

<u>Item#</u>	<u>Time</u>	<u>PC</u>	<u>Type</u>	<u>By</u>	<u>Assigned</u>	<u>Location</u>
4375454	10/22/2014 2:20:00 PM		Maintenance Request	Green, Carla	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Kris Donnelly's office -
<u>Detail(s)</u>						
Carla Green (10/22/2014 2:20:00 PM)						
Kris wants a picture hung above the first file cabinet in her office. Please stop by and either Connie or I can show you what she wants.						
THank you.						
Carla						
Curtis Thomas 0- MS GWAEA (10/22/2014 2:32:00 PM)						
Status changed to In Process						
4371001	10/16/2014 9:38:00 AM		Compliment - Job Well Done!	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
<u>Detail(s)</u>						
Deb Johnson (10/16/2014 9:38:00 AM)						
The carpeted floors and the bathroom floors & fixtures look MUCH better this morning! Thank you.						
Rick Smith 0-MS GWAEA (10/16/2014 10:16:00 AM)						
Status changed to In Process						
4368773	10/13/2014 4:02:00 PM		Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
<u>Detail(s)</u>						
Deb Johnson (10/13/2014 4:02:00 PM)						
There is still a light out in the upstairs hallway around Room 219. Also, I checked the ceiling above Sue Askeland's desk in the Autism consultants area. I can hear dripping, and the tile is damp, but not soggy. I've set a						
Rick Smith 0-MS GWAEA (10/14/2014 8:09:00 AM)						
Status changed to Completed						
Changed Ballast on light fixture. Put Battery in clock from initial request. Checked leak above Susan's desk. Looks to be minor leak from roof. Only one drip I could see, tile is damp but no water sitting on it when removed.						
4367044	10/10/2014 11:05:00 AM		Cleaning Request	Hrabak, Dawn	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 6th Street SW - second floor - north balcony
<u>Detail(s)</u>						
Dawn Hrabak (10/10/2014 11:05:00 AM)						

[Please clean floor under desk](#)

[Margarita Bernardino MBM IA \(10/10/2014 11:56:00 AM\)](#)

[Status changed to In Process](#)

[Rick Smith 0-MS GWAEA \(10/10/2014 12:07:00 PM\)](#)

[Put on board for night cleaning crew.](#)

[Rick Smith 0-MS GWAEA \(10/13/2014 7:31:00 AM\)](#)

[Status changed to Completed](#)

[Completed](#)

4366375	10/9/2014 3:16:00 PM	Other	Resewehr, Kathy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW HR/BO -
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[Detail\(s\)](#)

[Kathy Resewehr \(10/9/2014 3:16:00 PM\)](#)

[Would like to have the vents checked to see if the all are open. Also looking for more air circulation. Our area is somewhat "stuffy". Temperature is ok, thermostat was turned down since it seemed a bit warm in part of the](#)

[Curtis Thomas 0- MS GWAEA \(10/22/2014 2:32:00 PM\)](#)

[Status changed to In Process](#)

4366138	10/9/2014 10:58:00 AM	Maintenance Request	Briggs, Kathy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Women's restroom - Conference Room Womens Restroom
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[Detail\(s\)](#)

[Kathy Briggs \(10/9/2014 10:58:00 AM\)](#)

[Toilet seat is very loose in stall #1.](#)

[Curtis Thomas 0- MS GWAEA \(10/22/2014 2:32:00 PM\)](#)

[Status changed to In Process](#)

4364120	10/7/2014 7:59:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(10/7/2014 7:59:00 AM\)](#)

[Good morning...there is a light out in the hallway near room 219, and the battery in the clock at the top of the stairs is dying and needs to be replaced. Thanks much...Deb](#)

[Rick Smith 0-MS GWAEA \(10/14/2014 8:10:00 AM\)](#)

[Status changed to Completed](#)

[See notations on WO # 4368773](#)

4361188	10/2/2014 3:05:00 PM	Maintenance Request	Sines, Sherry	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Prof Dev office -
Detail(s)					
Sherry Sines (10/2/2014 3:05:00 PM)					
Please adjust desk height for new employee beginning on October 13.					
Curtis Thomas 0- MS GWAEA (10/6/2014 2:02:00 PM)					
Status changed to Completed					
Desk has been readjusted.					
4361187	10/2/2014 3:05:00 PM	Maintenance Request	Sines, Sherry	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Prof Dev office -
Detail(s)					
Sherry Sines (10/2/2014 3:05:00 PM)					
Please adjust desk height for new employee beginning on October 13.					
Curtis Thomas 0- MS GWAEA (10/6/2014 2:02:00 PM)					
Status changed to Completed					
4357720	9/30/2014 8:14:00 AM	Cleaning Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 33rd Avenue -
Detail(s)					
Deb Johnson (9/30/2014 8:14:00 AM)					
Good morning....Garbage has not been emptied for a couple of days, and it is beginning to smell in the glass atrium. Many of the wastebaskets are in a different location, because we have all moved. Also the soap dispenser					
Rick Smith 0-MS GWAEA (9/30/2014 9:53:00 AM)					
Status changed to In Process					
Glen is off at his morning account at 11 and is stopping by here for supplies. Will have him go over to 33rd and attend to these items this morning.					
Margarita Bernardino MBM IA (10/2/2014 5:31:00 PM)					
PLEASE ADVISE IF COMPLETED.					
Rick Smith 0-MS GWAEA (10/3/2014 11:38:00 AM)					

[Status changed to Completed](#)

[4356644](#) [9/29/2014 7:44:00 AM](#) [McSweeney, Sandi](#) O- MS GWAEA, Curtis Thomas
O-MS GWAEA, Rick Smith [Grant Wood 6th Street SW - West Employee Break Room](#)
Marsden Services, Tony Messner
MBM IA, Gary Marske
MBM IA, Margarita Bernardino

Detail(s)

[Sandi McSweeney \(9/29/2014 7:44:00 AM\)](#)

[I almost vomited at the smell of rotten food in the sink while getting water this morning. There were dirty forks and spoons also. Can this area be cleaned daily.](#)

[Rick Smith 0-MS GWAEA \(9/29/2014 8:21:00 AM\)](#)

[Status changed to Completed](#)

[Forks and Spoons were washed, dried, and put away. The smell was from the garbage disposal. Someone put some stuff down there but never turned it on. I ran the disposal and then put some baking soda into it to help](#)

[4353220](#) [9/24/2014 11:00:00 AM](#) [Toomsen, Rich](#) O- MS GWAEA, Curtis Thomas
O-MS GWAEA, Rick Smith [Grant Wood 6th Street SW Computer Services department \(first floor, across from tech\) - Rich Toomsen's cubicle](#)
Marsden Services, Tony Messner
MBM IA, Gary Marske
MBM IA, Margarita Bernardino

Detail(s)

[Rich Toomsen \(9/24/2014 11:00:00 AM\)](#)

[Recent work above the drop ceiling has chunks and dist of ceiling on the floor. Just needs a little vaccuuming. Thanks!](#)

