



Special Services (Apr 2019)

Department

ADMINISTRATIVE SERVICES ADMIN

Account Number

001-121110

Work Request Number	201951653	Problem Location	N/A
Date Work Requested	4/2/2019 3:48:22 PM	Actual Labor Hours	1.50
Date Work Completed	4/25/2019 9:29:43 PM	Cost of Labor	\$70.13
Requested By	Lee Rhoades	Cost of Parts	\$0.00
Building	Building F Administration	Other Costs	\$5,940.00
		Total Cost	\$6,010.13

Work Description

Building F gate will not go up and it might be the gate belt.

Tradesworker Notes

Enrique Iglesias: Done

Atlas Door & Gate: complete

Work Request Number	201951968	Problem Location	County Attorney's office
Date Work Requested	4/8/2019 10:01:26 AM	Actual Labor Hours	2.00
Date Work Completed	4/10/2019 9:34:59 AM	Cost of Labor	\$93.50
Requested By	Mike Levy	Cost of Parts	\$0.00
Building	Building F Administration	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

The CAO is requesting this to be done between Wednesday and Friday (4/10-4/12). Please contact Debbie Allen for coordination (x8400). Please move the refrigerator, water cooler, and microwave to storage closet area, and please move the remaining furniture to Scott Stone's old office.

Tradesworker Notes

Kyle Benner: moved furniture and misc. items as needed

Chris Cousins: 4/10-4/12 moved furniture and misc. items as needed

CHARGE:	EXPENDITURE ACCOUNT NO:	001-121110-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$6,103.63



Special Services (Apr 2019)

Department CCSO ADMIN
Account Number 040-611010

Work Request Number	201951621	Problem Location	Flags
Date Work Requested	4/2/2019 10:51:46 AM	Actual Labor Hours	1.00
Date Work Completed	4/16/2019 10:40:34 AM	Cost of Labor	\$46.75
Requested By	Ramon Arca	Cost of Parts	\$167.01
Building	Immokalee Jail IJC	Other Costs	\$0.00
		Total Cost	\$213.76
Work Description			
Replace both flags			
Tradesworker Notes			
Tony Alvarez: Flags replaced			
Work Request Number	201952061	Problem Location	Vehicle Sally Port
Date Work Requested	4/9/2019 10:28:52 AM	Actual Labor Hours	5.00
Date Work Completed	4/12/2019 2:37:24 PM	Cost of Labor	\$233.75
Requested By	Cindy Carver	Cost of Parts	\$0.00
Building	Immokalee Jail IJC	Other Costs	\$320.00
		Total Cost	\$553.75
Work Description			
The Vehicle Sally Port door will not open do to a pulley fell off the opener.			
Tradesworker Notes			
Heliodoro Rojas: Transfer the W/O to Atlas Doors , because the chain for the limit switch is completely broken			
Atlas Door & Gate: complete Vendor - Atlas Invoice CC-5157			

CHARGE:	EXPENDITURE ACCOUNT NO:	040-611010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$767.51



Special Services (Apr 2019)

Department Court Ops
Account Number 681-421510

Work Request Number	201952017	Problem Location	N/A
Date Work Requested	4/8/2019 4:30:36 PM	Actual Labor Hours	2.00
Date Work Completed	4/9/2019 11:17:50 AM	Cost of Labor	\$93.50
Requested By	Kerri Hixson	Cost of Parts	\$0.00
Building	Building L Courthouse	Other Costs	\$0.00
		Total Cost	\$93.50
Work Description			
I need two large file cabinets moved within the magistrates office. I also need a computer tray removed off two work stations and switched. Please see Kerri Hixson for movement. Thank you!			
Tradesworker Notes			
Chris Cousins: Moved cabinets and keyboard trays as needed			
Andrew Fulkroad: Moved cabinets and conference table. Swapped out keyboard trays.			

CHARGE:	EXPENDITURE ACCOUNT NO:	681-421510-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$93.50



Special Services (Apr 2019)

Department EMER MGMT ADM GRT
Account Number 118-144211

Work Request Number	201951864	Problem Location	exit gate
Date Work Requested	4/6/2019 4:40:21 PM	Actual Labor Hours	0.00
Date Work Completed	4/9/2019 2:54:08 PM	Cost of Labor	\$0.00
Requested By	Dave Becker	Cost of Parts	\$0.00
Building	Emergency Services Center	Other Costs	\$1,120.00
		Total Cost	\$1,120.00
Work Description			
The exit gate is not closing properly. Request assistance closing the exit gate.			
Details contact David Becker #239-272-6729			
Address: 8075 Lely Cultural Blvd34113			
Called on-call electrician at 4:38pmOn-call electrician said to call Atlas doors**Contacted Atlas doors at 7:56pm**Emailed Ledyar (Laz) and James Williams**			
Tradesworker Notes			
Atlas Door & Gate: complete			
Vendor - Atlas Invoice CC-5142			

CHARGE:	EXPENDITURE ACCOUNT NO:	118-144211-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,120.00



Special Services (Apr 2019)

Department EMERGENCY MANAGEMENT ADMIN
Account Number 001-144210

Work Request Number	201952938	Problem Location	Room 210
Date Work Requested	4/25/2019 11:23:31 AM	Actual Labor Hours	2.00
Date Work Completed	4/30/2019 9:18:39 AM	Cost of Labor	\$93.50
Requested By	Kathleen Heinrichsberg	Cost of Parts	\$0.00
Building	Emergency Services Center	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

This table is a BEAST. It is located in the EOC child care room 210 on the 2nd floor of ESC and needs to be moved to the Joint Information Center Room 337 in the rear of the EOC. Please see Dan Summers or Mike Shaw..

Tradesworker Notes

Chris Cousins: Emailed Kathy to see when this can be done. 4/29. 4/30 moved table as needed.

Andrew Fulkroad: .moved table as needed.

