



Town of Carlisle

MASSACHUSETTS 01741

MUNICIPAL FACILITIES COMMITTEE

Minutes

Zoom Meeting

Thursday, June 1, 2023 9:00 a.m.

Members Present

Jerry Lerman, *Chair*, Travis Snell, *Select Board Member*, Carrie Patel, *School Committee Member*

Members Absent

Bill Risso, *Vice Chair*, Steve Hinton

Staff Present

Jennine Blum, *Administrative Assistant*

Others Present

Cynthia Sorn, *Carlisle Mosquito Reporter*

9:01 a.m. Jerry Lerman called the meeting to order.

Minutes Approval

Travis Snell made the motion to approve the April 20 and May 4, 2023 minutes with a couple of minor corrections.

Carrie Patel seconded the motion.

All in favor (3 to 0).

Evaluation of performance of combined school and town facilities management and Discussion of school capital plans will be discussed at the next meeting.

Facilities Managers Report

There was a question about what CM and PM stood for. The assumption was made that CM and PM represent Corrective Maintenance and Preventative Maintenance.

GPL RTU Project

Not discussed.

GPL Roofing Project – Kickoff

Representatives from Gale Associates, Capeway Roofing, the library staff, the MFC and various townspeople gathered on Thursday, May 25, 2023 for a very productive kick-off meeting. All of the conditions of their doing the work were discussed including safety issues, the protection of people using the library and the protection of books.

Materials will be delivered on Monday, June 5th to the parking lot. For safety, the area will be blocked off with fences. Large trucks won't be allowed in the area at the back of the library where the septic system is. When large cranes are used, one side or the other of the parking lot and entrance/exit will be blocked off. Police staff will handle the traffic during this time. Jerry stated that the experience working with Gale and Capeway was wonderful. The project is expected to be completed by the end of the summer.

Cynthia Sorn asked how the work would affect Old Home Day. No impact was expected but Jerry stated he would check into it.

Mechanical Room Expansion

Not discussed.

Other New Business

None

Community Input

None

Next meeting

June 15, 2023, hybrid meeting

Topics: Evaluation of combining school and town facilities management and school capital plans.

Adjournment

Carrie Patel made the motion to adjourn the meeting at 9:13 a.m.

Travis Snell seconded the motion.

All in favor (3 to 0).

Documents Submitted Update

- Facilities Managers Report, May 30, 2023
- Facility Work Order Management System Report: Work orders completed from May 2 – 31, 2023



Municipal Facilities Report

May 30th, 2023

Corrective Maintenance and Preventative Maintenance

- 79 CM work orders completed in the past 30 days. School
- 6 PM work orders completed in the past 30 days. School
- Steve Bastek fixed a leak in the hot water system for the town hall Tuesday. There seems to be no further issues.
- Steve B worked with Bill Risso to switch the library system from heat to ac. There were some minor issues that Steve worked out with Guardian. We will monitor the system as it works through its cycles to make sure it is functioning properly.

Project Updates

Library RTU Progress Report

- Guardian is giving Steve, Stephen, Martha, and Jenn training on the new BMS system. Guardian also continues to work through software bugs to make the system more functional and operational.

Library Roof Progress Report

- Capeway sent out extensive notes from the May 25th preconstruction meeting. The parts will be delivered on June 5th and work should begin shortly thereafter.

Gleason Public Library Mechanical Room Progress Report

- Room expansion - We will need to discuss this project and get a better shared understanding of where this project fits in terms of timeline.

Town Hall Updates

- Glass Walls – Sulmac will install these the weekend of June 10th. This will not interrupt the Town Hall functions. We are working on an ac/heat solution with Jon Metevier to be scheduled shortly thereafter.
- VOIP telephone installation is complete, and testing is complete. The system is live this week and the old system will be removed after the final tests are completed.