[Rick Smith 0-MS GWAEA \(9/24/2014 11:12:00 AM\)](#)

[Status changed to In Process](#)

[Rick Smith 0-MS GWAEA \(9/24/2014 11:26:00 AM\)](#)

[Status changed to Completed](#)

[4349799](#) [9/22/2014 9:08:00 AM](#) [Lesan, Janel](#) O- MS GWAEA, Curtis Thomas
O-MS GWAEA, Rick Smith [Grant Wood 6th Street SW Janel Lesan Office x 6810 - United States](#)
Marsden Services, Tony Messner

Detail(s)

[Janel Lesan \(9/22/2014 9:08:00 AM\)](#)

[Caulk and paint needed around door entering my office. Thanks! When can my office be painted?](#)

[Curtis Thomas 0- MS GWAEA \(10/6/2014 2:04:00 PM\)](#)

[Status changed to In Process](#)

[4340560](#) [9/9/2014 11:17:00 AM](#) [Maintenance Request](#) [Stevens, Theresa](#) 0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith [Grant Wood 6th Street SW - Ladies restroom by scale up classroom](#)
Marsden Services, Tony Messner

Detail(s)

[Theresa Stevens \(9/9/2014 11:17:00 AM\)](#)
[soap need in ladies restroom by the Scale Up classroom.](#)
[Thanks](#)

[Rick Smith 0-MS GWAEA \(9/24/2014 11:12:00 AM\)](#)
[Status changed to Completed](#)

[4331833](#) [8/28/2014 4:12:00 PM](#) [Maintenance Request](#) [Green, Carla](#) 0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith [Grant Wood 6th Street SW Kris Donnelly's office -](#)
Marsden Services, Tony Messner

Detail(s)

[Carla Green \(8/28/2014 4:12:00 PM\)](#)
[We have magazine racks that we need attached to the wall in Kris's office. Find me and I can show you where she wants them.](#)

[Thanks!](#)

[Carla](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:28:00 AM\)](#)
[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(10/6/2014 2:03:00 PM\)](#)
[Status changed to Completed](#)
[They have been hung.](#)

[Curtis Thomas 0- MS GWAEA \(10/6/2014 2:03:00 PM\)](#)
[They have been hung.](#)

[4331753](#) [8/28/2014 2:56:00 PM](#) [Maintenance Request](#) [Johnson, Deb](#) 0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith [Grant Wood 33rd Avenue](#)
Marsden Services, Tony Messner -

Detail(s)

[Deb Johnson \(8/28/2014 2:56:00 PM\)](#)
[One of the drawers on Karen's workstation broke this afternoon and will not close all the way. Could you please look at it and see if it can be fixed? Thanks...Deb](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:25:00 AM\)](#)
[Status changed to Completed](#)
[Has been fixed](#)

[4328301](#) [8/25/2014](#) [9:05:00 AM](#) [Maintenance Request](#) [Johnson, Deb](#) 0- MS GWAEA, Curtis Thomas [Grant Wood 33rd Avenue](#)
0-MS GWAEA, Rick Smith :-
Marsden Services, Tony Messner

Detail(s)

[Deb Johnson \(8/25/2014 9:05:00 AM\)](#)

[Liz Hooley has several more boxes and 2 display racks that need to be moved over to 6th Street at your convenience. Thanks much...Deb](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:25:00 AM\)](#)

[Status changed to Completed](#)

[They have been moved.](#)

[4328300](#) [8/25/2014](#) [9:05:00 AM](#) [Maintenance Request](#) [Johnson, Deb](#) 0- MS GWAEA, Curtis Thomas [Grant Wood 33rd Avenue](#)
0-MS GWAEA, Rick Smith :-
Marsden Services, Tony Messner

Detail(s)

[Deb Johnson \(8/25/2014 9:05:00 AM\)](#)

[Liz Hooley has several more boxes and 2 display racks that need to be moved over to 6th Street at your convenience. Thanks much...Deb](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:26:00 AM\)](#)

[Status changed to Completed](#)

[Have been Moved.](#)

[4324738](#) [8/21/2014](#) [10:54:00 AM](#) [Maintenance Request](#) [Faley Smith, Jane](#) 0- MS GWAEA, Curtis Thomas [Grant Wood 6th Street SW](#)
0-MS GWAEA, Rick Smith :-
Marsden Services, Tony Messner

Detail(s)

[Jane Faley Smith \(8/21/2014 10:54:00 AM\)](#)

[The clock on 2nd floor, south wall, at the top of the stairwell by a window is not keeping the correct time. I removed it and put it on top of the tan storage cases. Thanks](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 12:40:00 PM\)](#)

[Status changed to Completed](#)

[Changed battery in clock and hung it back up.](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 12:40:00 PM\)](#)

[Changed battery in clock and hung it back up.](#)

[4323913](#) [8/20/2014](#) [3:03:00 PM](#) [Maintenance Request](#) [Green, Carla](#) 0- MS GWAEA, Curtis Thomas [Grant Wood 6th Street SW](#)
0-MS GWAEA, Rick Smith [Kris Donnelly's office - Admin - Kris](#)
Marsden Services, Tony Messner [Donnelly's office](#)

Detail(s)

[Carla Green \(8/20/2014 3:03:00 PM\)](#)

[One of her file drawers do not open/close easy. In fact it opens only about half way. It is the bank of three file drawers under her desk in front of the window and to the far left. Can you fix it please?](#)

[Thank you!](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 9:33:00 AM\)](#)

[Status changed to Completed](#)

[Adjusted drawers. Used some of the dry lubricant. Top drawer slides out, bottom drawer slides most of the way. Rick](#)

4323741	8/20/2014 12:41:00 PM	Maintenance Request	Green, Carla	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Administration-Kris Donnelly's office - Kris Donnelly's office
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[Detail\(s\)](#)

[Carla Green \(8/20/2014 12:41:00 PM\)](#)

[Please hang the clock that is on the table in Kris's office. She wants it hung above the door. Secondly, Please hang the chart paper holder on the wall behind the door in her office. If you have questions, please call me at](#)

[Thank you!](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 9:35:00 AM\)](#)

[Clock hung above door and chart paper holder placed on wall behind door. Rick](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 9:35:00 AM\)](#)

[Status changed to Completed](#)

[Clock hung above door and chart paper holder placed on wall behind door. Rick](#)

4322696	8/19/2014 9:17:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(8/19/2014 9:17:00 AM\)](#)

[Curtis or Rick...could you check the thermostat for the first floor, both for the VAST Center, as well as my area? It always seems a little warm and humid in here, especially in the mornings.](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:26:00 AM\)](#)

[Status changed to Completed](#)

[Every thing looks in working order.](#)

4322048	8/18/2014 12:38:00 PM	Maintenance Request	Dvorak, Connie	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW - United States
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[Detail\(s\)](#)

[Connie Dvorak \(8/18/2014 12:38:00 PM\)](#)