From: HeinrichsbergKathy

Sent: Tuesday, April 30, 2019 9:38 AM

To: DL-FMOPS

Subject: RE: Please Approve Special Service Work Request No. 201952938

approved

Respectfully,

Kathleen Heinrichsberg

CHARGE:	EXPENDITURE ACCOUNT NO:	001-144210-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$93.50



Special Services (Apr 2019)

Department EMS
Account Number 490-144610

Work Request Number	201951086	Problem Location	N/A
Date Work Requested	3/25/2019 1:07:40 PM	Actual Labor Hours	2.00
Date Work Completed	4/17/2019 2:53:25 PM	Cost of Labor	\$93.50
Requested By	Chief McGlocklin	Cost of Parts	\$0.00
Building	EMS Station #70	Other Costs	\$2,130.00
		Total Cost	\$2,223.50
Work Description			
NW Bay door spring broken			
Tradesworker Notes			
John Hapney: Need contractor. Overhead door spring is sprung. Emailed photo to Hailey and Jerry 201.			
Atlas Door & Gate: complete Vendor - Atlas Invoice CC-12383			

CHARGE:	EXPENDITURE ACCOUNT NO:	490-144610-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,223.50



Special Services (Apr 2019)

Department ESC Project
Account Number 408-210150

Work Request Number	201951611	Problem Location	4420 Mercantile Ave
Date Work Requested	4/2/2019 9:41:42 AM	Actual Labor Hours	0.00
Date Work Completed	4/8/2019 11:10:11 AM	Cost of Labor	\$0.00
Requested By	Heather Sweet	Cost of Parts	\$0.00
Building	Public Utilities Mercantile East	Other Costs	\$395.00
		Total Cost	\$395.00
Work Description			
The gate on the southeast entrance will not open(Progress Entrance). The gate is normally open before staff arrive in the morning.			
Tradesworker Notes			
Atlas Door & Gate: Complete Vendor - Atlas Invoice CC-898			

CHARGE:	EXPENDITURE ACCOUNT NO:	408-210150-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$395.00



Special Services (Apr 2019)

Department GMD C&M TRANSPORTATION
Account Number 101-163640

Work Request Number	201952550	Problem Location	Thaddeus cohen office / Department Head
Date Work Requested	4/18/2019 1:55:36 PM	Actual Labor Hours	1.00
Date Work Completed	4/19/2019 9:14:17 PM	Cost of Labor	\$46.75
Requested By	Barbara Westbrook	Cost of Parts	\$0.00
Building	GMD C&M (Transportation)	Other Costs	\$2.48
		Total Cost	\$49.23
Work Description			
Thaddeus is requesting that Facilities come and drill a hole in his desk (grommet). This will allow him to place wires from his monitors away from a walkway in his office.			
Tradesworker Notes			
Brian Haugrud: Complete. As per instructed, I installed a 2" grommet where told. Work order is completed.			

CHARGE:	EXPENDITURE ACCOUNT NO:	101-163640-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$49.23



Special Services (Apr 2019)

Department GMD C&M TRANSPORTATION
Account Number 313-163673-60035

Work Request Number	201951835	Problem Location	N/A
Date Work Requested	4/5/2019 11:52:40 AM	Actual Labor Hours	0.33
Date Work Completed	4/10/2019 7:32:27 AM	Cost of Labor	\$15.43
Requested By	Jean Benoit	Cost of Parts	\$0.00
Building	GMD P&R (Development Services)	Other Costs	\$4.00
		Total Cost	\$19.43
Work Description			
Requesting additional keys for GMD building located at 310 Alachua Street. Please contact Jean A Benoit for additional information.			
Tradesworker Notes			
John Kennedy: cut and stamp keys			

CHARGE:	EXPENDITURE ACCOUNT NO:	313-163673-60035-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$19.43



Special Services (Apr 2019)

Department GMD C&M TRANSPORTATION ENGINEERING
Account Number 312-163615

Work Request Number	201950436	Problem Location	Gene Shue's office
Date Work Requested	3/13/2019 8:54:44 AM	Actual Labor Hours	5.00
Date Work Completed	4/9/2019 8:54:58 AM	Cost of Labor	\$233.75
Requested By	Barbara Westbrook	Cost of Parts	\$0.00
Building	GMD C&M (Transportation)	Other Costs	\$19.98
		Total Cost	\$253.73

Work Description
Gene Shue would like the 4 windows around his office to have blinds installed. Gene Shue's office.

Tradesworker Notes
Chris Cousins: Installed 4 blinds, one broken. Will get it replaced at Home Depot.
Andrew Fulkroad: Took measurements of Windows. Attempted to order blinds at Home Depot but Home Depot staff could not figure out tax exemption. Will go to the other Home Depot on airport rd to order blinds. Ordered blinds 3/27, estimated delivery 4/10. 4/8, hung 3 of the 4 blinds, the last blind was defective. Will get with Home Depot for replacement blind. 4/9, got replacement blind from Home Depot and installed. Complete.
From: BarbaraWestbrookVEN
Sent: Tuesday, March 19, 2019 8:56 AM
To: DL-FMOPS
Subject: RE: Please Approve Special Service Work Request No. 201950436

Thank you.
This looks great

CHARGE:	EXPENDITURE ACCOUNT NO:	312-163615-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$253.73



Special Services (Apr 2019)

Department GMD P&R CODE ENFORCEMENT
Account Number 111-138911

Work Request Number	201951723	Problem Location	Code Enforcement
Date Work Requested	4/3/2019 1:53:06 PM	Actual Labor Hours	3.50
Date Work Completed	4/5/2019 11:39:53 AM	Cost of Labor	\$163.63
Requested By	Marlene Serrano	Cost of Parts	\$0.00
Building	GMD P&R (Development Services)	Other Costs	\$38.78
		Total Cost	\$202.41
Work Description			
to hang 6 cork boards. needs hardware. Please contact Marlene at ext. 2487 or Jean B. ext. 8684.			
Tradesworker Notes			
Kyle Benner: Check out job made measures , bought steel rod from Home Depot and then made brackets in shop , , all cork board have in hung how staff suggested			

CHARGE:	EXPENDITURE ACCOUNT NO:	111-138911-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$202.41



Special Services (Apr 2019)

Department

GMD PR& COMPREHENSIVE PLANNING

Account Number

111-138317

Work Request Number	201952004	Problem Location	Room 210
Date Work Requested	4/8/2019 3:24:53 PM	Actual Labor Hours	0.50
Date Work Completed	4/17/2019 8:16:52 AM	Cost of Labor	\$23.38
Requested By	Jean Benoit	Cost of Parts	\$0.00
Building	GMD P&R (Development Services)	Other Costs	\$4.00
		Total Cost	\$27.38
Work Description			
Requesting additional keys be made for room 210 in operations.			
Tradesworker Notes			
John Kennedy: cut and stamp keys			

CHARGE:	EXPENDITURE ACCOUNT NO:	111-138317-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$27.38



Special Services (Apr 2019)

Department

GOLDEN GATE LIBRARY / OLD GGL (SPECIAL NEEDS SUMMER CAMP)

Account Number

001-156140

Work Request Number	201952859	Problem Location	Parking lot
Date Work Requested	4/24/2019 7:37:57 AM	Actual Labor Hours	3.50
Date Work Completed	4/25/2019 7:25:32 AM	Cost of Labor	\$163.63
Requested By	William Wilkins	Cost of Parts	\$0.00
Building	Golden Gate Library	Other Costs	\$0.00
		Total Cost	\$163.63

Work Description

A lady hit a pole in the parking lot. A STARS report was filled out along with a police report. Risk has been notified. they want to make sure there was no damage to the pole. The contact person there is David thanks.