Police Department ADA Ramp

- We received notification from Kneeland that the parts for the ramp are once again delayed. They also removed all their tools from the site. We have asked to schedule a formal meeting with Kneeland to get the project back on track. We are concerned at this point about the quality and expedience of the work.

DPW Fire Suppression System

- Design contract signed with GGD for the design.

School Project Updates

- Currently planning classroom moves and ramping up for end of year building cleaning. This will also include the phone system upgrade planning, so we are not in each other's way.

Town Administrator Notes

- I signed the agreement with GGD, and they will connect with Jim and your MFC designee to start the design process for the DPW sprinkler system. I also connected them with our other designers in case the project takes on more complexity (like a shed).
- I sent the notes to Gale for the Town Hall envelope study. We should hear back from them next week and I will get you an updated scope for your consideration. This investigation will take place this summer.

Work Orders in Carlisle where Work Order: Date Completed from "2023-05-02 00:00" to "2023-05-31 23:59" and Work Order: Type equal to 'Corrective Maintenance' sorted by Work Order: ID Descending as Stephen Conneaney

Work Order: ID	Work Order: Description	Work Order: Location	Work Order: Location Details	Work Order: Date Submitted	Work Order: Assigned Employees	Work Order: Priority	Work Order: Status	Work Order: Category	Work Order: Date Assigned
835	CAn I have more paper towels please	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W107 Classroom	Art Room MS	2023-05-31 08:40		Not Specified	Closed	Not Specified	-
834	leaking	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W104 Bathroom	handicap stall	2023-05-31 08:31		Not Specified	Closed	Not Specified	-
833	Sink seems to be loose on the wall.	Carlisle -> Carlisle Town Buildings -> Brick Building	Sink in the bathroom on the left	2023-05-30 15:47		Not Specified	Closed	Plumbing	-
832	had lots of ants under my desk. I killed the ones that were under there and cleaned out under there but we are finding them around the room as well.	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W117 Office	OT/PT room	2023-05-30 12:44		Not Specified	Closed	Not Specified	-
831	There are two large boxes of 9x12" picture frames located in the Highland Building. They need to be brought to the Elementary Art Classroom (Grant 116- 1st floor) by Thursday 6/1/23	Carlisle -> Carlisle School District -> Grant Building -> First Floor -> G116 Classroom	Elementary Art	2023-05-30 12:25		Not Specified	Closed	Not Specified	-
829	Paper Towel Dispenser is not working	Carlisle -> Carlisle School District -> Wilkins -> First Floor	R117 Staff Bathroom - in ROBBINS, not Wilkins!	2023-05-30 09:58		Not Specified	Closed	Not Specified	-

Work Order: ID	Work Order: Description	Work Order: Location	Work Order: Location Details	Work Order: Date Submitted	Work Order: Assigned Employees	Work Order: Priority	Work Order: Status	Work Order: Category	Work Order: Date Assigned
828	Two student desks can be removed because MCAS testing is over. Not sure where the desks came from. Thanks.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S101 MS Office	Middle School Office	2023-05-30 07:53		Not Specified	Closed	Not Specified	-
826	FYI - Please do not discard the black scenery platform on the Corey Stage Loading Dock. This was borrowed from the Savoyard Light Opera Company (SLOC) for a recent school play and it will be picked up Memorial Day Weekend. Most likely before noon on Saturday, 27 May 2023.	Carlisle -> Carlisle School District -> Corey -> First Floor -> C112 Stage Workshop/Access to loading dock	Scenery Platform on Stage Loading Dock	2023-05-26 16:40		Not Specified	Closed	Custodial	-
825	Need Access to Corey tonight (Friday, 26 May) to remove rented audio gear via the front Cafeteria Entrance from 6PM-6:30P.	Carlisle -> Carlisle School District -> Corey -> First Floor -> C104 Auditorium	Corey Auditorium	2023-05-26 12:39		Not Specified	Closed	Custodial	-
824	I have a small amount of ants under, around, and on top of my desk throughout the school day.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S121 Office	Katie Rupprecht Office	2023-05-26 11:06		Not Specified	Closed	Not Specified	-
823	Please unjam bathroom paper towel dispenser asap! thank you! why does this continue to happen? also, please clean toilet as it is smelly and there are urine stains on the seat....thank you!	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S117 Classroom	S117	2023-05-26 10:19		Not Specified	Closed	Not Specified	-
822	broken shelf	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S209 Classroom	Closet	2023-05-26 09:49		Not Specified	Closed	Not Specified	-