[Lisa will be out of the office on Thursday, August 21. We have some pictures & items to be hung on the walls, IF someone has time. Please and thank you! Connie](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 10:18:00 AM\)](#)

[Status changed to Completed](#)

[Clock, pictures, and shelf hung in Lisa's office. Rick](#)

[4321860](#)

[8/18/2014](#)

[9:54:00 AM](#)

[Maintenance Request](#)

[Johnson, Deb](#)

0- MS GWAEA, Curtis Thomas

0-MS GWAEA, Rick Smith

Marsden Services, Tony Messner

[Grant Wood 33rd Avenue](#)

-

[Detail\(s\)](#)

[Deb Johnson \(8/18/2014 9:54:00 AM\)](#)

[Good morning! Would you be able to come up with something that would direct traffic better for our new parking lot out front? People seem to have a hard time finding it and are always parking in the driveway that leads](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:26:00 AM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(10/6/2014 2:04:00 PM\)](#)

[Status changed to Completed](#)

[Poles have been placed and arrows painted on concrete.](#)

[4319807](#)

[8/14/2014](#)

[3:31:00 PM](#)

[Compliment - Job Well Done!](#)

[Johnson, Deb](#)

0- MS GWAEA, Curtis Thomas

0-MS GWAEA, Rick Smith

Marsden Services, Tony Messner

[Grant Wood 33rd Avenue](#)

-

[Detail\(s\)](#)

[Deb Johnson \(8/14/2014 3:31:00 PM\)](#)

[Curtis, thanks so much for cleaning the weeds out of the parking lot plantings. They look so much better! Also, you or Rick may have left a pair of gloves on the bookshelves.](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:27:00 AM\)](#)

[Status changed to Completed](#)

[Your are welcome and Rick picked up his gloves.](#)

[4319764](#)

[8/14/2014](#)

[2:52:00 PM](#)

[Cleaning Request](#)

[Tressel, Michelle](#)

0- MS GWAEA, Curtis Thomas

0-MS GWAEA, Rick Smith

Marsden Services, Tony Messner

MBM IA, Gary Marske

MBM IA, Margarita Bernardino

[Grant Wood 6th Street SW
my office -](#)

[Detail\(s\)](#)

[Michelle Tressel \(8/14/2014 2:52:00 PM\)](#)

[Please vacuum my office. Thanks.](#)

[Rick Smith 0-MS GWAEA \(8/14/2014 2:56:00 PM\)](#)

[Status changed to In Process](#)

[Put on board for Brenda this evening](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 9:38:00 AM\)](#)

[Status changed to Completed](#)

[Done 8/14/14 forgot to close out](#)

4318878	8/13/2014 3:46:00 PM	Maintenance Request	Johnson, Deb	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(8/13/2014 3:46:00 PM\)](#)

[The west door is sticking again and is not closing properly when people exit there. I think it just needs to be lubricated or something! Thanks much...Deb](#)

[Curtis Thomas 0- MS GWAEA \(8/29/2014 10:28:00 AM\)](#)

[Status changed to Completed](#)

[Has been lubricated and is working.](#)

4317041	8/11/2014 2:32:00 PM	Other	Johnson, Deb	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(8/11/2014 2:32:00 PM\)](#)

[Our outside recycling bins are full, and I am not sure who to call on this. Does City Carton take care of those? Thanks...Deb](#)

[Rick Smith 0-MS GWAEA \(8/12/2014 8:09:00 AM\)](#)

[Status changed to In Process](#)

[Called Republic yesterday morning. They were going to contact driver to see if he was still in area or have him come by on today 8/12/14](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 9:40:00 AM\)](#)

[Status changed to Completed](#)

4317005	8/11/2014 1:56:00 PM	Cleaning Request	Dvorak, Connie	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 6th Street SW - United States
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[Detail\(s\)](#)

[Connie Dvorak \(8/11/2014 1:56:00 PM\)](#)

[Any chance the carpet in the conference center hall could be cleaned? It's really a mess.](#)

[Thanks.](#)

[Rick Smith 0-MS GWAEA \(8/12/2014 8:05:00 AM\)](#)

[Have hit rough spots in lobby, currently have regular carpet extractor out of building. Should be back within the week.](#)

[Rick Smith 0-MS GWAEA \(8/12/2014 8:06:00 AM\)](#)

[Status changed to In Process](#)

[Have hit rough spots in lobby, currently have regular carpet extractor out of building. Should be back within the week.](#)

[Margarita Bernardino MBM IA \(8/12/2014 9:27:00 AM\)](#)

[They will do th or fri or next wk. Gary Marske](#)

[Margarita Bernardino MBM IA \(9/8/2014 5:15:00 PM\)](#)

[please advise if completed.](#)

[Margarita Bernardino MBM IA \(9/16/2014 12:22:00 PM\)](#)

[Status changed to Completed](#)

[PER GARY MARSKE](#)

4313167	8/6/2014 1:12:00 PM	Cleaning Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(8/6/2014 1:12:00 PM\)](#)

[We seem to be having some problems with keeping the restrooms supplied with toilet paper, towels, and soap. I post the week's calendar so that Dustin is aware when more people will be in the building. Also, the level of cleaning is not adequate. Floors do not get mopped or vacuumed often enough and the sinks in the restrooms are not cleaned well. We do write some things in the book, but these basic items should be done on a regular](#)

[Rick Smith 0-MS GWAEA \(8/12/2014 8:04:00 AM\)](#)

[Status changed to Completed](#)

[Have discussed with Dustin. In process of switching cleaners around hopefully.](#)

4312044	8/5/2014 7:56:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(8/5/2014 7:56:00 AM\)](#)

[The faucet in the dishroom is dripping and needs some attention. Thanks...Deb](#)

[Curtis Thomas 0- MS GWAEA \(8/6/2014 6:55:00 AM\)](#)

[Status changed to Completed](#)

[Put new kit in faucet.](#)

4311475	8/4/2014 1:32:00 PM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(8/4/2014 1:32:00 PM\)](#)

[There is a light out in the small breakroom upstairs \(across from the meeting rooms\). Thanks...Deb](#)

[Curtis Thomas 0- MS GWAEA \(8/6/2014 6:55:00 AM\)](#)

[Status changed to In Process](#)

[Rick Smith 0-MS GWAEA \(8/21/2014 9:39:00 AM\)](#)

[Status changed to Completed](#)

4306821	7/30/2014 2:43:00 PM	Cleaning Request	Sines, Sherry	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 33rd Avenue 2nd floor hallway - drinking
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[Detail\(s\)](#)

[Sherry Sines \(7/30/2014 2:43:00 PM\)](#)

[black "stuff" on drinking fountain spigot](#)

[Curtis Thomas 0- MS GWAEA \(7/30/2014 2:57:00 PM\)](#)

[Water fountain has been cleaned.](#)

[Curtis Thomas 0- MS GWAEA \(7/30/2014 2:57:00 PM\)](#)

[Status changed to Completed](#)

4292494	7/18/2014 12:27:00 PM	Maintenance Request	Stevens, Theresa	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW - Ladies restroom by breakroom up front
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[Detail\(s\)](#)

