Service	Interval	Period	Last Performed	Next Scheduled	Employee	WorkGroup
00 lake county						
HB-12.KIT.OVENS_CHECK	1	Months	08/28/2013	09/28/2013	Ole Olsen	Jail Maintena
Detention Center (Jail)						
HB-12.DRAINCVRS	1	Months	02/14/2013	03/23/2013		Jail Maintena
HB-12.DRYER_CLOTHE	1	Months	04/25/2013	05/05/2013		Jail Maintena
HB-12.ELEVATORS	1	Months	08/27/2013	09/30/2013		Jail Maintena
HB-12.FIREXTINS.01	1	Months	08/15/2013	09/16/2013		Jail Maintena
HB-12.IRRIGATION	1	Months	10/17/2013	09/30/2013		Jail Maintena
HB-12.KIT.CAN_TRAYS	1	Months	10/04/2013	09/30/2013		Jail Maintena
HB-12.KIT.FOOD_CART	1	Months	02/08/2013	03/23/2013		Jail Maintena
HB-12.KIT.GRILL_TOPS	1	Months	08/27/2013	09/30/2013		Jail Maintena
HB-12.KIT.GRILLS_STEAM	1	Months	04/26/2013	05/05/2013		Jail Maintena
HB-12.KIT.GRILLS_TILT	1	Months	08/16/2012	08/27/2012		Jail Maintena
HB-12.KIT.KITCHEN.02	1	Months	11/29/2012	01/14/2013		Jail Maintena
HB-12.KIT.KITCHEN.03	1	Months	04/26/2013	05/05/2013		Jail Maintena
HB-12.KIT.MIXER_SLICER	1	Months	10/04/2013	09/30/2013		Jail Maintena
HB-12.KIT.OVENS_CHECK	1	Months	04/01/2013	05/05/2013		Jail Maintena
HB-12.KIT.REFRIG_INSPECT	1	Months	04/26/2013	05/05/2013		Jail Maintena
HB-12.KIT.TRAY_DISH	1	Months	09/25/2013	09/30/2013		Jail Maintena
HB-12.LIGHTS.EAST	1	Months	08/15/2013	09/30/2013		Jail Maintena
HB-12.LIGHTS.SECURITY	1	Months	08/08/2013	09/30/2013		Jail Maintena
HB-12.LIGHTS.STAIRWELLS	1	Months	08/16/2013	09/30/2013		Jail Maintena
HB-12.LIGHTS.WEST	1	Months	08/16/2013	09/30/2013		Jail Maintena
HB-12.PARKING_LOT_CHK	1	Months	08/16/2013	09/30/2013		Jail Maintena
HB-12.MUFFIN_MAN	3	Months	08/27/2013	11/30/2013		Jail Maintena
HB-12.WASHER_CLOTH	3	Months	10/02/2013	11/30/2013		Jail Maintena
HB-12.KIT.VENT_HOOD_SYSTEM	6	Months	09/11/2013	02/28/2014		Jail Maintena
HB-12.OVERHEAD_DOORS	6	Months	12/13/2012	06/14/2013		Jail Maintena
HB-12.SWITCHRMS	6	Months	02/14/2013	08/23/2013		Jail Maintena
HB-12.FIREPUMP	1	Weeks	08/27/2013	03/28/2014		Jail Maintena
HB-12.GENERATOR	1	Weeks	08/15/2013	08/23/2013		Jail Maintena
HB-12.INSPFIREALM	1	Weeks	10/17/2013	09/06/2013		Jail Maintena
HB-12.KIT.DRAIN_COVERS	1	Weeks	09/10/2012	09/06/2012		Jail Maintena
HB-12.LIGHTS.LOBBY	1	Weeks	08/15/2013	09/06/2013		Jail Maintena
HB-12.WATER_HEATER	1	Years	02/06/2013	01/31/2014		Jail Maintena
Prelude						
HB-14.DRAINCVRS	1	Months	08/30/2013	09/30/2013		Jail Maintena
HB-14.FIREXTINS.01	1	Months	08/27/2013	09/16/2013		Jail Maintena
HB-14.FIREALM	1	Weeks	08/27/2013	08/23/2013		Jail Maintena
HB-14.GENERATOR	1	Weeks	10/07/2013	08/23/2013		Jail Maintena
Sheriff's Admin. Bldg						
HB-03.DOORS	1	Months	08/28/2013	02/07/2014		Jail Maintena
HB-03.DRAINCVRS	1	Months	08/28/2013	03/28/2014		Jail Maintena
HB-03.ELEVATORS	1	Months	08/27/2013	09/30/2013		Jail Maintena
HB-03.FIREXTINS.01	1	Months	08/28/2013	09/30/2013		Jail Maintena
HB-03.IRRIGATION	1	Months	03/26/2013	03/23/2013		Jail Maintena
HB-03.LIGHTS	1	Months	10/02/2013	09/30/2013		Jail Maintena
HB-03.PLUMBING	1	Months	10/02/2013	09/30/2013		Jail Maintena
HB-03.PARKING_LOT_CHK	3	Months	01/15/2013	04/30/2013		Jail Maintena
HB-03.UPS_FILTER	3	Months	08/27/2013	11/30/2013		Jail Maintena
HB-03.LIGHTS.SECURITY	6	Months	08/08/2013	02/28/2014		Jail Maintena
HB-03.OVERHEAD_DOORS	6	Months	10/04/2013	02/28/2014		Jail Maintena
HB-03.SWITCHRMS	6	Months	08/27/2013	02/16/2014		Jail Maintena
HB-03.GENERATOR	1	Weeks	08/27/2013	03/28/2014		Jail Maintena