Work Order: ID	Work Order: Description	Work Order: Location	Work Order: Location Details	Work Order: Date Submitted	Work Order: Assigned Employees	Work Order: Priority	Work Order: Status	Work Order: Category	Work Order: Date Assigned
821	We are out of soap and paper towels. Thanks!	Carlisle -> Carlisle School District -> Wilkins -> First Floor	Wilkins Teacher Room	2023-05-26 08:27		Not Specified	Closed	Not Specified	-
820	The volume on the intercom System needs to be turned down. Please	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S101 MS Office	Spalding, corey etc.	2023-05-26 08:00		Not Specified	Closed	Custodial	-
819	Move 1 student desk back to kitchen	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S101 MS Office	Middle School Office	2023-05-25 08:38		Not Specified	Closed	Not Specified	-
818	Hello! Please set up 9 A risers in a curve on the stage on Tuesday morning (May 30th) for the chorus concert Tuesday night. The stage is being used right now for Wizard of Oz and for Memorial Day, so the set-up will need to happen on Tuesday. Thank you so much! I really appreciate your help!	Carlisle -> Carlisle School District -> Corey -> First Floor -> C104 Auditorium		2023-05-24 09:20		Not Specified	Closed	Not Specified	-
817	Can we please have a bottle of cleaning spray? Thank you.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S127 Main Office	Main Office	2023-05-23 09:43		Not Specified	Closed	Custodial	-
816	Please set up a table and two chairs for ticket sales for Wizard of Oz by Wednesday at 3:00 PM	Carlisle -> Carlisle School District -> Corey -> First Floor -> C105 Corridor	Corridor outside gym stairs -- next to cafeteria	2023-05-23 08:49		Not Specified	Closed	Not Specified	-

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815	Replace flush-o-meter (Save old flush-o-meter)	Carlisle -> Carlisle School District -> Grant Building -> First Floor -> G120 Bathroom	First stall on left	2023-05-22 14:44		High	Closed	Plumbing	-
814	The hot water handle for the second sink (from the hallway door) leaks when turned on. The faucet does not leak when the handle is pushed closed.	Carlisle -> Carlisle School District -> Grant Building -> First Floor -> G102 Classroom	Cranston Science Classroom	2023-05-22 11:45		Not Specified	Closed	Plumbing	-
813	We need more paper towels in the dispenser that is next to our classroom sinks. Thank you!	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S113 Classroom	Preschool Classroom	2023-05-22 10:26		Not Specified	Closed	Not Specified	-
812	There will be interviews this afternoon starting at 4:15 and ending at 5. Please have the main office doors unlocked for candidates to enter the building. Last candidate arrives at 5pm.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S132 Lobby/Hallway	Main Office front doors	2023-05-22 09:56		Not Specified	Closed	Not Specified	-
810	Please need the stage arbors unlocked today by 2PM for light work.	Carlisle -> Carlisle School District -> Corey -> First Floor -> C102 Stage	Backstage Arbors	2023-05-19 12:23		Not Specified	Closed	Custodial	-
809	Paper towels	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W107 Classroom	MS art room	2023-05-19 11:03		Not Specified	Closed	Not Specified	-