Tradesworker Notes

Gustavo Patino: Went and spoke with staff then looked at the pole light in question. I had to tighten all four bolts down with an impact tool which 201 brought up to the site. Complete, thank you.

CHARGE:

EXPENDITURE ACCOUNT NO: 001-156140-646180

CREDIT:

REVENUE ACCOUNT NO: 001-122240-487400

AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____

DATE: _____

AMOUNT APPROVED: \$163.63



Special Services (Apr 2019)

Department HEALTH DEPARTMENT
Account Number 001-155810

Work Request Number	201950805	Problem Location	N/A
Date Work Requested	3/20/2019 10:40:32 AM	Actual Labor Hours	0.25
Date Work Completed	4/5/2019 2:38:22 PM	Cost of Labor	\$11.69
Requested By	Camilo Torres	Cost of Parts	\$0.00
Building	Building H Health	Other Costs	\$3.00
		Total Cost	\$14.69
Work Description			
Can you please make 3 duplicates of a key for Environmental Health (Rachel). The key will be placed on John's drop box at his door. Thank you Camilo 239-293-3000			
Tradesworker Notes			
John Kennedy: cut and stamp keys			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-155810-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$14.69



Special Services (Apr 2019)

Department IMMOKALEE REGIONAL AIRPORT
Account Number 495-192330

Work Request Number	201952163	Problem Location	Hangar access door: C-7
Date Work Requested	4/10/2019 4:58:57 PM	Actual Labor Hours	0.50
Date Work Completed	4/22/2019 7:29:36 AM	Cost of Labor	\$23.38
Requested By	Andrew Bennett	Cost of Parts	\$0.00
Building	Immokalee Airport Hangar "C"	Other Costs	\$4.00
		Total Cost	\$27.38
Work Description			
Please rekey the pedestrian access door for hangar C-7: 4 keys should be made.			
Tradesworker Notes			
John Kennedy: rekey hanger 7C			

CHARGE:	EXPENDITURE ACCOUNT NO:	495-192330-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$27.38



Special Services (Apr 2019)

Department IQ MAINTENANCE
Account Number 408-233313

Work Request Number	201952790	Problem Location	N/A
Date Work Requested	4/23/2019 10:30:54 AM	Actual Labor Hours	20.00
Date Work Completed	4/25/2019 12:05:57 PM	Cost of Labor	\$935.00
Requested By	Marc Hatcher	Cost of Parts	\$0.00
Building	Pelican Bay Services	Other Costs	\$506.80
		Total Cost	\$1,441.80
Work Description			
installed new cabinets in supervisors restroom			
Tradesworker Notes			
Marc Hatcher: scheduled 4/24 remove old and install new cabinets and counter top finish up cabinet and counter 301 Kevin will finish up the plumbing			
Richard Paquette: Complete			

CHARGE:	EXPENDITURE ACCOUNT NO:	408-233313-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,441.80



Special Services (Apr 2019)

Department JAIL HOLDING CELLS (ALL JAIL LOCATIONS)
Account Number 040-623010

Work Request Number	201951330	Problem Location	7C Cell# 2
Date Work Requested	3/29/2019 6:20:20 AM	Actual Labor Hours	1.00
Date Work Completed	4/1/2019 7:46:14 AM	Cost of Labor	\$46.75
Requested By	Earl Hall	Cost of Parts	\$0.00
Building	Building J1 Old Jail	Other Costs	\$0.00
		Total Cost	\$46.75

Work Description
7C Cell# 2 Unknown item was flushed into toilet causing it to be clogged

Tradesworker Notes

Jorge Parra: Complete
Towel removed from sewer

From: Earl Hall - 2946
Sent: Friday, March 29, 2019 9:50 AM
To: DL-FMOPS
Subject: RE: Please Approve Special Service Work Request No. 201951330

Approved

Work Request Number	201951352	Problem Location	N/A
Date Work Requested	3/29/2019 9:34:40 AM	Actual Labor Hours	8.00
Date Work Completed	4/10/2019 7:22:31 AM	Cost of Labor	\$374.00
Requested By	Kevin Brock	Cost of Parts	\$0.00
Building	Building J3 New Jail	Other Costs	\$0.00
		Total Cost	\$374.00

Work Description
32A: Remove sinks to facilitate Jail Services applying a cosmetic lining on walls.

Tradesworker Notes

Jesse Lenahan: remove sinks to facilitate Jail services

Work Request Number	201951353	Problem Location	N/A
Date Work Requested	3/29/2019 9:35:13 AM	Actual Labor Hours	8.00
Date Work Completed	4/3/2019 7:15:56 AM	Cost of Labor	\$374.00
Requested By	Kevin Brock	Cost of Parts	\$0.00
Building	Building J3 New Jail	Other Costs	\$0.00
		Total Cost	\$374.00

Work Description
32B: Remove sinks to facilitate Jail Services applying a cosmetic lining on walls.