[Theresa Stevens \(7/18/2014 12:27:00 PM\)](#)

[In ladies restroom second stall lock loose/bolt missing](#)

[Curtis Thomas 0- MS GWAEA \(7/18/2014 3:06:00 PM\)](#)

[Status changed to Completed](#)

[Latch has been fixed.](#)

4289366	7/15/2014 10:38:00 AM	Other	Tressel, Michelle	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Sunlit Studio - Outside Sunlit Studio Room
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[Detail\(s\)](#)

[Michelle Tressel \(7/15/2014 10:38:00 AM\)](#)

[There are tall weeds outside the Sunlit Studio meeting room. Someone in our meeting referred to them as gas station weeds because you see them in the back of gas stations.](#)

[Thanks.](#)

[Curtis Thomas 0- MS GWAEA \(7/16/2014 1:53:00 PM\)](#)

[Status changed to Completed](#)

[Cleaned up and sprayed for weeds.](#)

4264604	6/19/2014 2:01:00 PM	Maintenance Request	Green, Carla	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW -
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[Detail\(s\)](#)

[Carla Green \(6/19/2014 2:01:00 PM\)](#)

[I think my chair might need some WD40! It squeeks when I move sometimes. No rush! I can tell it bugs my friend Connie :\)](#)

[Curtis Thomas 0- MS GWAEA \(7/16/2014 1:54:00 PM\)](#)

[Status changed to Completed](#)

[Cleaned and sprayed WD-40 on chair.](#)

4264601	6/19/2014 2:00:00 PM	Maintenance Request	Green, Carla	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW - Arbor Room
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[Detail\(s\)](#)

[Carla Green \(6/19/2014 2:00:00 PM\)](#)

[The clock in the Arbor room doesn't work!](#)

[Rick Smith 0-MS GWAEA \(6/23/2014 7:55:00 AM\)](#)

[Status changed to Completed](#)

[Replaced battery. Clock is working again. Rick](#)

4263303	6/18/2014 11:15:00 AM	Cleaning Request	Michalec, Karen	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 6th Street SW - United States
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[Detail\(s\)](#)

[Karen Michalec \(6/18/2014 11:15:00 AM\)](#)

[The Wellness Room needs to be vacuumed](#)

[Rick Smith 0-MS GWAEA \(6/19/2014 9:07:00 AM\)](#)

[Status changed to Completed](#)

	6/18/2014		Steffensmeier, Elizabeth	0- MS GWAEA, Curtis Thomas	Grant Wood 6th Street SW
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<p>4263195</p> <p><u>Detail(s)</u> Elizabeth Steffensmeier (6/18/2014 9:45:00 AM) please vacuum around my desk area -- I rearranged things and it needs it! THANK YOU!!</p> <p>Rick Smith 0-MS GWAEA (6/18/2014 9:56:00 AM) Status changed to In Process Will leave request for night cleaning crew for tonight.</p> <p>Rick Smith 0-MS GWAEA (6/19/2014 9:08:00 AM) Status changed to Completed</p>	<p>9:45:00 AM</p> <p>Cleaning Request</p>		<p>O-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino</p>	<p>hallway behind Central File - United States</p>
<p>4252258</p> <p><u>Detail(s)</u> George Held (6/5/2014 2:30:00 PM) I have moved all of my things out of the office. Joe wants the room ready for Renee Nelson to move in first thing on Monday, June 9. Would you please take a look at what repairs might be needed to the walls and be SURE</p> <p>Rick Smith 0-MS GWAEA (6/5/2014 3:14:00 PM) Status changed to In Process Left note for night crew to clean, will check in morning</p> <p>Rick Smith 0-MS GWAEA (6/18/2014 9:55:00 AM) Status changed to Completed Office was cleaned and prepped for Renee's arrival.</p>	<p>6/5/2014 2:30:00 PM</p> <p>Cleaning Request</p>	<p>Held, George</p>	<p>O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino</p>	<p>Grant Wood 6th Street SW 1524 -</p>
<p>4251914</p> <p><u>Detail(s)</u> Deb Johnson (6/5/2014 8:45:00 AM) The weeds in the landscaping are getting out of control and need to be removed or sprayed. Thanks...Deb</p> <p>Rick Smith 0-MS GWAEA (6/5/2014 3:17:00 PM) Status changed to Completed Talked to Dave. Although he agrees weeds are a bit out of control told me to hold off as they will be doing renovations soon over there. He will be meeting with Deb to let her know.</p>	<p>6/5/2014 8:45:00 AM</p> <p>Maintenance Request</p>	<p>Johnson, Deb</p>	<p>O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner</p>	<p>Grant Wood 33rd Avenue -</p>

[4251912](#) [6/5/2014](#) [8:45:00 AM](#) [Maintenance Request](#) [Johnson, Deb](#) 0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith [Grant Wood 33rd Avenue](#)
Marsden Services, Tony Messner -

Detail(s)

[Deb Johnson \(6/5/2014 8:45:00 AM\)](#)

[The weeds in the landscaping are getting out of control and need to be removed or sprayed. Thanks...Deb](#)

[Rick Smith 0-MS GWAEA \(6/5/2014 3:13:00 PM\)](#)

[Copy of original posting](#)

[Rick Smith 0-MS GWAEA \(6/5/2014 3:15:00 PM\)](#)

[Status changed to Completed](#)

[4248652](#) [6/2/2014](#) [9:43:00 AM](#) [Maintenance Request](#) [Johnson, Deb](#) 0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith [Grant Wood 33rd Avenue](#)
Marsden Services, Tony Messner -

Detail(s)

[Deb Johnson \(6/2/2014 9:43:00 AM\)](#)

[FYI - no action needed. Earlier this year, a ceiling tile over Sue Askeland's desk \(Autism\) was stained and dripping a little water. You replaced the tile, but she has noticed in the last month or so that it is stained again, although no water seems to be dripping. She is cleaning off her desk before leaving for the summer, so that nothing will get damaged just in case of a leak.](#)

[Rick Smith 0-MS GWAEA \(6/5/2014 3:12:00 PM\)](#)

[Status changed to On Hold](#)

[4245322](#) [5/29/2014](#) [1:59:00 PM](#) [Other](#) [Steffensmeier, Elizabeth](#) 0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith [Grant Wood 6th Street SW](#)
Marsden Services, Tony Messner [- hallway behind Central File](#)

Detail(s)

[Elizabeth Steffensmeier \(5/29/2014 1:59:00 PM\)](#)

[Low priority task:](#)

[Would like my desk height adjusted over the summer. Please schedule at your convenience and give me an hour to remove all of my desk items so you have free range of movement. Thanks!](#)

[Rick Smith 0-MS GWAEA \(6/18/2014 9:54:00 AM\)](#)

[Status changed to Completed](#)

[Desk was adjusted by Curtis yesterday 6/17/14](#)