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808	Soap dispenser not working again	Carlisle -> Carlisle School District -> Corey -> Lower Level -> C001 Gym	Staff bathroom inside first aid room	2023-05-18 14:09		Not Specified	Closed	Custodial	-
807	Kindergarten Screening Day	Carlisle -> Carlisle School District -> Corey -> First Floor -> C120 Lobby	Please put two (2) 6-foot tables and two (2) chairs in the lobby outside the Main Office.	2023-05-18 09:44		Not Specified	Closed	Not Specified	-
806	Please need the four Lighting Arbors Unlocked on the Corey Stage, and the pair of 7GP Speakers Unlocked near the dimmer.	Carlisle -> Carlisle School District -> Corey -> First Floor -> C104 Auditorium	Corey Stage	2023-05-18 09:05		Not Specified	Closed	Custodial	-
805	Please cap sink in stage workshop and put a sign on it. OUT OF ORDER. Tighten cap with pliers so no average user can get it off.	Carlisle -> Carlisle School District -> Corey -> First Floor -> C112 Stage Workshop/Access to loading dock	Sink in workshop	2023-05-17 16:02		High	Closed	Plumbing	-
804	Very warm in my room again.	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S207 Classroom	Room 207	2023-05-17 09:18		Not Specified	Closed	Not Specified	-
803	Can you please refill Paper towel dispenser	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S217 Classroom	Paper towel dispenser	2023-05-17 09:01		Not Specified	Closed	Not Specified	-

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802	I came in my room this morning it is already 76 degrees. This means when all my students are here in the room it will be close to 79-80 degrees. This is not optimal for learning. Yesterday when I left the room it was 79 degrees yet Shawna Hunt's room (S220) at the other end of the hall on the same side, was 73 degrees. Are our handlers set at different temperatures? What can be done to make the second grade classrooms be at a more optimal temperature for learning as the outside temperature continues to get hotter?	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S210 Classroom		2023-05-17 08:10		Not Specified	Closed	Not Specified	-
801	No rush, but when you have a chance can someone please move the two desks that were put in Grant 110 this morning for testing back to the Middle School Office. Thank you.	Carlisle -> Carlisle School District -> Grant Building -> First Floor -> G110 Classroom	Grant 110 Gianopoulos - Remove Desks	2023-05-16 12:23		Not Specified	Closed	Not Specified	-
800	Please add an air freshener	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S107 Bathroom	Bathroom (not the one closest to the tv screen)	2023-05-16 09:06		Not Specified	Closed	Custodial	-
799	Please add an air freshener	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S106 Bathroom	Bathroom by the tv screen	2023-05-16 09:04		Not Specified	Closed	Custodial	-

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798	Before 8:00 AM on Tuesday 5/16 please move two desks from Middle School Principal Office in Spalding Building to G110 and find two chairs to put with desks. Thank you.	Carlisle -> Carlisle School District -> Grant Building -> First Floor -> G110 Classroom	G110 - Becky Gianopoulos Classroom Needs Desks for MCAS Testing Tuesday 5/16	2023-05-15 16:29		Not Specified	Closed	Not Specified	-
796	Handle falling off :(Carlisle -> Carlisle Town Buildings -> Town Hall -> 1st Floor -> FRONT VESTIBULE	Front Door	2023-05-15 13:26		Not Specified	Closed	Not Specified	-
795	There are two candidates interviewing, one at 4:45 and one at 5:30. No one will be in main office after 4pm so we need the main office doors unlocked for these 2 candidates to be able to get inside the building.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S127 Main Office	Today, May 16th, main doors by main office need to be unlocked from 3:45 until 5:40	2023-05-15 12:59		Not Specified	Closed	Custodial	-
794	file cabinet drawer jammed, will not close- tried to fix it myself but unsuccessful	Carlisle -> Carlisle School District -> Grant Building -> First Floor -> G108 Office	Guidance Office	2023-05-15 10:32		Not Specified	Closed	Custodial	-
793	Please kindly fix/refill both paper towel dispensers ASAP as the kids are using tissues to dry their hands-why may I ask do the dispensers get jammed so quickly and so often? Thank you.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S117 Classroom	S117	2023-05-15 08:24		Not Specified	Closed	Not Specified	-
792	A student got a short pencil stuck in my pencil sharpener. Any chance you have a tool that could pull it out?	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S217 Classroom	Pencil Sharpener on the counter near the sink	2023-05-12 10:00		Not Specified	Closed	Not Specified	-

