

FILE FOLDER

DESCRIPTION ON TAB:

40 Brewster

J.O. Completed

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Confidential Records Management, Inc.

New Bern, NC

1-888-622-4425

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Misc



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DESCRIPTION:

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JOB ORDER NO	DATE COMPLETED	COST	DESCRIPTION
1735	12-18-78	339	Patch roof around edges where shingles are broken
3289	10-30-78	2166	Patch plaster in 5 sheds, replace cornice - Chalk.
1725	10-3-78	239	Install S.P. switch for exhaust fan, & electrical recept.
1730	11-24-78	632	Remove old outside fixtures & place new
1746	1-23-78	329	Replace 5 missing storm drain covers
1748	1-24-78	217	Install 115 volt duplex recept. in restrooms
T340	8-15-78	886	Spray for roaches
T500	8-15-79	1986	Cut grass
T400	8-15-79	200	P.M. Oil fired water heaters in dep. school
1752	9-14-79	1324	Provide, commo. for handicapped transport
1718	4-11-80	566	Remove pine straw etc. from lawns & playground
1730	4-11-80	120	Remove power pole & antenna
1705	1-23-81	443	Install new pole & pole light
1704	2-13-81	553	Reroute outside lighting around ball court
1720	2-27-81	586	Install basketball goals on hard surface
1727	2-12-81	758	Rpr fuel tank & lines
1729	Comp	1067	Requisition & install rpr. parts on oil burner
3561	2-11-83	932	Repair water main
2048	2-11-83	823	Clean up oil spill
1810	7-6-84	448	clean school grounds
1805	12-7-84	128	Replace approx. (25) missing + trim roof shingles Bldg. 40
1801	10-18-84	9044	scrape, bulk & then replace broken window
1815	Comp	785	Treat F/Roaches 1-29-85
1819	Comp	1416	inspect, clean, rpr #76 Bldg 4-2-85
1822	Comp	193	Construct road & parking lot 8-26-86
T730	Comp	1220	Treat F/Roaches 3-22-83

[illegible]

SCHOOL 797

BLDG NO

INT. PAINT SQ FT

EXT. PAINT SQ FT

ROOF SQ FT

CONDEN. LINES LIN FT

FACILITY HISTORY RECORD

MCBCL 11011/3

JOB ORDER NO	DATE COMPLETED	COST	DESCRIPTION
AA923** 15106	8/23/68	164	Repair plaster
AA923 ** 15116		1,839	Repair roofs on brewster shcool bldgs No. 40, 797, 798, and 7991
AA923 ** 15124	1/3/69	350	Replace fifteen columns and one door unit.
AA 0354 2312T	10/15/71	193	Repair roof leaks in bldg 697 and sky lights.
1761	10-18-74	210	Repair + hookups elec. water coolers
1727	7-17-74	2177	Replace jambs, casings
1787		554	Cut opening through masonry wall
1739	8-22-75	268	Install (2) gas deep fat fryers
1755	11-14-75	260	Remove existing metal covered door
1737	12-24-76	338	Install School-Bussing signs - 51-1 - Paint press-walks
1722	12-10-76	880	Repl. (2) unit heaters - hot water propotion type (Quanset-hot - Brewster)
1794	11-12-76	1512	Remove + repl. 45 K.W. 120 gal. electric hot-water heater
1774	12-23-77	545	Replace (2) 3" service valves in boiler Rm.
1735	11-22-77	86	Install 23 volt outlet for air Comp.
1749	3-22-77	111	Install temp. gauges on outside refrigerated walk-in freezer

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work requests

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02-124212

Requestor see Instructions on Reverse Side

PART I—REQUEST (Filled out by Requestor)

1. FROM <i>Office of the Supt</i>	2. REQUEST NO. <i>7-2002</i>
3. TO <i>Base Maint Office</i>	4. DATE OF REQUEST <i>April 4 2002</i>
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK	5a. REQUEST WORK START <i>April 4, 2002</i>
6. FOR FURTHER INFORMATION CALL <i>Mr Robert Monk 451 5361</i>	7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
8. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)	

Request 5 Keys be cut

EMERGENCY

45

9. FUNDS CHARGEABLE

10. SIGNATURE (Requesting Official)
RS Monk

PART II—COST ESTIMATE
(Filled out by Maintenance Control Division if estimate requested)

11. TO:	12. ESTIMATE NO.
13. COST ESTIMATE	
a. Labor	\$
b. Material	\$
c. Overhead and/or Surcharge	\$
d. Equipment Rental/Usage	\$
e. Contingency	\$
f. TOTAL	\$
14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
15. <input type="checkbox"/> APPROVED. PROGRAMMING TO START IN _____ <input type="checkbox"/> APPROVED. BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START IN _____, IF AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE. <input type="checkbox"/> DISAPPROVED. (See Reverse Side)	
16. SIGNATURE	17. DATE

PART III—ACTION (Filled out by Requestor)

18. TO:	19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER
20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS	21. SIGNATURE
22. DATE	

(See Part IV on Reverse Side)

INSTRUCTIONS

IF ESTIMATE IS DESIRED BEFORE WORK IS STARTED

Requestor fills in all items in Part I, checks "Cost Estimate" in item 5, attaches sketch or plan if necessary, and checks proper block in item 7. Requestor retains last copy and forwards balance to Public Works Department.

If the Work Request is approved, the original and first copy will be returned to the requestor with Part II completed. If the requestor desires the work to proceed in accordance with the estimate provided, he should fill in Part III, checking proper block in item 19 and attaching the document citing the funds to be used. If the requestor decides not to authorize the work, the appropriate box in item 20 should be checked. The original form, in either case, is returned to the Public Works Department. If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to the requestor.

IF ESTIMATE IS NOT DESIRED BEFORE WORK IS STARTED AND FUNDS ARE NOT UNDER COGNIZANCE OF PWO

Requestor fills in all items in Parts I and III except item 20, checks "Performance of Work" in item 5, attaches sketch or plan if necessary, checks proper block in item 7, checks proper block in item 19, and attaches document citing the funds to be used. Requestor retains last copy and forwards balance to Public Works Department.

PART IV—REMARKS

EMERGENCY

IF ESTIMATE IS NOT DESIRED BEFORE WORK IS STARTED AND FUNDS ARE UNDER COGNIZANCE OF PWO

If the Work Request is approved, the first copy will be returned to the requestor with items 11, 12, 15, 16, and 17 of Part II completed. If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to the requestor.

Requestor fills in all items in Part I, checks "Performance of Work" in item 5, attaches sketch or plan if necessary, and checks proper block in item 7. Requestor retains last copy and forwards balance to the Public Works Department. If the Work Request is approved, the first copy will be returned to the requestor with items 11, 12, 15 as applicable, 16 and 17 of Part II completed. If the Work Request is disapproved, the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to the requestor.

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Contract Data



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