Tradesworker Notes

Jesse Lenahan: Remove sinks to facilitate Jail Services project

Work Request Number	201951361	Problem Location	SERVICES
Date Work Requested	3/29/2019 11:05:05 AM	Actual Labor Hours	0.13
Date Work Completed	4/10/2019 7:33:41 AM	Cost of Labor	\$6.08
Requested By	Earl Hall	Cost of Parts	\$0.00
Building	Building J1 Old Jail	Other Costs	\$1.50
		Total Cost	\$7.58

Work Description
SERVICES Can I please get a key UM306. Thank You

Tradesworker Notes

John Kennedy: cut and stamp keys



Special Services (Apr 2019)

Work Request Number	201951667	Problem Location	SERVICES
Date Work Requested	4/3/2019 6:32:36 AM	Actual Labor Hours	0.13
Date Work Completed	4/10/2019 7:33:01 AM	Cost of Labor	\$6.08
Requested By	Earl Hall	Cost of Parts	\$0.00
Building	Building J1 Old Jail	Other Costs	\$1.50
		Total Cost	\$7.58

Work Description

SERVICES Need set of keys for Jason Dunn desk cubbie. Lock number is UM256

Tradesworker Notes

John Kennedy: cut and stamp keys

Work Request Number	201952287	Problem Location	BACK SERVICE GATE
Date Work Requested	4/13/2019 5:19:40 AM	Actual Labor Hours	2.00
Date Work Completed	4/18/2019 1:52:48 PM	Cost of Labor	\$93.50
Requested By	Jim Delashmet, Sgt	Cost of Parts	\$0.00
Building	Building J3 New Jail	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

The back service gate is not functional. The chain is not working properly. Request assistance.

Details contact Sgt Delashmet number #239-775-7985

***Called on-call at 5:18am**Electrical on-call said to call Atlas Door**

***Called Atlas Door at 7:10am**

Tradesworker Notes

John Happney: Needs contractor to replace chain and all thread couplings. Tried to rework the chain or make a temporary solution but it kept breaking. Shut the gate off spoke with lieutenant in charge of the jail and sent an email to James Jerry and operation center.

Atlas Door & Gate: complete

Work Request Number	201952657	Problem Location	MEDICAL INFIRMARY
Date Work Requested	4/22/2019 6:46:09 AM	Actual Labor Hours	2.00
Date Work Completed	4/22/2019 7:43:43 AM	Cost of Labor	\$93.50
Requested By	Earl Hall	Cost of Parts	\$0.00
Building	Building J3 New Jail	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

MEDICAL INFIRMARY Cell 19 Toilet will not drain bowl. Water continues to rise even after it has been plunged

Tradesworker Notes

Kevin Brock: Toilet was clogged with a foreign object. Remove object from sewer line with toilet auger.



Special Services (Apr 2019)

Work Request Number	201973097	Problem Location	N/A
Date Work Requested	4/30/2019 6:35:48 AM	Actual Labor Hours	0.50
Date Work Completed	4/30/2019 10:01:47 AM	Cost of Labor	\$23.38
Requested By	Chris Cousins	Cost of Parts	\$0.00
Building	Building J1 Old Jail	Other Costs	\$1,199.85
		Total Cost	\$1,223.23

Work Description

Pickup paint for jail at sw.

Tradesworker Notes

Brian Haugrud: Ordered and picked up 5, 5 gallon pails of paint from sherwin Williams and brought back to "w". Complete
 From: Earl Hall - 2946
 Sent: Wednesday, May 1, 2019 10:10 AM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Jail Work Request No. 201973097

Approved

CHARGE:	EXPENDITURE ACCOUNT NO:	040-623010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,220.14



Special Services (Apr 2019)

Department MUSEUM
Account Number 198-157410

Work Request Number	201973148	Problem Location	N/A
Date Work Requested	4/30/2019 11:57:41 AM	Actual Labor Hours	0.50
Date Work Completed	4/30/2019 12:51:57 PM	Cost of Labor	\$23.38
Requested By	Ann Simpson	Cost of Parts	\$34.98
Building	Museum Main Building	Other Costs	\$0.00
		Total Cost	\$58.36
Work Description			
US flag needs to be replaced, current one is torn and has holes in it.			
Tradesworker Notes			
Andrew Fulroad: Replaced flag			

CHARGE:	EXPENDITURE ACCOUNT NO:	198-157410-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$58.36



Special Services (Apr 2019)

Department

NATURAL RESOURCES POLLUTION CONTROL - WATER QUALITY

Account Number

114-178974

Work Request Number	201951623	Problem Location	Metal Lab in Pollution control
Date Work Requested	4/2/2019 11:11:30 AM	Actual Labor Hours	2.00
Date Work Completed	4/2/2019 2:01:35 PM	Cost of Labor	\$93.50
Requested By	Ruth Szabo	Cost of Parts	\$0.00
Building	Building H Health	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

Need to move an asset #30003861 (ICP-OES Spectrometer Perkin Elmer Optima 7300 DV) from metals lab in pollution to Surplus. Item weighs 450 pounds and is 60x30x35 inches.

Tradesworker Notes

- Chris Cousins: moved from h to surplus
- Andrew Fulkroad: moved from h to surplus
- Marc Hatcher: moved from h to surplus
- Richard Paquette: moved from h to surplus

CHARGE:

EXPENDITURE ACCOUNT NO: 114-178974-646180

CREDIT:

REVENUE ACCOUNT NO: 001-122240-487400

AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____

DATE: _____

AMOUNT APPROVED: \$93.50



Special Services (Apr 2019)

Department PARKS & OTHER PROPERTIES
Account Number 111-156332

Work Request Number	201950808	Problem Location	N/A
Date Work Requested	3/20/2019 11:02:52 AM	Actual Labor Hours	0.50
Date Work Completed	4/1/2019 8:56:53 AM	Cost of Labor	\$23.38
Requested By	Ann Simpson	Cost of Parts	\$0.00
Building	Immokalee Airport Park	Other Costs	\$0.00
		Total Cost	\$23.38

Work Description

JC (580-9120) reported that there is graffiti all over the concession building. Says the building needs to be repainted.

Tradesworker Notes

Tony Alvarez: Graffiti is painted over. building schedule for pm.