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791	We are out of hand soap in the women's teacher bathroom in Wilkins	Carlisle -> Carlisle School District -> Wilkins -> First Floor	Women's teacher Bathroom Wilkins	2023-05-12 09:19		Not Specified	Closed	Not Specified	-
790	unlock doors	Carlisle -> Carlisle School District -> Corey -> Lower Level -> C023 Performing Art Room	Please unlock by 7:30, Friday, May 12th, for the substitute	2023-05-12 06:57		Not Specified	Closed	Not Specified	-
789	Please empty trash, as it has not been done for a few days, and please also empty my recycling. If we have changed the protocols and we are supposed to do this on our own, please let me know, but if things haven't changed, please empty them.	Carlisle -> Carlisle School District -> Corey -> Lower Level -> C002 Office	Office near Boys Locker Room	2023-05-11 13:42		Not Specified	Closed	Not Specified	-
788	2 substitutes for PE need access to gym, both offices, supply room, and exercise room	Carlisle -> Carlisle School District -> Corey -> Lower Level -> C001 Gym	C014, C002, C008, C013	2023-05-11 12:56		Not Specified	Closed	Not Specified	-
786	Please Unlock 2nd and 3rd Electric for Lights Setup -- Thursday Evening	Carlisle -> Carlisle School District -> Corey -> First Floor -> C104 Auditorium	Stage	2023-05-11 09:11		Not Specified	Closed	Not Specified	-
785	Please fix paper towel jam in the bathroom and students have mentioned that they are scared to look at the space where there is NO tile-they think the ceiling is coming down!!!!!! Thank you!!!	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S117 Classroom	S117	2023-05-10 12:11		Not Specified	Closed	Not Specified	-

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784	Clocks not telling correct time - please fix	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W109 Classroom	Liz Gray's classroom & Cheryl Hay's classroom	2023-05-10 09:26		Not Specified	Closed	Not Specified	-
783	Wednesday May 10th- 2 tables for Student Council Pizza & Ice Cream Sale	Carlisle -> Carlisle School District -> Wilkins -> First Floor	Hallway in front of Cafeteria Entrance (near the Main Office)	2023-05-09 14:08		Not Specified	Closed	Custodial	-
782	Please drop off two of the chairs Marc stored for me to the office by 9:00 AM on Wednesday 5/10. Thank you	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S100 MS Principal Office	Middle School Office	2023-05-09 12:41		Not Specified	Closed	Not Specified	-
781	Turn off all Electric heating units at exterior doors. Some are forced hot water and they should have no running fans. Read entire work order before proceeding.	Carlisle -> Carlisle School District	I turned of the 2 outside of the gym, but all electric heaters should be turned off that have fans running. The new heater we installed should be fine as the fan will not run unless it drops below 50. Start at one door and work your way around.	2023-05-09 09:25		Standard	Closed	HVAC	-
780	broken desk chair; please take and replace if possible	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W123 Classroom		2023-05-09 07:56		Not Specified	Closed	Not Specified	-

