

Ticket name	Location	Ticket status	Associated Note
Fire Audit / Maintenance) B2 - Cafeteria - Patch up small holes and paint area	[B2] Cafeteria	New	
(Maintenance) B2- Cafeteria - Put 10 commandments posters on wall	[B2] Cafeteria	New	
(Fire Audit / Maintenance) D3 - Jones Elementary - Broken ceiling tiles in RM 16 (Life skills)	[D3] Jones Elementary	New	
(Maintenance) D3 - Jones Elementary - No lights in boys and girls restroom (Pre K)	[D3] Jones Elementary	New	
(Safety / Maintenance) Door Check - BISD Campuses	[D3] Jones Elementary	New	
Burned out light bulbs in the bathroom of Pree K room 17 thank you.	[D3] Jones Elementary	New	
(Grounds) weedeat and mowed A2	[A2] Agricultural	Closed	
(Grounds)David weedeat and blowed A	[A] DAEP	Closed	
(Grounds) weedeat and mowed A1	[A1] High School	Closed	
(Grounds) David weedeat in front of D3,D,D1,D2	[D1] Jones Office	Closed	
(Repair / Maintenance) Maintenance Shop - Toilet keeps running	[F] Maintenance	Closed	Removed water tank, replaced water fill valve, installed new tank to bowl kit and installed toilet tank flush valve. Turned on water to toilet and found no water leaks. Toilet working correctly.
(Maintenance) Custodian Warehouse - 30 chairs/ 2 tables for Mr. Garza	[F] Maintenance	Closed	Loaded 30 chairs and 2 tables on Mr. Garza personal pickup truck. Seven boxes were delivered to Central Office over the Thanksgiving Holidays. They were left outside the Central Office and the Central Office was closed. I stored the packages in a secured area an the Maintenance Shop. Delivered packages to Central Office.
(Maintenance) E - Central Office - Deliver boxes to Central Office	[E] Central Office	Closed	97519907351;Placed 4 rat sticky traps and one wooden rat trap in her Office. I will monitor area until I catch the mouse. ;Mrs. Sandoval informed me that a mouse ate her snacks that were left on top of her office microwave. She did not have her snacks stored in a secured tote or container. ...
(Pest Control / Maintenance) C2 - Library - Mrs. Sandoval informed me that a mouse ate her snacks in her office	[C2] Library	Closed	
(Grounds)weedeat mowed C1,C2	[C1] Tiger Gym	Closed	
Ice machine	[B2] Cafeteria	Closed	

(Safety / Maintenance) Door Check - BISD Campuses	[A1] High School	Closed	Door Checked all Elementary doors and found no issues with any of those doors checked. Also, door checked some Secondary buildings and found no issues with those doors checked. All doors securing on there own.
(Grounds) changed sprinkler at baseball field	Baseball Field	Closed	
(Prevent Maintenance) C1 - Tiger Gym - (HVAC) Replace air filters	[C1] Tiger Gym	Closed	Replaced sis 16x30x1 HVAC air filters in Tiger Gym.
(Grounds) helped with lights install at E	[E] Central Office	Closed	
(Maintenance) B2 - Cafeteria - Drain for steamer draining very slow	[B2] Cafeteria	Closed	96986626362;Removed drain valve underneath steamer and cleaned valve. Found food inside drain valve.
(Grounds) fueled up buses and suburban's	[H] Bus Barn	Closed	helped ez fuel up buses and suburban's
(Grounds) weedeat E	[E] Central Office	Closed	
(Repair / Maintenance) B2 - Cafeteria - Replace commercial wall mount faucet	[B2] Cafeteria	Closed	Hot water side will not turn off. Replace inside seals on faucet and hot water side still not turning off. Removed 8ft stainless double sink from wall. Removed one commercial sink, removed two water copper lines. Installed one new faucet with new supply waterlines... Turned on water and found no water leaks.
Mrs Motley and Mrs Edward's classroom in Library	[C2] Library	Closed	
(Mrs. Motleys and Mrs. Edwards mice issue)	[C2] Library	Closed	
Holidays- modified Hours		Closed	
Facility Reservation: 1.28.26 Koch Rm 40- Texas A&M Agrilife Presentation	[B1] Annex	Closed	
(Maintenance) C2 - Library - Install portable AC in Mrs. Motley classroom	[C2] Library	Closed	Installed two portable HVAC in Mrs. Motleys and Mrs. Edwards classroom. One portable AC belongs to the BISD and the other is from a loaner from a vender.
(Maintenance) A1 - High School - Remove the commercial portable AC loaner from Mrs Welch office	[A1] High School	Closed	HVAC for Mrs. Welch office was repaired on 11-19-25. She does not need the commercial portable AC in her office. Removed commercial portable AC.
(Maintenance) A1 - High School - Remove small portable AC in High School Office	[A1] High School	Closed	The HVAC unit was repaired for High School Office rooms on 11-19-25 by Rio Grande heating and cooling. The office staff do not need the portables anymore so I removed the one in the office.
Back parking lot	[D3] Jones Elementary	New	
(Grounds) put sand pits	Track Field	Closed	
(Safety / Maintenance) Door Check - BISD Campuses	[D3] Jones Elementary	Closed	Door checked all Elementary doors and secondary doors. Did not find any issues with those doors checked. All doors checked are securing on there own.
(Pest control / Maintenance) B1 - Annex - Christy she said she saw a mouse in her custodian closet	[B1] Annex	Closed	Set a bucket trap in (Christys) custodian closet. Rat or mouse ate her live plant and that room is Christy eating room. Suggestion... teachers and staff should eat in teacher lounge. Mouse or rat ate the food in bucket.. Today, I set one big Wood trap and hopefully catch it tonight.

