

Description	Craft
<b>A</b>	
Alarms - fire loop trouble, comm fails, resetting, etc.	Electrical
Ant Problems	Custodial
Appliance & Equipment repair or replacement	Corp Serv
Asbestos - Phone or email Nancy Johnston	
Asphalt sweeping	Landscaping
Assembling and adjusting desks/chairs	General/Utilities
Autoscrubber	Custodial
AV disposal of	Transportation
<b>B</b>	
Backsplash - repair/replace	General/Utilities
Ballasts – specify how many are out and where	Electrical
Balls on Roof to be removed	Roofing
Banners and Flags being hung inside the school	General/Utilities
Baseboards - Plastic or Rubber	General/Utilities
Baseboards -Wooden	Carpentry
Basketball Hoops & Systems	General/Utilities
Bees, Wasps, Flying Ants, Bugs, etc. - inside	Custodial
Bell Schedule or Repairs	Corp Serv
Benches (outside)	Grounds
Bike racks	Grounds
Binding/Laminating Repairs	Corp Serv
Bird dropping clean-up	Landscaping
Blackboard refinishing (if not metal)	Painting
Blackboards/whiteboards installed or moved	Carpentry
Blackboards/whiteboards on rollers/sliders– switching them around, up or down	General/Utilities
Bleachers - Inside	General/Utilities
Blinds - venetian (inside)	Corp Serv
Blinds a.k.a. Shutters - (outside)	General/Utilities
Boiler	Heating
Boot Brushes	Grounds
<b>Broken glass - inside (no work order - call Angie 604-572-0517)</b>	
Broken glass - outside	Landscaping
Bulletin boards - supply/install (include your account number)	Carpentry
<b>C</b>	
Cabinetry -Repairs to drawers, doors	Carpentry
Cables on sliding boards	General/Utilities
Cameras - outdoor video surveillance	Corp Serv
Carpet and vinyl floor coverings - repair/replace	General/Utilities
Carpet cleaning	Custodial
Catch basins, drainage	Landscaping
Ceiling Tiles	Carpentry
Cell Phones	Corp Serv

New

Central Stores	Transportation
Ceramic Tiles	General/Utilities
Chains on Gates for repair and/or welding	Grounds
Chairs - repairs or replacement	Corp Serv
Chairs - being borrowed from one site to another - sites responsibility not Transport	
Chalk master Installation	Carpentry
Chalkboard - Sliding chalkboards, etc.	General/Utilities
Changetable (school to supply account #)	Carpentry
Clean up school grounds (garbage, leaves, broken bottles, etc.)	Landscaping
Climbing apparatus in gyms (wall mounted Jamison units)	General/Utilities
Clock Batteries – gyms only due to height	Electrical
Clock cages	Electrical
Clocks - repositioning when no electrical is involved	Carpentry
Clock resetting after power outage	Corp Serv
Clocks – Ordering of new, regular classroom clock	Transportation
Clocks - Scoreboard	Corp Serv
Coat Hooks	Carpentry
Coil installation repair	Heating
Coils cleaning	Heating
Computer wiring repair only	Electrical
Concrete Repair - Structural (attached to the building)	Carpentry
Concrete Cement Blocks in the parking lot	Grounds
Couches - Schools Responsibility to dispose of NOT Transportation	
Countertops - Arborite counter tops and laminating	Carpentry
Cupboard Hinges/Doors	Carpentry
<b>D</b>	
Deodorant block holders	General/Utilities
Desk top Resurfacing	General/Utilities
Disposal of computers & related items - Contact IMS	
Disposal of items (inside the school) NOT computers or hazmat material	Transportation
Disposal of items (outside the school)	Landscaping
Door - Fire door magnetic locks	Electrical
Door Hinges and locks (not lockers)	Doors/Hardware
Door Mats - no work order, contact service operations	
Downspouts	Roofing
Drainage from the ground	Landscaping
Drains - Plugged , eaves and down pipes	Roofing
Drywall	Painting
Dumpsters Garbage - empty or replace locks/chains	Custodial
Dumpsters Recycle - empty or replace locks/chains	Custodial
Dust Extractor	Heating
<b>E</b>	
Earthquake and Storage Bins	Grounds
Electrical - Install anything new to school – Alvin Clarke	Electrical