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779	When you have a moment, could you please spray some graphite in the padlock on the recess shed? It is very sticky and hard to pull open once the combination has been entered.	Carlisle -> Carlisle School District -> Grounds	Recess Shed - padlock needs graphite	2023-05-08 14:52		Not Specified	Closed	Not Specified	-
778	Please refill soap -sorry if this is an incorrect message	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S205 Bathroom	Boys bathroom	2023-05-08 11:57		Not Specified	Closed	Custodial	-
777	Coffee spill - whenever you can, please clean. Thank you!	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S127 Main Office	Main office carpet behind first desk	2023-05-08 10:16		Not Specified	Closed	Not Specified	-
776	A teacher reported dead bugs in the bathroom	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S206 Bathroom	Boys bathroom (I'm not sure which room number)	2023-05-08 10:14		Not Specified	Closed	Custodial	-
775	Please refill papertowels	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W106 Bathroom	Women's bathroom diagonally across from nurse's office	2023-05-08 10:11		Not Specified	Closed	Custodial	-
774	5/8/23 - Please have the front doors unlocked until 5:40, after the last teacher candidate arrives at 5:30.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S132 Lobby/Hallway	Main Office Front Doors	2023-05-08 09:54		Not Specified	Closed	Not Specified	-

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773	Very hot in my room again- hoping someone can check it out :). THANKS	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S207 Classroom	Room 207	2023-05-08 09:21		Not Specified	Closed	Not Specified	-
772	needs paper towels	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W114 Exam Room	nurse's office back exam room	2023-05-08 08:58		Not Specified	Closed	Not Specified	-
771	Paper towels please.	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W107 Classroom	MS art room	2023-05-08 08:27		Not Specified	Closed	Not Specified	-
770	Hi Stephen, I'm not even sure if this is possible or not, but I have wall-mounted bookcases in the library that I would love to have moved over a few inches so that they aren't wedged into the corner. Would it be possible for you to stop by at some point so that I can show you the bookcases in question and you can give me your assessment of whether or not this is feasible?	Carlisle -> Carlisle School District -> Robbins -> First Floor -> R101 Library		2023-05-05 14:31		Not Specified	Closed	Not Specified	-
769	Paper towels please first dispenser	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W107 Classroom	MS art room 107	2023-05-05 13:44		Not Specified	Closed	Not Specified	-

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768	move tables	Carlisle -> Carlisle School District -> Grant Building -> First Floor -> G104 Classroom	back of classroom	2023-05-04 13:35		Not Specified	Closed	Not Specified	-
767	Kindly please refill the bathroom paper towel dispenser ASAP!!!!!!!!!!!!!!!!!!!!	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S117 Classroom	S117	2023-05-04 08:41		Not Specified	Closed	Not Specified	-
765	The Early Act Club students need 3 long tables set up outside the dining room on Friday, May 4 for the lunch period and after school. We will be hosting a whoopie pie bake sale, raising funds for a local food pantry. Please let me know that you received this request. Thanks!	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W109 Classroom	Main Office/Dining Room Lobby	2023-05-04 06:49		Not Specified	Closed	Not Specified	-
764	I will be presenting a brief slide presentation to parents during our Grade 1 zoo presentation in the cafeteria from 9:15-10:00 AM Friday, May 5th. I am in need of a projection screen in order to present some photos via my laptop computer.	Carlisle -> Carlisle School District -> Corey -> First Floor -> C134 Caf	Cafeteria	2023-05-03 20:21		Not Specified	Closed	Custodial	-
763	Clock is not working	Carlisle -> Carlisle School District -> Spalding -> Second Floor -> S218 Classroom	Spalding 218	2023-05-03 08:54		Not Specified	Closed	Custodial	-
762	repair broken picnic tables (blue)	Carlisle -> Carlisle School District -> Grounds		2023-05-02 09:52		Not Specified	Closed	Not Specified	-