[4239068](#) [5/23/2014](#) [1:22:00 PM](#) [Maintenance Request](#) [Stevens, Theresa](#) 0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith [Grant Wood 6th Street SW](#)
Marsden Services, Tony Messner [Business office -](#)

Detail(s)

[Theresa Stevens \(5/23/2014 1:22:00 PM\)](#)

[Light out above my counter.](#)

[Thanks](#)

[Curtis Thomas 0- MS GWAEA \(5/27/2014 10:00:00 AM\)](#)

[Status changed to Completed](#)

[Replaced bulb](#)

4238951	5/23/2014 11:22:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(5/23/2014 11:22:00 AM\)](#)

[We have a light out near the mailboxes, and another one just outside of Mary Zobeck's office. Thanks...Deb](#)

[Rick Smith 0-MS GWAEA \(5/27/2014 1:13:00 PM\)](#)

[Status changed to Completed](#)

[Changed ballast on both light fixtures.](#)

4235991	5/20/2014 1:15:00 PM	Maintenance Request	Resewehr, Kathy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW HR -
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[Detail\(s\)](#)

[Kathy Resewehr \(5/20/2014 1:15:00 PM\)](#)

[Lights out by filing cabinets](#)

[Rick Smith 0-MS GWAEA \(5/21/2014 7:56:00 AM\)](#)

[Status changed to Completed](#)

[Replaced bulbs in light. Rick](#)

4233572	5/17/2014 12:34:00 PM	Maintenance Request	Kral, Kathy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Conference Center Hallway - Wall between Winter and Spring Rooms
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[Detail\(s\)](#)

[Kathy Kral \(5/17/2014 12:34:00 PM\)](#)

[There is drywall\(?\) dust on the carpet on the wall between the winter and spring conference rooms. Looks like someone did some work \(maybe mounted a speaker?\) and didn't vacuum afterwards.](#)

[Curtis Thomas 0- MS GWAEA \(5/19/2014 8:00:00 AM\)](#)

[Status changed to Completed](#)

[Has been cleaned up](#)

	5/16/2014		Hill, Valerie	0- MS GWAEA, Curtis Thomas	Grant Wood 6th Street SW
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4232752	8:11:00 AM	Maintenance Request		O- MS GWAEA, Rick Smith Marsden Services, Tony Messner	-
Detail(s)					
Valerie Hill (5/16/2014 8:11:00 AM)					
Bottom drawer on right side of desk will not open. Top two are able to open from yesterday. Thank you.					
Curtis Thomas 0- MS GWAEA (5/19/2014 8:01:00 AM)					
Status changed to Completed					
Fixed the desk drawers.					
4232201	5/15/2014 2:51:00 PM	Maintenance Request	Hill, Valerie	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW -
Detail(s)					
Valerie Hill (5/15/2014 2:51:00 PM)					
Bottom drawer now locked. Thank you.					
Curtis Thomas 0- MS GWAEA (5/15/2014 3:50:00 PM)					
Status changed to Completed					
4232176	5/15/2014 2:31:00 PM	Maintenance Request	Hill, Valerie	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW -
Detail(s)					
Valerie Hill (5/15/2014 2:31:00 PM)					
Two drawers on right side of desk are locked and can't be opened. Thank you!					
Curtis Thomas 0- MS GWAEA (5/15/2014 2:49:00 PM)					
Status changed to Completed					
Readjusted desk drawer.					
4231899	5/15/2014 10:45:00 AM	Maintenance Request	Johnson, Deb	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
Detail(s)					
Deb Johnson (5/15/2014 10:45:00 AM)					
There is a light flickering in Bob's area. Thanks much.					
Curtis Thomas 0- MS GWAEA (5/15/2014 2:50:00 PM)					
Status changed to In Process					
Rick Smith 0-MS GWAEA (5/19/2014 8:36:00 AM)					

[Status changed to Completed](#)

[light ballast changed. Also, changed ballast in light over in vast area.](#)

4211713	4/24/2014 8:02:00 AM	Maintenance Request	Cameron, Amy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Administration - Amy's area
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[Detail\(s\)](#)

[Amy Cameron \(4/24/2014 8:02:00 AM\)](#)

[Lights out above my area again...it has not been all that long ago that these bulbs were changed, hmmm?](#)

[Curtis Thomas 0- MS GWAEA \(4/24/2014 8:23:00 AM\)](#)

[Status changed to Completed](#)

[Changed out one of the bulbs.](#)

4201040	4/16/2014 8:36:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(4/16/2014 8:36:00 AM\)](#)

[The clock over the front door is showing the wrong time, I think it might need a new battery. Thanks...Deb](#)

[Curtis Thomas 0- MS GWAEA \(4/17/2014 8:34:00 AM\)](#)

[Status changed to Completed](#)

[Put in new battery](#)

4198674	4/14/2014 8:48:00 AM	Maintenance Request	Dvorak, Connie	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW - United States
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[Detail\(s\)](#)

[Connie Dvorak \(4/14/2014 8:49:00 AM\)](#)

[Melissa Tandy would like a couple things hung on the walls in her office today before 2:30pm please. Bring your nails and hammer! :\)](#)

[Curtis Thomas 0- MS GWAEA \(4/14/2014 8:57:00 AM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(4/14/2014 2:56:00 PM\)](#)

[Status changed to Completed](#)

[The pictures have been hung](#)

4197944	4/13/2014 2:00:00 PM	Maintenance Request	Kral, Kathy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Exterior West Entrance to Admin -
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Detail(s)

[Kathy Kral \(4/13/2014 2:00:00 PM\)](#)

[The ceiling light in the west entrance \(from the outside\) into the administration area is not working. I tried to find a light switch thinking maybe it was turned off, but couldn't find one. \(It wasn't working last weekend](#)

[Curtis Thomas 0- MS GWAEA \(4/14/2014 8:57:00 AM\)](#)

[Status changed to Completed](#)

[Replaced Bulbs](#)

4196655	4/11/2014 1:26:00 PM	Cleaning Request	Cameron, Amy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 6th Street SW 1517, Melissa Tandy's office -
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Detail(s)

[Amy Cameron \(4/11/2014 1:26:00 PM\)](#)

[Wall plug in oil has leaked onto the carpet along the south wall of Melissa's office. If necessary, see Amy and she can point out.](#)

[Curtis Thomas 0- MS GWAEA \(4/14/2014 8:56:00 AM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(4/14/2014 2:56:00 PM\)](#)

[Status changed to Completed](#)

[Carpet cleaned](#)

4195160	4/10/2014 8:11:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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Detail(s)

[Deb Johnson \(4/10/2014 8:11:00 AM\)](#)

[There is a lot of debris in one of the parking spaces near the west entrance. Could that be cleaned up? Thanks much!](#)

[Curtis Thomas 0- MS GWAEA \(4/11/2014 9:45:00 AM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(4/15/2014 7:36:00 AM\)](#)

[Status changed to Completed](#)

[Parking lot has been cleaned up.](#)

4193966	4/9/2014 9:37:00 AM	Other	Dvorak, Connie	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW -
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Detail(s)