New

Electrical wiring exposed	Electrical
Electronics - disposal	Transportation
Elephant Foot	Carpentry
Elevator keys	Electrical
Elevator Repairs (DO NOT CONTACT RICHMOND ELEVATOR)	Electrical
Equipment intensive project work	Grounds
Evacutricks - Install and Repair	Carpentry
Exhaust fans	Heating
<b>F</b>	
Feces removal (outside)	Landscaping
Feces removal INSIDE - contact Angie direct 604-572-0517	
<b>Feminine Hygeine dispenser repairs - not DFC</b>	
Feminine Hygeine dispensers - ordering new one	General/Utilities
Fencing	Grounds
Field Maintenance	Athletic Field
Filing Cabinet - Keys Cut only	Doors/Hardware
Filing Cabinet Repair	General/Utilities
Filter replacement (including rooftop units)	Heating
Fire Alarm - Glass rods for fire alarm stations	General/Utilities
Fire alarms - <b>work order required ONLY if Fire Dept can not reset</b>	Electrical
Fire extinguishers – installation and repair	General/Utilities
<b>Fire Safety Reports - Fax to Facilities 604-597-7386 DO NOT DO A WORK ORDER</b>	
First aid boxes	Carpentry
Flag pole repairs and flag to be hung (outside)	Grounds
Flags - To purchase, contact Learning Resource Center	
Flags and Banners to be hung (inside)	General/Utilities
Flashing	Carpentry
Floor coverings - tiles, carpet, lino	General/Utilities
Floor Machine Repairs	Custodial
Florescent tubes are disposed of by your janitor	
FOBS - (not washroom) - send email to Carol Prior - No work order required	
FOBS - washroom FOBS for portables	Electrical
Forklift Repairs - Schools responsibility to have serviced	
Fountain (water)	Plumbing
Furnace Filters	Heating
Furniture Repair - all kindergarten furniture <b>ONLY</b>	Carpentry
Furniture Repair or Replacement	Corp Serv
<b>G</b>	
Garage Doors	General/Utilities
Garbage Bags	Transportation
Garbage Cans - Inground for cleaning and bag removal only	Landscaping
Garbage Cans - Inground for repairs and upgrades only	Grounds
Garbage Dumpsters - Locks or chain replacement	Custodial
Garbage Can Purchase - Schools Responsibility	

New

New

New

Garbage/Recycling - (call Lori 604-572-0516)	
Gas smells inside schools - do work order and contact the work order desk	Heating
Gates - inside the school (Security gates)	General/Utilities
Gates and Gate locks	Grounds
<b>Glass Clean Up - inside the school - call Angie 604-572-0517</b>	
Glass Clean Up - outside the school on the ground	Landscaping
Goal Posts	Grounds
Graffiti (Emergency if racist, foul/threatening, names)	Graffiti
Grass cutting and trimming (non-irrigated) and repairs	Landscaping
Grate coverings (water drainage)	General/Utilities
Gravel all weather field floating	Athletic Field
Gravel sweeping	Landscaping
Gutters	Roofing
Gym - (volleyball posts, floor plugs)	General/Utilities
Gym Equipment attached to wall (Basketball system, volleyball posts, floor plugs)	General/Utilities
Gym Equipment that is not attached to the wall	Corp Serv
Gym Floors being revarnished	Painting
Gym - moveable wall	General/Utilities
Gyproc holes	Painting
<b>H</b>	
Hand dryers	Electrical
Hazardous Materials - contact Human Resources	
Hearing systems - install/move for "hearing impaired" only	Electrical
Heat detectors	Electrical
Heaters/heating radiators leaking	Heating
Heating pipes leaking	Heating
Heating problems - Temperature reading <b>MUST</b> be on the w/o	Heating
Heating pumps	Heating
Hooks and hanging things	Carpentry
Hot Water Tanks	Plumbing
HVAC equipment – noisy	Heating
<b>I</b>	
Insulation and wrapping pipes	Plumbing
Irrigation system for athletic fields	Athletic Field
<b>K</b>	
Keyboard Tray - Install	Carpentry
Keys - Elevator	Electrical
Keys cut (except elevator key)	Doors/Hardware
<b>L</b>	
Lamintaor/Binding Machine Repairs	Corp Serv
Leaf pick-up around schools	Landscaping
Leaf pick-up with sweeper and blower, large areas	Landscaping
Light covers - Janitors responsibility	
Light bulbs that are over and above standing on a 10' ladder	Electrical

