

<b>DEPT</b>	<b>DETAIL WORK</b>
<b>CABLE- WIRE</b>	<b>FIRE ALARMS-DATA PORTS-PHONE JACKS (NOT IT COMPUTER SETUPS)</b>
<b>CARP</b>	<b>OFFICE FURNITURE - (BUILT IN DESKS - BOOKSHELVES)</b>
<b>CUST</b>	<b>ALL SPILLS, CLEANING REPLACEMENT OF BULBS (NOT HIGH CEILINGS) MOVING OF FURNITURE/SET UPS MOVES MUST BE IN WRITING</b>
<b>BUILD</b>	<b>BROKEN FURNITURE/HANGING PICTURES HANGING BULLETIN BOARDS CRACKED WINDOWS/BROKEN CLOCKS PATCHING HOLES-DOOR STOPS</b>
<b>ELEC</b>	<b>RESET CLOCKS ALL MSH LIGHTS - HIGH CEILING REPLACEMENT LIGHTS - WASHER/DRYER - ELEVATORS - STOVES SMOKE DETECTORS</b>
<b>GROU</b>	<b>BATS-MICE-WASPS-BUGS-TRASH ON CAMPUS POSTING OF SIGNS ON CAMPUS/CLEAN RAMPS RESERVE PRKING SPACES FOR EVENTS MOWING OF ALL GROUNDS</b>
<b>LOCK</b>	<b>ALL LOCKS/KEY REQUEST/SWIPE CARDS BROKEN LOCKS/AUTOMATIC CLOSERS DOOR PROBLEMS</b>
<b>MECH</b>	<b>ALL CALLS TO HOT/COLD SUMP PUMPS/WATER IN PITS/FIRE EXTINGUISHER AIR HANDLER/AIR FILTER/FREEZERS/REFRIG CARBON MONOXIDE DETECTORS CLEAN AIR VENTS - THERMOSTATS</b>
<b>PLUMB</b>	<b>STOPPED UP TOILETS/URINALS UNDERGROUND PIPE LEAKS/WATER LEAKS WATER FOUNTAINS/POOL CHLORINE REPLACEMENT-GARBAGE DISPOSALS</b>
<b>ROOF</b>	<b>ROOF LEAKS/NON-HVAC CEILING LEAKS ROOF REPAIR</b>
<b>SIGNS</b>	<b>NAME PLATES -PLAQUES</b>
<b>VEH</b>	<b>VEHICLE REPAIR REPAIRS ON MOWERS/WEED EATERS/ALL EQUIP</b>
<b>DRAFT</b>	<b>DESIGNS - DRAWS FOR CERTAIN FURNITURE</b>