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761	Hello~My carpets were not vacuumed last night, nor was the bathroom cleaned (there is trash on the bathroom floor and it is dirty), the classroom floor was not swept and there is paint and dirt on the classroom floor. Also, there is no liner in the trash basket under my desk (for a week this had not been emptied). Any chance the classroom could be kindly be cleaned before students arrive? Thank you.	Carlisle -> Carlisle School District -> Spalding -> First Floor -> S117 Classroom	S117	2023-05-02 07:45		Not Specified	Closed	Not Specified	-
760	Riser setup for CCC	Carlisle -> Carlisle School District -> Corey -> First Floor -> C104 Auditorium	AuditoriumRiser siet up per attached	2023-05-01 13:49		Not Specified	Closed	Custodial	-
759	Paper towels please	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W107 Classroom	MS art room	2023-05-01 13:41		Not Specified	Closed	Not Specified	-
758	Requesting a fan to be placed in the Exercise Room on Friday 5/5/23 prior to 6:30pm.	Carlisle -> Carlisle School District -> Corey -> Lower Level -> C014 Exercise Room	For Friday Night Live (FNL) on 5/5/23, could we have a floor fan in the Exercise Room? It gets very hot in there with all the students dancing!	2023-05-01 11:11		Not Specified	Closed	Not Specified	-

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757	Please set up seven sets of risers in a semi-circle on the stage-the Kindergarten classes will begin practicing for their show on Monday, May 8th. We need the risers on stage from the 8-12th. Our show will be over by 10:30 on Friday, May 12th and the risers can be removed at that time.	Carlisle -> Carlisle School District -> Corey -> First Floor -> C102 Stage	Stage	2023-05-01 07:43		Not Specified	Closed	Not Specified	-
740	The door slams shut and is leaking oil	Carlisle -> Carlisle School District -> Corey -> First Floor	Kitchen back door	2023-04-14 13:45		Not Specified	Closed	Not Specified	-
738	Thursday May 4th and Friday May 5th, please set up 8 risers in a straight line, with the back of the risers lined up with the back of the wood section of the stage. They need to be in place by 8:45am on both mornings (1st grade dress rehearsal and performance)	Carlisle -> Carlisle School District -> Corey -> First Floor -> C104 Auditorium	Front wood section of the stage	2023-04-14 11:06		Not Specified	Closed	Not Specified	-
732	Blind on window is stuck down, it is almost impossible to pull it up and down, so if it could be replaced/fixed we would appreciate it.	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W117 Office	OT/PT room	2023-04-13 11:57		Not Specified	Closed	Custodial	-
730	I am looking for a bookshelf or cubbies to fit under my white board in the back of the room.	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W111 Classroom		2023-04-13 08:26		Not Specified	Closed	Not Specified	-
665	I need a retractable shade installed for the small window on the door to my classroom. This request is approved by Lori Bruce. Thank you!	Carlisle -> Carlisle School District -> Robbins -> First Floor -> R125 Classroom	Robbins 125	2023-03-13 09:47		Not Specified	Closed	Custodial	-

Work Order ID	Work Order: Description	Work Order: Location	Work Order: Location Details	Work Order: Date Submitted	Work Order: Assigned Employees	Work Order: Priority	Work Order: Status	Work Order: Category	Work Order: Date Assigned
607	Stairwell ceiling light flashing (will need staging or special ladder to get to fixture) most likely a bad driver. Reported by Dan Flanery.	Carlisle -> Carlisle Town Buildings -> Gleason Library	Stairwell	2023-02-10 15:03		Not Specified	Closed	Electrical	-
471	We would like another teacher desk (like pictured) and chair that match the ones that are in here now, if they are available. This is for our Physical therapist. If there isn't a desk, we would like a small table. Happy to take a look at what is available if there is the opportunity for that. Please disregard last order, I didn't complete it correctly.	Carlisle -> Carlisle School District -> Wilkins -> First Floor -> W117 Office	OT/PT room	2022-12-07 12:32		Not Specified	Closed	Not Specified	-
198	My front right light switch is no longer working and needs to be fixed. Additionally the clock in the back seems to need new batteries, as well.	Carlisle -> Carlisle School District -> Corey -> Lower Level -> C023 Performing Art Room	PAS	2022-08-30 11:10		Not Specified	Closed	Not Specified	-