[Connie Dvorak \(4/9/2014 9:37:00 AM\)](#)

[The acrylic flyer holder needs to be hung outside the Scale Up classroom AND we have an extra file cabinet from Kris' office that needs to be removed.](#)
[Thank you!](#)

[Curtis Thomas 0- MS GWAEA \(4/11/2014 9:44:00 AM\)](#)
[Status changed to Completed](#)

4193903	4/9/2014 8:34:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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Detail(s)
[Deb Johnson \(4/9/2014 8:34:00 AM\)](#)
[There are 2 lights out upstairs - one in the small conference kitchen and another one in the hall just outside of the science consultants office. Thanks...Deb](#)

[Rick Smith 0-MS GWAEA \(4/9/2014 11:01:00 AM\)](#)
[Status changed to Completed](#)
[Changed out bulbs. they have lights now.](#)

4193902	4/9/2014 8:34:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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Detail(s)
[Deb Johnson \(4/9/2014 8:34:00 AM\)](#)
[There are 2 lights out upstairs - one in the small conference kitchen and another one in the hall just outside of the science consultants office. Thanks...Deb](#)

[Rick Smith 0-MS GWAEA \(4/9/2014 11:01:00 AM\)](#)
[Status changed to Completed](#)

4192815	4/8/2014 9:44:00 AM	Maintenance Request	Sines, Sherry	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Prof Dev office - East Wall of office
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Detail(s)
[Sherry Sines \(4/8/2014 9:44:00 AM\)](#)
[Loose outlet.](#)

[Curtis Thomas 0- MS GWAEA \(4/9/2014 7:44:00 AM\)](#)
[Status changed to Completed](#)
[Outlet has been tightened up.](#)

4175386	3/24/2014 8:57:00 AM	Cleaning Request	Tressel, Michelle	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske	Grant Wood 6th Street SW -
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Detail(s)

Michelle Tressel (3/24/2014 8:57:00 AM)

- 1. Soap dispenser by sink in upstairs breakroom seems to be empty.
- 2. The faucet in the women's bathroom, second floor by the elevator, is constantly dripping and can't be shut off.

Rick Smith 0-MS GWAEA (3/26/2014 7:07:00 AM)

Status changed to In Process

Soap dispenser was fine, not sure what was going on with it.

Faucet water is shut off, awaiting p.o. approval for new fixture.

Margarita Bernardino MBM IA (4/1/2014 10:07:00 AM)

Status changed to Completed

PER GARY MARSKE. THANK YOU-

4173681

3/21/2014
11:13:00 AM

Maintenance Request

Cameron, Amy

0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith
Marsden Services, Tony Messner

Grant Wood 6th Street SW
Administration - Amy's desk

Detail(s)

Amy Cameron (3/21/2014 11:13:00 AM)

You may have already received this request a few minutes ago...but, in case you did not...there is a ceiling light out above my desk.

Thanks,

Amy

Curtis Thomas 0- MS GWAEA (3/24/2014 9:09:00 AM)

Status changed to Completed

light is fixed.

4163220

3/10/2014
11:54:00 AM

Cleaning Request

Green, Carla

0- MS GWAEA, Curtis Thomas
0-MS GWAEA, Rick Smith
Marsden Services, Tony Messner
MBM IA, Gary Marske
MBM IA, Margarita Bernardino

Grant Wood 6th Street SW
Admin area -

Detail(s)

Carla Green (3/10/2014 11:54:00 AM)

Please vacuum up all the bugs on the floor in the admin area. They are grossing us all out!!

Margarita Bernardino MBM IA (3/18/2014 10:50:00 AM)

Status changed to Completed

PER GARY

4156381	3/3/2014 8:38:00 AM	Maintenance Request	Gardner, Nonalee	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Margarita Bernardino	Grant Wood Coralville Hearing Area -
Detail(s)					
Nonalee Gardner (3/3/2014 8:38:00 AM)					
The side rails that hold my desk drawer are broken, please repair. Thanks!					
Curtis Thomas 0- MS GWAEA (3/6/2014 11:40:00 AM)					
Status changed to Completed					
New rails have been put on.					
4151178	2/26/2014 12:27:00 PM	Maintenance Request	Dvorak, Connie	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW
Detail(s)					
Connie Dvorak (2/26/2014 12:27:00 PM)					
Lisa Wilson would like two additional dark gray 2 drawer file cabinets to go under her credenza.					
Thank you! Connie					
Curtis Thomas 0- MS GWAEA (3/6/2014 11:40:00 AM)					
Status changed to In Process					
Curtis Thomas 0- MS GWAEA (3/24/2014 9:09:00 AM)					
Status changed to Completed					
4145234	2/21/2014 9:57:00 AM	Maintenance Request	Carolan, Tammy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Professional Development - Door between us and administration
Detail(s)					
Tammy Carolan (2/21/2014 9:57:00 AM)					
The silver ring on the door handle (administration side) is loose.					
Curtis Thomas 0- MS GWAEA (2/24/2014 3:21:00 PM)					
Status changed to Completed					
Door handle has been fixed.					
4145220	2/21/2014 9:44:00 AM	Maintenance Request	Green, Carla	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Turner Room -
Detail(s)					
Carla Green (2/21/2014 9:44:00 AM)					

[Hello - the cords under the TV unit are twisting together. Could you put a separate small hook next to the larger cord holder to keep cables separate? Sometime - no rush. Thank you!](#)

[Curtis Thomas 0- MS GWAEA \(2/24/2014 3:20:00 PM\)](#)

[Status changed to In Process](#)

4144471	2/20/2014 2:20:00 PM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(2/20/2014 2:20:00 PM\)](#)

[I just wanted to report that water is dripping in two of the windows in the VAST Center. The windows are located on either side of the VAST entrance where the vans load. Not sure what can be done, but just wanted you](#)

[Curtis Thomas 0- MS GWAEA \(2/24/2014 3:20:00 PM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(4/11/2014 9:45:00 AM\)](#)

[Status changed to On Hold](#)

4141923	2/18/2014 10:44:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(2/18/2014 10:44:00 AM\)](#)

[The toilet in the downstairs women's restroom \(handicapped stall\) seems to be plugged. Thanks much..Deb](#)

[Curtis Thomas 0- MS GWAEA \(2/19/2014 7:25:00 AM\)](#)

[Status changed to Completed](#)

[Plunged toilet.](#)

4141743	2/18/2014 8:31:00 AM	Maintenance Request	Cameron, Amy	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Administration - Amy's area
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[Detail\(s\)](#)

[Amy Cameron \(2/18/2014 8:31:00 AM\)](#)

[There is a ceiling light out above my area. Please check out as soon as possible. Thank you.](#)

[Curtis Thomas 0- MS GWAEA \(2/19/2014 7:26:00 AM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(2/20/2014 11:54:00 AM\)](#)

[Status changed to Completed](#)

[4137076](#)

[2/12/2014](#)
[4:16:00 PM](#)

[Maintenance Request](#)