Service	Interval	Period	Last Performed	Next Scheduled	Employee	WorkGroup
Sheriff's South Sub						
MB-25.GENERATOR	2	Weeks	04/03/2013	04/19/2013		Jail Maintena

Total Number of Records: 51

Work Order #: **84110** Workgroup: **Facilities Maintenance** Assigned To: **John Wright**	**Facilities Management** **Phone: 352-343-9760 Fax: 352-253-4961** Scheduled: 02/11/2014 Est. Days: 0 Target: 02/11/2014	WO Category: **Preventive**

Unit Name: 320 W Main St Unit #: HB-61 Requester: _____

Address: 320 W Main St Own/Lease: O Accepted By: _____

City: Tavares Map Page: 17 Status: In Process: ☐ WO Completed Date: 1/1/1900

Work Orders - Worksheet - General v.1

LABOR

EMP. NAME (Labor ID)	ACTIVITY/SERVICE (include WO/WR# if different from above)	HOURS	DATE
John Wright	HB-61.GENERATOR <-- Due Every: 1 Weeks EstHrs: 1.0	1.00	3/10/14
	TOTAL HOURS		

EQUIPMENT/TOOLS

EQUIP/TOOL ID (Property No.)	DESCRIPTION	ACTIVITY	HOURS

MATERIAL

PART NUMBER	MATERIAL ID (Description)	UNIT	QUAN-TITY	COST EACH	EXTENDED COST

Parts/Materials to be Purchased

Part/ Description _____ Quantity _____

_____ _____

_____ _____

PROBLEM / ISSUE / WORK TO BE PERFORMED / WORK PERFORMED COMMENTS

GENERATOR RUN AND INSPECTION
GENERATOR PREVENTIVE MAINTENANCE

*** NOTIFY PROPERTY APPRAISER THAT GENERATOR IS BEING RUN ***

*** SILENCE ALARM INSIDE ELECTRICAL ROOM ***

[ ]	FUEL LEVEL		
X]	FUEL LINE CONNECTIONS	WEEKLY RUN	READINGS

Work Order #: **84110** Workgroup: **Facilities Maintenance** Assigned To: **John Wright**	**Facilities Management** **Phone: 352-343-9760 Fax: 352-253-4961** Scheduled: 02/11/2014 Est. Days: 0 Target: 02/11/2014	WO Category: **Preventive**

X]	OIL LEVEL		* START HRS:	217
X]	CHECK FOR OIL LEAKS		* AC VOLTS:	481
X]	AIR CLEANERS		* HERTZ:	60
X]	COOLANT LEVEL		* AMPS:	*
X]	CHECK FOR COOLANT LEAKS		* OIL PRESS:	43
X]	FAN ALTERNATOR BELTS		* DC VOLTS:	29.3
X]	AIR INLETS		* WATER TEMP:	180
X]	INSPECT WATER PUMP		* ENDING HRS:	
X]	HOSES AND CONNECTIONS		* GEN IN AUTO?	YES
X]	BLOCK HEATER		* OIL LVL AFT RUN:	OK
X]	CHECK FOR EXHAUST LEAKAGE		* FUEL LVL AFT RUN:	1/2
X]	BATTERY FLUID LEVEL		* WATER LVL AFT RUN:	OK
X]	CLEAN TERMINALS			
X]	CHARGER OPERATION			
X]	CONTROLLER LAMP TEST			
X]	REMOTE CONTROLLER LAMP TEST			
X]	ENGINE GENERAL INSPECTION			
X]	GENERATOR ROOM/AREA CLEAN			

NOTE ANY CONDITION REQUIRING REPAIR OR CORRECTION:

NOTE: SERVICE BATTERIES ONLY AT THE FIRST PM EACH MONTH.