JABA	Doors/Locks		