New

Lights - Tar dripping from light fixtures (usually means it is a ballast)	Electrical	New
Lights that are burnt out that can be reached - Janitors responsibility		
Light tubes for disposal	Custodial	
Litter Clean up (including feces, needles, condoms, etc)	Landscaping	
Lock Boxes	Carpentry	
Locker repairs	General/Utilities	
Locks - Gates	Grounds	
Locks (Blue locks or recycle/bins)	Custodial	
Log rail fencing	Grounds	
Long jump pits (call 604-572-0541 direct)		
<b>M</b>		
Manhole covers	Landscaping	
Map rails	Carpentry	
Mercury vapour	Electrical	
Moulding - plastic	General/Utilities	
Moulding - wood	Carpentry	
Mounting screens, filing cabinets	General/Utilities	
Mouse/Rat Problem, droppings, etc.	Custodial	
Moveable Walls - not working	General/Utilities	
Music stand repairs	General/Utilities	
Musical Instrument Repair	Corp Serv	
<b>N</b>		
Name Plates (include your account number)	General/Utilities	New
<b>O</b>		
Outside Tap	Plumbing	
<b>P</b>		
PA repairs or replacement	Corp Serv	
Painting and Drywall	Painting	
Pallet pick up inside/outside the school - Notify the Janitor - no work order require		New
Panic hardware	Carpentry	
Paper cutter repairs/sharpening	General/Utilities	
Paper towel dispensers (provide GL code on w/o)	General/Utilities	
Parking lot sweeping and wheel stops	Landscaping	
Patching holes in walls (plasterer)	Painting	
PE Equipment	Corp Serv	
Pencil sharpener repair/sharpen and installation (supplied by school)	General/Utilities	
Pest control - inside	Custodial	
Pest control - outside incl sick racoons, various mammals, birds	Landscaping	
Piano - contact 604-576-8861		
Picnic Tables	Grounds	
Pictures	Carpentry	
Pipe bursts- Emergency (call in with w/o number)	Plumbing	

Playgrounds and Swings	Grounds
Plugs not working (electrical)	Electrical
Plumbing pumps	Plumbing
Portable stairs, railings and landings	Carpentry
Pot Holes - asphalt or gravel	Grounds
Powerwashing – buildings only	Painting
Powerwashing - grounds	Landscaping
Pressurized lines – shops, etc.	Heating
Projectors Ordered and Installed and Repaired - Contact Purchasing Dept.	
Projector Screens hanging or moving around site	General/Utilities
Propane Refills - email Rino Di Antonio	
Propane Tanks - re-lit	Heating
<b>R</b>	
Railings	Carpentry
Rat/Mouse Problems, droppins, etc.	Custodial
Recycle boxes, bags	Transportation
Recycling Dumpsters - CALL LORI	
Retractable Doors	General/Utilities
Roll Shutters (Outside)	General/Utilities
Rodents	Custodial
Ronco Rails log fencing)	Grounds
Roof drains – plugged - Emergency	Roofing
Roofs - leaking do work order and contact the work order desk	Roofing
Rooftop units, air conditioners, furnace motors, etc.	Heating
Rubber Stoppers for Doors	Carpentry
<b>S</b>	
Safes - Schools to contact A.B.A. Industries Ltd. 604-576-8861 Joe Zanolini	
Safety Vests	Transportation
Sanitary Napkin Dispenser Installed	General/Utilities
Sawdust bin to be emptied - Email ONLY to Jim Connolly no WORK ORDER	
Sawdust bags to be emptied - Email Alvin Clarke	
Scoreboard Clocks	Corp Serv
Screens - Projector	General/Utilities
Security – exterior (can't secure) do work order and contact the work order desk	Doors/Hardware
Security - runner services, access to sites	Security
Security or alarm calls received from security or school	Electrical
Sewer Smells	Plumbing
Sewing Machine & Serger Repair	Corp Serv
Shelf clips (only wooden selves)	Carpentry
Shelving units - Wooden shelving	Carpentry
Shower tiles	General/Utilities
Shutters - Roll shutters – repair only	General/Utilities
Shrubs - Pruning	Landscaping
Signs - Inside/interior or on building	General/Utilities