[Johnson, Deb](#)

O- MS GWAEA, Curtis Thomas
O-MS GWAEA, Rick Smith
Marsden Services, Tony Messner

[Grant Wood 33rd Avenue](#)

[Detail\(s\)](#)

[Deb Johnson \(2/12/2014 4:17:00 PM\)](#)

[One of the thermostats in the downstairs storage area \(to the right when you come in\) is indicating a low battery. Also, there is a light out in the hall outside of the downstairs women's restroom. Thanks...Deb](#)

[Rick Smith O-MS GWAEA \(2/14/2014 11:02:00 AM\)](#)

[Status changed to Completed](#)

[4137063](#)

[2/12/2014](#)
[3:58:00 PM](#)

[Maintenance Request](#)

[Stevens, Theresa](#)

O- MS GWAEA, Curtis Thomas
O-MS GWAEA, Rick Smith
Marsden Services, Tony Messner

[Grant Wood 6th Street SW](#)

[Detail\(s\)](#)

[Theresa Stevens \(2/12/2014 3:58:00 PM\)](#)

[Restroom by business office-1st stall runs and will not flush](#)

[Rick Smith O-MS GWAEA \(2/13/2014 7:36:00 AM\)](#)

[Status changed to Completed](#)

[Seems to be flushing fine now. Will keep an eye on it.](#)

[4136915](#)

[2/12/2014](#)
[2:30:00 PM](#)

[Cleaning Request](#)

[McSweeney, Sandi](#)

O- MS GWAEA, Curtis Thomas
O-MS GWAEA, Rick Smith
Marsden Services, Tony Messner
MBM IA, Gary Marske
MBM IA, Margarita Bernardino

[Grant Wood 6th Street SW](#)
[Printing -](#)

[Detail\(s\)](#)

[Sandi McSweeney \(2/12/2014 2:30:00 PM\)](#)

[Womens conference area bathroom is very dirty.Garbage is very full,floor very dirty,sink counter tops have a lot of pooling water.Is there a cleaning schedule for this bathroom? Asking because I know its high traffic.](#)

[Curtis Thomas O- MS GWAEA \(2/12/2014 2:57:00 PM\)](#)

[Status changed to Completed](#)

[Yes it is on a schedule, I was in there just before 1 o'clock and cleaned the sink counter, policed the floors.](#)

[4136547](#)

[2/12/2014](#)
[9:30:00 AM](#)

[Maintenance Request](#)

[Green, Carla](#)

O- MS GWAEA, Curtis Thomas
O-MS GWAEA, Rick Smith
Marsden Services, Tony Messner

[Grant Wood 6th Street SW](#)
[- just outside Johnathan Wylie's](#)

[Detail\(s\)](#)

[Carla Green \(2/12/2014 9:30:00 AM\)](#)

[Light bulbs need replaced in one fixture. Just noticed it this morning](#)

[Thanks](#)

[Curtis Thomas 0- MS GWAEA \(2/12/2014 2:54:00 PM\)](#)

[Status changed to In Process](#)

[Rick Smith 0-MS GWAEA \(2/13/2014 7:37:00 AM\)](#)

[Turned lights on this morning and all lights were on. will keep an eye on it.](#)

[Rick Smith 0-MS GWAEA \(2/14/2014 11:27:00 AM\)](#)

[Was out again today so changed bulb. Seems to be working now. Rick](#)

[Rick Smith 0-MS GWAEA \(2/14/2014 11:27:00 AM\)](#)

[Status changed to Completed](#)

4134265	2/10/2014 8:06:00 AM	Maintenance Request	Hellmann, Joan	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW 1620 -
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Detail(s)

[Joan Hellmann \(2/10/2014 8:06:00 AM\)](#)

[The light underneath my overhead storage cabinet hums when I turn it on. The humming does eventually stop. Can this light be replaced? Thanks! Joan](#)

[Rick Smith 0-MS GWAEA \(2/10/2014 9:37:00 AM\)](#)

[Status changed to In Process](#)

[Changed bulb. Still hums. Will look to see if we have another fixture to replace this one.](#)

[Rick Smith 0-MS GWAEA \(2/14/2014 11:03:00 AM\)](#)

[Status changed to Completed](#)

[Replaced light fixture.](#)

[Joan Hellmann \(2/14/2014 11:16:00 AM\)](#)

[Thank You%21](#)

4128767	2/4/2014 8:00:00 AM	Compliment - Job Well Done!	Green, Carla	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Administration Area -
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Detail(s)

[Carla Green \(2/4/2014 8:00:00 AM\)](#)

[Thank you for cleaning up those bugs! I had one fall on my head yesterday later in the day. Really freaked me out! I appreciate your work on this and will let you know when it needs to be done again!](#)

[Curtis Thomas 0- MS GWAEA \(2/5/2014 8:46:00 AM\)](#)

[Status changed to Completed](#)

<p>4127870</p>	<p>2/3/2014 9:25:00 AM</p>	<p>Cleaning Request</p>	<p>Green, Carla</p>	<p>0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino</p>	<p>Grant Wood 6th Street SW Administration Area - Area by Connie's desk and Admin entry</p>
<p>Detail(s)</p>					
<p>Carla Green (2/3/2014 9:25:00 AM)</p>					
<p>We are seeing a ton of boxelder bugs in a couple of the light fixtures in our area. Especially in the light above Connie's desk. Some drop to the floor and on Connie's desk. Also in the light fixture in the administrative entrance. They are gross! Please clean the fixtures and vacuum the floor. Once a week vacuum doesn't seem to be enough. Perhaps a quick sweep in that area another time during the week would help.</p>					
<p>Thanks very much!</p>					
<p>Rick Smith 0-MS GWAEA (2/4/2014 7:52:00 AM)</p>					
<p>Status changed to Completed</p>					
<p>Came in and cleaned out light fixtures & vacuumed areas last night in Administration, Receptionist area, and conference room lobby. Gotta love these bugs. I'll keep an eye out, but let me know if they start filling up the</p>					
<p>4127282</p>	<p>2/2/2014 10:30:00 AM</p>	<p>Maintenance Request</p>	<p>Kral, Kathy</p>	<p>0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner</p>	<p>Grant Wood 6th Street SW Women's Restroom - Conference Center - First stall</p>
<p>Detail(s)</p>					
<p>Kathy Kral (2/2/2014 10:30:00 AM)</p>					
<p>Auto flush sensor isn't working. Manual flush button works.</p>					
<p>Rick Smith 0-MS GWAEA (2/3/2014 8:59:00 AM)</p>					
<p>Status changed to In Process</p>					
<p>Ordering batteries for the mechanism. Rick</p>					
<p>Rick Smith 0-MS GWAEA (2/10/2014 9:36:00 AM)</p>					
<p>Status changed to Completed</p>					
<p>Batteries were changed. Working fine now.</p>					
<p>4124476</p>	<p>1/30/2014 1:36:00 PM</p>	<p>Other</p>	<p>Green, Carla</p>	<p>0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner</p>	<p>Grant Wood 6th Street SW Administration Mail area -</p>
<p>Detail(s)</p>					
<p>Carla Green (1/30/2014 1:36:00 PM)</p>					
<p>Please empty the recyle bin as it is full again! thank you!</p>					
<p>Rick Smith 0-MS GWAEA (2/3/2014 9:00:00 AM)</p>					
<p>Status changed to Completed</p>					
<p>Put one in there that was not so full. Have called City Carton to empty bins this week.</p>					