Work Request Number	201951003	Problem Location	N/A
Date Work Requested	3/24/2019 2:13:39 PM	Actual Labor Hours	0.25
Date Work Completed	4/1/2019 3:52:16 PM	Cost of Labor	\$11.69
Requested By	Kory Swinderman	Cost of Parts	\$0.00
Building	Golden Gate Park GGCP Maintenance Building	Other Costs	\$3.00
		Total Cost	\$14.69

Work Description

Can we please have a few extra keys made for Golden Gate Community Park A-1 key

Details contact Kory #239-252-6123

Tradesworker Notes

John Kennedy: cut and stamp keys
 From: SwindermanKory
 Sent: Monday, March 25, 2019 8:37 AM
 To: DL-FMOPS
 Subject: Re: Please Approve Special Service Work Request No. 201951003

Approved

Sent from my iPhone

Work Request Number	201951099	Problem Location	Women Restroom
Date Work Requested	3/25/2019 2:24:07 PM	Actual Labor Hours	0.00
Date Work Completed	4/10/2019 4:10:38 PM	Cost of Labor	\$0.00
Requested By	Felicia McDonald	Cost of Parts	\$0.00
Building	Max Hasse Park Mhp Field House	Other Costs	\$292.50
		Total Cost	\$292.50

Work Description

In womens restroom when toilets are flushed water comes up out of drain on tile floor. - requester has closed off bathroom

Tradesworker Notes

Gator Drain and Plumbing: remove foreign objects from sewer line.

Awaiting invoice



Special Services (Apr 2019)

Work Request Number	201951638	Problem Location	N/A
Date Work Requested	4/2/2019 2:01:55 PM	Actual Labor Hours	0.33
Date Work Completed	4/10/2019 7:33:35 AM	Cost of Labor	\$15.43
Requested By	Daniel Harper	Cost of Parts	\$0.00
Building	Golden Gate Park GGCP Aquatic Eq	Other Costs	\$7.00
		Total Cost	\$22.43

Work Description

Need 2 keys made for Pump Room Door, 2 keys for Master A1010 Pump Room Area, 2 A1 Keys for all front doors/gates, and 2 A2 keys for all back doors/gates.

Tradesworker Notes

John Kennedy: cut and stamp keys

Work Request Number	201952575	Problem Location	baseball field
Date Work Requested	4/18/2019 8:27:18 PM	Actual Labor Hours	5.00
Date Work Completed	4/21/2019 3:37:24 PM	Cost of Labor	\$233.75
Requested By	Nancy Reed	Cost of Parts	\$0.00
Building	Veteran's Park VCP Community Center	Other Costs	\$0.00
		Total Cost	\$233.75

Work Description

baseball field lights are not working

Tradesworker Notes

Oscar Alonso: We check all the all system control all the lights on the fields not working, we founder 4 fuses blow, we fixed the problem and the job is complete and test , thanks

Work Request Number	201952845	Problem Location	N/A
Date Work Requested	4/24/2019 6:23:20 AM	Actual Labor Hours	0.25
Date Work Completed	4/24/2019 6:25:06 AM	Cost of Labor	\$11.69
Requested By	Chris Cousins	Cost of Parts	\$71.01
Building	Bayview Park Restroom	Other Costs	\$0.00
		Total Cost	\$82.70

Work Description

Replace 5x8 us flag

Tradesworker Notes

Chris Cousins: ben replaced flag

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156332-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$669.45



Special Services (Apr 2019)

Department PARKS & REC BEACHES
Account Number 001-156363

Work Request Number	201952820	Problem Location	N/A
Date Work Requested	4/23/2019 2:04:57 PM	Actual Labor Hours	0.50
Date Work Completed	4/24/2019 9:08:29 AM	Cost of Labor	\$23.38
Requested By	Ann Simpson	Cost of Parts	\$75.30
Building	Vanderbilt Beach Bath House (Old)	Other Costs	\$0.00
		Total Cost	\$98.68
Work Description			
Women's handicap stall - one (1) feminine waste receptacle			
Tradesworker Notes			
Kyle Benner: Installed new feminine waste receptacle in handicap stall			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-156363-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$98.68



Special Services (Apr 2019)

Department PARKS & REC E. NAPLES COMMUNITY PARK
Account Number 111-156381

Work Request Number	201951633	Problem Location	N/A
Date Work Requested	4/2/2019 12:54:06 PM	Actual Labor Hours	23.50
Date Work Completed	4/10/2019 3:10:39 PM	Cost of Labor	\$1,098.63
Requested By	Kathy Topoleski	Cost of Parts	\$7.55
Building	East Naples Park ENCP Comm Center	Other Costs	\$135.67
		Total Cost	\$1,241.85
Work Description			
The Community Center building needs to be pressures washed before the US OPEN. Job must be complete no later than April 19th.			
Tradesworker Notes			
Kyle Benner: scheduled 4/8 - 4/12			
Chris Cousins: Scheduled for week of 4/8 . cleaned some sidewalks			
Andrew Fulkroad: Pressure washed the building, side walks, and shuffle board court.			
Jessie King: Finished and complete			

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156381-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,241.85



Special Services (Apr 2019)

Department

PARKS & REC VINEYARDS COMMUNITY PARK

Account Number

111-156390

Work Request Number	201950987	Problem Location	N/A
Date Work Requested	3/22/2019 1:33:38 PM	Actual Labor Hours	0.50
Date Work Completed	4/5/2019 2:38:40 PM	Cost of Labor	\$23.38
Requested By	Ozzie Sanchez	Cost of Parts	\$0.00
Building	Vineyards Park Vincp Community Center	Other Costs	\$9.00
		Total Cost	\$32.38

Work Description

Please contact Ozzie (919-9691) for further instruction- keys need to be made for restrooms, shop and main gate.

Tradesworker Notes

John Kennedy: cut and stamp keys

Work Request Number	201952145	Problem Location	Community Center
Date Work Requested	4/10/2019 1:30:38 PM	Actual Labor Hours	1.00
Date Work Completed	4/10/2019 3:59:12 PM	Cost of Labor	\$46.75
Requested By	Laurie Johnson	Cost of Parts	\$0.00
Building	Vineyards Park Vincp Community Center	Other Costs	\$85.00
		Total Cost	\$131.75

Work Description

We are having a "Funny Bunny" Easter Event this Friday in partnership with NCRP and are in need of a banner. Please see attached a sketch of what we would like to see on it. A regular banner size would be great for us so we can hang it out by the front of the school.

Zakary E Serrano

Tradesworker Notes

Troy Pirosseno: print banner

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156390-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$164.13



Special Services (Apr 2019)

Department Parks & Recreation Maintenance
Account Number 001-156338

Work Request Number	201951786	Problem Location	Walk in Fridge
Date Work Requested	4/4/2019 2:26:01 PM	Actual Labor Hours	0.00
Date Work Completed	4/19/2019 7:31:43 AM	Cost of Labor	\$0.00
Requested By	Steven Weisberg	Cost of Parts	\$0.00
Building	NCRP Sun N Fun Pool Concession	Other Costs	\$250.00
		Total Cost	\$250.00

Work Description
 The walk-in fridge at the concession stand is not cooling and the fan inside it is not working.