Signs – Outside/Exterior not on building	Grounds
Skylight - Glass Repair and/or Leaking	Glass/Windows
Smart Board Supplied/Installed	Corp Serv
Smells - dead rodent	Custodial
Smells - gas	Heating
Snow removal (no work order - call 604-572-0541 direct)	
Soap dispenser - new purchase and installation and repairs	General/Utilities
Soffits	Carpentry
Soundboard Tiles	Carpentry
Sparking outlets	Electrical
Sprinklers – Inside	Plumbing
Sprinklers - Irrigation on Field	Athletic Field
Stage curtain repair and storage	Corp Serv
Stair Treads on Portable Steps	General/Utilities
Stairs - wooden	Carpentry
Stall cubicle doors and metal partitions	General/Utilities
Storm drains to be emptied or cleaned out	Landscaping
Storm/sewer water pump problems - Emergency	Plumbing
Structural damage to the building	Carpentry
Stucco Repairs	Carpentry
Sump Pump Alarm	Plumbing
Swings and Playground Repairs	Grounds
<b>T</b>	
Telephone repairs	Corp Serv
Temperature issues - individual rooms, temperature must be on w/o	Heating
Temperature issues - no heat - boilers down - Emergency	Heating
Tennis Nets	Grounds
Tetherball poles - Outside	Grounds
Theatre Seats - Material and/or replacement/repaired	Corp Serv
Thermostats	Heating
Thresholds on doors	Doors/Hardware
Tiles - Accoustic	Carpentry
Tiles - Bathroom Walls	General/Utilities
Tiles - Floor	General/Utilities
Toilet overflow – shut off water - call in with work order #	Plumbing
Toilets - leaking toilets and taps, and toilet seats	Plumbing
Toilet Paper Dispenser	General/Utilities
Traffic Cones - with account number	Transportation
Transporting items from site to site (except teacher moves)	Transportation
Treads on Portable Steps	General/Utilities
Trees - health and safety reasons only	Athletic Field
Tress - beautification only - NO work order these are done as Preventive Mtce	
TV brackets - mounted or unmounted	Corp Serv
<b>U</b>	

New

<b>V</b>	
Vacuum repairs	Custodial
Vents	Heating
Vinyl wall covering repairs	Painting
Volley Ball Nets - schools responsibility	
Volley Ball Poles	Corp Serv
Vomit - inside the school (no work order required, Angie 604-572-0517)	
Vomit - outside on the ground	Landscaping
<b>W</b>	
Walls - moveable	General/Utilities
Wall repairs - gyproc	Painting
Wall tiles	General/Utilities
Washroom cubicle doors and metal partitions	General/Utilities
Water - Lack of domestic hot water	Plumbing
Water - No hot water (health issue) - 2 hour time frame	Plumbing
Water - Not potable water	Plumbing
Water Fountain	Plumbing
Weatherstripping	Carpentry
Weed control	Landscaping
Welding	Grounds
Whiteboards - supply/install or move included account number	Carpentry
Whiteboards (Medical) – supply/install must be approved by H/R	Carpentry
Whiteboards/blackboards on rollers/sliders– switching them around, up or down	General/Utilities
Window latches – broken	Glass/Windows
Window sticking (not wooden windows)	Glass/Windows
Window sticking (wooden only)	Carpentry
Window/door glass replacement	Glass/Windows
Wire cages around propane tanks	Heating
Wire vent screens on crawl spaces	Carpentry
Wiring/electrical repair (not computer wiring)	Electrical