4121718	1/28/2014 10:14:00 AM	Cleaning Request	Donnelly, Kris	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 6th Street SW - My office
Detail(s)					
Kris Donnelly (1/28/2014 10:14:00 AM)					
Please clean the dead bugs from the window sill.					
Thank you!					
Rick Smith 0-MS GWAEA (1/28/2014 1:04:00 PM)					
Status changed to Completed					
Window sill vacuumed. Rick					
4113709	1/23/2014 2:19:00 PM	Other	Nelson, Cathy	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Lobby - Automatic doors
Detail(s)					
Cathy Nelson (1/23/2014 2:19:00 PM)					
Doors open randomly and then sometimes continue to open and shut continually on their own, sometimes for as long as half hour.					
Curtis Thomas 0- MS GWAEA (1/24/2014 10:42:00 AM)					
Status changed to In Process					
Curtis Thomas 0- MS GWAEA (1/28/2014 8:09:00 AM)					
Status changed to Completed					
The door people came in and readjusted the motion sensors.					
4113708	1/23/2014 2:19:00 PM	Other	Nelson, Cathy	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Lobby - Automatic doors
Detail(s)					
Cathy Nelson (1/23/2014 2:19:00 PM)					
Doors open randomly and then sometimes continue to open and shut continually on their own, sometimes for as long as half hour.					
Curtis Thomas 0- MS GWAEA (1/24/2014 10:43:00 AM)					
Status changed to Completed					
4113301	1/23/2014 9:16:00 AM	Other	Nelson, Cathy	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Lobby - carpet

Detail(s)

[Cathy Nelson \(1/23/2014 9:16:00 AM\)](#)

[A carpet square in the lobby appears to be fraying a bit and working its way loose.](#)

[Curtis Thomas 0- MS GWAEA \(1/24/2014 10:43:00 AM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(3/6/2014 11:41:00 AM\)](#)

[Status changed to Completed](#)

[Carpet has been glued back down.](#)

4112665	1/22/2014 3:14:00 PM	Cleaning Request	Tressel, Michelle	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner MBM IA, Gary Marske MBM IA, Margarita Bernardino	Grant Wood 6th Street SW -
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Detail(s)

[Michelle Tressel \(1/22/2014 3:14:00 PM\)](#)

[No soap in women's bathroom - 2nd floor; on elevator side of building.](#)

[Rick Smith 0-MS GWAEA \(1/23/2014 9:42:00 AM\)](#)

[Status changed to Completed](#)

[Soap had been changed when I went up this morning. Not sure if one of the guys got it last night or someone did it today. Rick](#)

4107769	1/16/2014 5:47:00 PM	Other	Dvorak, Connie	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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Detail(s)

[Connie Dvorak \(1/16/2014 5:47:00 PM\)](#)

[Could you please make sure all office doors on 2nd floor, 33rd avenue bldg are unlocked by 8am tomorrow, Friday, Jan. 17. Managers during L & L meeting tomorrow are doing a training tomorrow over there and they](#)

[Rick Smith 0-MS GWAEA \(1/17/2014 7:55:00 AM\)](#)

[Status changed to Completed](#)

[All Rooms are unlocked. Rick](#)

4100526	1/9/2014 10:26:00 AM	Maintenance Request	Johnson, Deb	0- MS GWAEA, Curtis Thomas 0-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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Detail(s)

[Deb Johnson \(1/9/2014 10:26:00 AM\)](#)

[The back door by VAST looks like someone might have tried to break in. The plate is bent and needs to be straightened. Also, the west door of the glass atrium is not opening or shutting properly. It wouldn't work at all](#)

[Rick Smith 0-MS GWAEA \(1/14/2014 9:45:00 AM\)](#)

[Status changed to Completed](#)

[Back door latch has been fixed. Bob flattened it back out and reattached it. West door works fine now. Sprayed some WD40 around lower frame to hopefully alleviate another incident.](#)

4100510	1/9/2014 10:12:00 AM	Maintenance Request	Renaud, Annette	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Professional Development Office -
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[Detail\(s\)](#)

[Annette Renaud \(1/9/2014 10:12:00 AM\)](#)

[Please lower desk by 1.5". I will be out of the office from January 13-17 so my desk will be available to work on. Thank you!](#)

[Curtis Thomas O- MS GWAEA \(1/24/2014 10:43:00 AM\)](#)

[Status changed to In Process](#)

[Rick Smith O-MS GWAEA \(3/4/2014 8:54:00 AM\)](#)

[Status changed to Completed](#)

[Desk has been adjusted](#)

4098443	1/7/2014 4:21:00 PM	Maintenance Request	Smelser, Virginia	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 6th Street SW Upstairs women's bathroom on NW side -
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[Detail\(s\)](#)

[Virginia Smelser \(1/7/2014 4:21:00 PM\)](#)

[Bathroom sink is not draining - it is clogged.](#)

[Rick Smith O-MS GWAEA \(1/10/2014 8:01:00 AM\)](#)

[Status changed to Completed](#)

[pop cap stuck in drain. dislodged. sink working fine now.](#)

4097952	1/7/2014 10:40:00 AM	Maintenance Request	Johnson, Deb	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith Marsden Services, Tony Messner	Grant Wood 33rd Avenue -
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[Detail\(s\)](#)

[Deb Johnson \(1/7/2014 10:40:00 AM\)](#)

[One of the science consultants just told me their office area seems chilly. I checked the thermostats. They are all set at 71, but room temperature in the Unit #2 area is only registering 59 degrees. Also Unit 4 is registering](#)

[Curtis Thomas O- MS GWAEA \(1/24/2014 10:44:00 AM\)](#)

[Status changed to Completed](#)

[All HVAC units have been fixed.](#)

4094056	1/2/2014 2:42:00 PM	Other	Johnson, Deb	O- MS GWAEA, Curtis Thomas O-MS GWAEA, Rick Smith	Grant Wood 33rd Avenue -
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Detail(s)

[Deb Johnson \(1/2/2014 2:42:00 PM\)](#)

[There is a light out in the VAST Center. Also, the thermostats upstairs need to be set just a little higher and the downstairs might need checked too. The upstairs seem to be set at 68 or 69, and that isn't quite warm enough.](#)

[Curtis Thomas 0- MS GWAEA \(1/3/2014 8:17:00 AM\)](#)

[Status changed to In Process](#)

[Curtis Thomas 0- MS GWAEA \(1/6/2014 9:59:00 AM\)](#)

[Status changed to Completed](#)

[Thermostats and light have been fixed.](#)