Tradesworker Notes
 B & I Contractors: complete
 From: WeisbergSteven
 Sent: Thursday, April 4, 2019 2:31 PM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201951786
 Approved

Work Request Number	201952497	Problem Location	N/A
Date Work Requested	4/17/2019 3:26:20 PM	Actual Labor Hours	0.50
Date Work Completed	4/22/2019 7:29:19 AM	Cost of Labor	\$23.38
Requested By	Thomas Minacapelli	Cost of Parts	\$0.00
Building	Golden Gate Park GGCP Little League	Other Costs	\$0.00
		Total Cost	\$23.38

Work Description
 The lock on the concession building by the ball-field needs to have the lock changed from a BB to EM key. for more info call Tom M. @ 293-6763

Tradesworker Notes
 John Kennedy: rekey electric room

CHARGE:	EXPENDITURE ACCOUNT NO:	001-156338-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$273.38



Special Services (Apr 2019)

Department PARKS AND REC IMMOKALEE AQUATIC
Account Number 111-156349

Work Request Number	201951624	Problem Location	N/A
Date Work Requested	4/2/2019 11:15:08 AM	Actual Labor Hours	1.00
Date Work Completed	4/16/2019 10:19:43 AM	Cost of Labor	\$46.75
Requested By	Ann Simpson	Cost of Parts	\$71.01
Building	Immokalee Sports Complex Isc	Other Costs	\$0.00
		Total Cost	\$117.76
Work Description			
Replace the 5x8 US flag.			
Tradesworker Notes			
Matt. US Flags: completed - sent to US Flags			
Tony Alvarez: The handle to bring down flag was broken need lift to bring down. need a contractor			

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156349-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$117.76



Special Services (Apr 2019)

Department PUD PUBLIC UTILITIES ADMIN
Account Number 408-210105

Work Request Number	201951716	Problem Location	N/A
Date Work Requested	4/3/2019 12:57:50 PM	Actual Labor Hours	1.00
Date Work Completed	4/25/2019 9:30:14 PM	Cost of Labor	\$46.75
Requested By	Nosbel Perez	Cost of Parts	\$0.00
Building	Building H Health	Other Costs	\$4,917.00
		Total Cost	\$4,963.75

Work Description

Pollution Control Laboratory The big UPS (CC10003904, EATON 9170+) in the gas room (BLDG H, 3rd floor, Pollution Control Lab) had an alarm and the fault shown below: They need an electrician to help them when they come in. we asked them to please call Facilities a day a head of time so it can get set up.

Tradesworker Notes

James Williams: PO sent to contract. James Williams handling as a project.

Manuel Marrero: In the moment I check alarm went off but batteries are 2 years old and the alarm respond to batteries , I talk with JAMES about and need contractor replece bateries . James W is handling this as a project and is no longer a maintenance issue.

CHARGE:	EXPENDITURE ACCOUNT NO:	408-210105-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$4,963.75



Special Services (Apr 2019)

Department RISK MANAGEMENT GROUP HEALTH
Account Number 517-121640

Work Request Number	201952414	Problem Location	N/A
Date Work Requested	4/16/2019 12:22:51 PM	Actual Labor Hours	3.50
Date Work Completed	4/17/2019 11:56:04 AM	Cost of Labor	\$163.63
Requested By	Allison Wroblewski	Cost of Parts	\$0.00
Building	Building G Wellness Center	Other Costs	\$130.03
		Total Cost	\$293.66

Work Description

Would like a quote for making a custom built water resistant table for one of the ladies showers.

Tradesworker Notes

Kyle Benner: scheduled and approved by Karen Eastman 4/16, shelf is completed
 From: WroblewskiAllison
 Sent: Wednesday, April 17, 2019 7:46 AM
 To: DL-FMOPS
 Cc: EastmanKaren
 Subject: RE: Please Approve Special Service Work Request No. 201952414

Approved.

Best,

Work Request Number	201952605	Problem Location	N/A
Date Work Requested	4/19/2019 9:52:28 AM	Actual Labor Hours	14.00
Date Work Completed	4/30/2019 10:19:27 AM	Cost of Labor	\$327.25
Requested By	Bruce Gerber	Cost of Parts	\$2.14
Building	Building G Wellness Center	Other Costs	\$0.00
		Total Cost	\$329.39

Work Description

Can I have the 125v outlet gang converted to the UPS style connector? (30 amp 125v twist lock). There is a video amp on that gang that I will attach to the UPS once in place. See Photos. Thanks

Tradesworker Notes

Manuel Marrero: Go check costumer needs and make materials list go get it and install new 4x4 box with the 120/ 30 amps lock receptico open panel run wires , left every think ready , and wait for the panel breaker we order , for context the new equipments, we have the new breaker today 4/25 . Open panel and install check parameter every think ok complete .

Work Request Number	201952928	Problem Location	N/A
Date Work Requested	4/25/2019 9:26:32 AM	Actual Labor Hours	0.50
Date Work Completed	4/25/2019 10:56:09 AM	Cost of Labor	\$23.38
Requested By	Ann Simpson	Cost of Parts	\$0.00
Building	Building G Wellness Center	Other Costs	\$0.00
		Total Cost	\$23.38

Work Description

Please install another paper towel dispenser. Allison will give direction on the location.

Tradesworker Notes

Chris Cousins: Installed new towel dispenser and bottle dispenser.

CHARGE:	EXPENDITURE ACCOUNT NO:	517-121640-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$646.43



Special Services (Apr 2019)

Department RISK MANAGEMENT PROPERTY & CASUALTY
Account Number 516-121650

Work Request Number	201951613	Problem Location	N/A
Date Work Requested	4/2/2019 9:51:21 AM	Actual Labor Hours	2.00
Date Work Completed	4/22/2019 7:25:27 AM	Cost of Labor	\$93.50
Requested By	Karen Eastman	Cost of Parts	\$0.00
Building	Building G Wellness Center	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

Can we get a wireless door bell and have it installed. The push button out side the front door and the receiver by the reception area.

Tradesworker Notes

Manuel Marrero: Check where install bell . And wet it from Home Depot .install work find costumer satisfied complete

Work Request Number	201951615	Problem Location	N/A
Date Work Requested	4/2/2019 9:56:34 AM	Actual Labor Hours	1.50
Date Work Completed	4/2/2019 2:04:28 PM	Cost of Labor	\$70.13
Requested By	Karen Eastman	Cost of Parts	\$0.00
Building	Building G Wellness Center	Other Costs	\$0.00
		Total Cost	\$70.13

Work Description

They need a leg press machine moved away from the wall and water cooler. I was told the piece of equipment is very heavy.

Tradesworker Notes

Chris Cousins: moved machine as needed

Andrew Fulkroad: moved machine as needed

Marc Hatcher: moved machine as needed

CHARGE:	EXPENDITURE ACCOUNT NO:	516-121650-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$163.63



Special Services (Apr 2019)

Department SCWRF - SOUTH WASTEWATER PLANT
Account Number 408-233352

Work Request Number	201951545	Problem Location	2nd Fl - Mezzanine
Date Work Requested	4/1/2019 8:19:08 AM	Actual Labor Hours	0.33
Date Work Completed	4/1/2019 3:53:22 PM	Cost of Labor	\$15.43
Requested By	Gary Angelus	Cost of Parts	\$0.00
Building	SWWP - Warren - Office	Other Costs	\$6.00
		Total Cost	\$21.43

Work Description
Please make 6 keys for the outer door. For further instructions please contact Gary Angelus - 572-2287.

Tradesworker Notes
John Kennedy: cut and stamp keys
From: AngelusGary
Sent: Monday, April 1, 2019 8:36 AM
To: DL-FMOPS
Subject: RE: Please Approve Special Service Work Request No. 201951545

Approved

Respectfully,
Gary Angelus C.S.M

CHARGE:	EXPENDITURE ACCOUNT NO:	408-233352-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$21.43



Special Services (Apr 2019)

Department SOLID WASTE ADMIN
Account Number 470-173410

Work Request Number	201952019	Problem Location	Entry / Exit Gates
Date Work Requested	4/8/2019 5:27:49 PM	Actual Labor Hours	4.00
Date Work Completed	4/17/2019 2:43:16 PM	Cost of Labor	\$187.00
Requested By	Stefanie Rochow	Cost of Parts	\$0.00
Building	Naples Landfill HHW Bldg	Other Costs	\$2,225.00
		Total Cost	\$2,412.00

Work Description
 Entry and exit gates are not closing. Contact numbers: 386-956-9003 / 239-571-9859

Tradesworker Notes
 John Happney: Found an external command is holding the gate open, terminal four on the gate controller. Designation is the same for both gates. Spoke with Orestes who will be taking over the work order to complete. If the contractor is needed Orestes will inform facilities.

Atlas Door & Gate: complete
 From: RochowStefanie
 Sent: Wednesday, April 17, 2019 4:10 PM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201952019

Hello,

I'm not the manager, yet I am the one who called this in.
 I approve the work y'all completed.

Regards,
 Stefanie Rochow

CHARGE:	EXPENDITURE ACCOUNT NO:	470-173410-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,412.00



Special Services (Apr 2019)

Department TAX COLLECTOR
Account Number 070-081010

Work Request Number	201952781	Problem Location	N/A
Date Work Requested	4/23/2019 8:20:13 AM	Actual Labor Hours	0.00
Date Work Completed	4/23/2019 8:23:18 AM	Cost of Labor	\$0.00
Requested By	John Garvis	Cost of Parts	\$0.00
Building	Building C1 Tax Collector	Other Costs	\$1,970.00
		Total Cost	\$1,970.00
Work Description			
The UPS is in alarm and reads "Bypass is under frequency."			
Tradesworker Notes			
James Williams: complete			

CHARGE:	EXPENDITURE ACCOUNT NO:	070-081010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,970.00



Special Services (Apr 2019)

Department

UNIVERSITY EXTENSION SERVICES (AGRICULTURE CENTER)

Account Number

001-157110

Work Request Number	201950810	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/20/2019 11:08:26 AM	Actual Labor Hours	41.00
Date Work Completed	4/10/2019 7:34:08 AM	Cost of Labor	\$1,916.75
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$149.62
		Total Cost	\$2,066.37

Work Description

Twyla would like the outside of the building and exterior windows pressure washed before our Open House on April 11, 2019.

Tradesworker Notes

Ramon Arca: work completed
Pedro Perez: work completed
Yuanadis Jova: work completed

Work Request Number	201950812	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/20/2019 11:17:08 AM	Actual Labor Hours	10.00
Date Work Completed	4/1/2019 8:51:38 AM	Cost of Labor	\$467.50
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$38.96
		Total Cost	\$506.46

Work Description

Twyla wants interoffice mailboxes hung in the workroom. She wants wood railing put on the wall and the mailboxes attached to the wood railing. Thank you.

Tradesworker Notes

Tony Alvarez: Put up plywood paint fill holes hang 16 mail boxes

Work Request Number	201950816	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/20/2019 11:32:51 AM	Actual Labor Hours	1.50
Date Work Completed	4/20/2019 8:19:48 PM	Cost of Labor	\$70.13
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$157.27
		Total Cost	\$227.40

Work Description

Twyla requests chimes be added to the front door to ding when opened.

Tradesworker Notes

Heliodoro Rojas: Installed a new chime

Work Request Number	201950818	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/20/2019 11:39:49 AM	Actual Labor Hours	1.50
Date Work Completed	4/25/2019 9:14:08 PM	Cost of Labor	\$70.13
Requested By	Peggy McDonough	Cost of Parts	\$24.97
Building	University Extension (Agriculture Center)	Other Costs	\$0.00
		Total Cost	\$95.10

Work Description

Twyla - replace with clean switch and receptacle plates to match. work to be completed on 4/25/19 .

Tradesworker Notes

Heliodoro Rojas: Replace cover.
work to be completed on 4/25/19



Special Services (Apr 2019)

Work Request Number	201950819	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/20/2019 11:42:29 AM	Actual Labor Hours	12.00
Date Work Completed	4/18/2019 8:20:16 AM	Cost of Labor	\$561.00
Requested By	Peggy McDonough	Cost of Parts	\$1,074.75
Building	University Extension (Agriculture Center)	Other Costs	\$0.00
		Total Cost	\$1,635.75

Work Description

Twyla - Switch all light fixture bulbs to LED

Tradesworker Notes

Heliodoro Rojas: Replace to LED all the Auditorium and the lobby hallway .

Work Request Number	201950820	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/20/2019 11:48:38 AM	Actual Labor Hours	2.00
Date Work Completed	4/24/2019 9:13:39 AM	Cost of Labor	\$93.50
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

Twyla - UF signs to be installed at Immokalee Road and 39th Street entrance. We have the signs here see Twyla for signs and exact location to be placed.

Tradesworker Notes

Tony Alvarez: I was told to put in one sign which I did at the main gate other sign is not up code required I was informed . Twyla will open a new work order at a later day

Work Request Number	201950822	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/20/2019 11:58:25 AM	Actual Labor Hours	1.00
Date Work Completed	4/18/2019 8:20:32 AM	Cost of Labor	\$46.75
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$0.00
		Total Cost	\$46.75

Work Description

Twyla - requesting WiFi access device mounting in multipurpose room.

Tradesworker Notes

Heliodoro Rojas: This device need set mounting horizontal for that need mounting on the ceiling tile (need the cable more long) or installed over one shelf . I talk with Twila about that .

Work Request Number	201950921	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/21/2019 2:36:30 PM	Actual Labor Hours	1.50
Date Work Completed	4/1/2019 7:39:46 AM	Cost of Labor	\$70.13
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$0.00
		Total Cost	\$70.13

Work Description

Need to remove 2 old water fountains and replace them with 2 new water fountains. New fountains should have filters and bottle refill capabilities.

Tradesworker Notes

Kevin Brock: Check units and will get estimate to replace units from contractor as per Mr. Williams



Special Services (Apr 2019)

Work Request Number	201950993	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/22/2019 3:14:40 PM	Actual Labor Hours	2.50
Date Work Completed	4/1/2019 8:47:42 AM	Cost of Labor	\$116.88
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$0.00
		Total Cost	\$116.88

Work Description

Twyla - hang 4' x 6' whiteboard in workroom.

Tradesworker Notes

Tony Alvarez: Hung on wall

Work Request Number	201950994	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	3/22/2019 3:17:52 PM	Actual Labor Hours	3.00
Date Work Completed	4/14/2019 8:56:42 PM	Cost of Labor	\$140.25
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$0.00
		Total Cost	\$140.25

Work Description

4-H ladies need a small glassboard hung in hallway, Trisha needs 2 items hung in her office and Marie needs one item hung in her office.

Tradesworker Notes

Tony Alvarez: Ladies 6 pictures to hang all had to be fixed in order to hang no hardware on pictures

Work Request Number	201951960	Problem Location	14700 Immokalee Road, Naples
Date Work Requested	4/8/2019 8:50:56 AM	Actual Labor Hours	2.00
Date Work Completed	4/25/2019 9:14:42 PM	Cost of Labor	\$93.50
Requested By	Peggy McDonough	Cost of Parts	\$0.00
Building	University Extension (Agriculture Center)	Other Costs	\$26.98
		Total Cost	\$120.48

Work Description

Twyla would like metal corner guards put on the workroom counters.

Tradesworker Notes

Ramon Arca: Installed corner guard

CHARGE:	EXPENDITURE ACCOUNT NO:	001-157110-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$5,119.07



Special Services (Apr 2019)

Department WASTEWATER COLLECTIONS FIELD OPS
Account Number 408-233351

Work Request Number	201951366	Problem Location	thermostat 21
Date Work Requested	3/29/2019 12:31:36 PM	Actual Labor Hours	23.00
Date Work Completed	4/2/2019 6:39:55 AM	Cost of Labor	\$1,075.25
Requested By	Sue Jacobs	Cost of Parts	\$0.00
Building	Public Utilities Mercantile West	Other Costs	\$2,080.44
		Total Cost	\$3,155.69

Work Description

blowing hot air

Tradesworker Notes

Rubin Fradeus: Founded system flat due to leak at the outdoor coil . Order new equipment for replacement after OK from boss.
On April 1st 2019 replaced with brain new units.
Approved

Dayne Atkinson
Project Manager
Solid and Hazardous Waste Management
Public Utilities Logistics and Operations
(239) 252 – 5337 (O)
(239) 877 – 8292 (C)

Work Request Number	201951818	Problem Location	N/A
Date Work Requested	4/5/2019 9:10:44 AM	Actual Labor Hours	0.50
Date Work Completed	4/9/2019 3:43:04 PM	Cost of Labor	\$23.38
Requested By	Judi Streit	Cost of Parts	\$0.00
Building	Public Utilities Mercantile West	Other Costs	\$12.00
		Total Cost	\$35.38

Work Description

- (1)Material: Plastic (lightweight) sign
- (2)Sides: Two sided
- (3)Colors: Brown/Black Boarder and Brown Letters (if you cannot do brown, then just do black boarder and black letters)
- (4)Display: Grommets at top where holes are for hanging sign
- (5)Quantity – 1
- (6)Size: 36 inches wide (long) 24 inches high (tall)

Tradesworker Notes

Troy Pirosseno: print and place on poster board

CHARGE:	EXPENDITURE ACCOUNT NO:	408-233351-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$3,191.07



Special Services (Apr 2019)

Department Water Operation ADM
Account Number 109-182601

Work Request Number	201952363	Problem Location	N/A
Date Work Requested	4/15/2019 3:48:37 PM	Actual Labor Hours	25.00
Date Work Completed	4/19/2019 3:53:25 PM	Cost of Labor	\$1,168.75
Requested By	Lisa Jacob	Cost of Parts	\$0.00
Building	Pelican Bay Admin	Other Costs	\$951.78
		Total Cost	\$2,120.53
Work Description			
They would like a Quote on redoing there kitchen area. For more info see Lisa Jacob.			
Tradesworker Notes			
Andrew Fulkroad: Took out old cabinets and counter tops and installed new cabinets, counter top and sink.			
Marc Hatcher: Take measurement for new cabinets and counter tops with sink need to send quote with price finish break room			

CHARGE:	EXPENDITURE ACCOUNT NO:	109-182601-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,120.53



Special Services (Apr 2019)

Grand Total:	\$38,541.48
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