(Maintenance) B4 - Koch - (HVAC) hallway thermostat not working	[B4] Koch	Closed	Replaced two AA batteries on hallway thermostat, Set time etc. HVAC unit working good.
(Grounds) unloaded clay dirt at the baseball shed	Baseball Field	Closed	organize the shed room
(Pest Control / Maintenance) B1 - Annex - Wasp nest outside teachers lounge	[B1] Annex	Closed	Eliminated three wasp nest outside teachers lounge room outside Annex building. Also, knocked down wasp nests.
(Pest Control / Maintenance) B2 - Cafeteria - Dispose one mouse on wooden trap in pantry room	[B2] Cafeteria	Closed	Caught one small mouse on wood trap. Properly disposed mouse and trap in correct location. Also, sanitized area where trap was located. I still have three wood traps in pantry area and I will monitor daily.
(Maintenance) B2 - Cafeteria - Deliver one box of pumkin pies to DAEP	[B2] Cafeteria	Closed	Delivered one box of pumkin cut pies to DAEP freezer. Mrs. Rueda wants to freeze those pies so she can use them on Christmas cafeteria meals.
(Maintenance) D3 - Jones Elementary - Lilly requesting a mat on back outside door due to wet weather	[D3] Jones Elementary	Closed	Removed mat from custodian warehouse and placed mat on Jones Elementary back door going to playground.
Equipment Use - Frontier Christmas		New	
(Grounds) David detailed suburban 9,10	[H] Bus Barn	Closed	They will need this by 8am on 12.13.25. They did say we could drop it off at the parking lot behind the bank Friday evening, and they could roll it out on Saturday morning.
(Safety / Maintenance) - Door Check - BISD Campuses	[A1] High School	Closed	Door checked some Secondary buildings. Did not find no issues with those doors checked and door securing on there own.
Fwd: Science UIL	[B2] Junior High	New	Science UIL every Thursday at lunch time.
(Grounds) we clean ditch next to the band hall	[B6] Band Hall	Closed	David and i cleaned out ditch he was spotting for cars while i was working the tractor
(Grounds) David changed oil suburban 11	[H] Bus Barn	Closed	David and i changed oil and depose oil on suburban 11
(Maintenance) C3 - Nurse Office - Low water pressure in sink in girls restroom.	[C3] Cub Gym	Closed	Removed sink faucet aerator in girls restroom. Cleaned aerator, reinstalled aerator and sink faucet has more water pressure.;The lower sink in the girls restroom has very little water pressure. That is the sink that our younger students can reach.
(Repair / Maintenance) F - Field House - water cow tires broken	Tiger Field	Closed	Installed three new tires on water cow with new wheel bearings. Rolled water cow from Maintenance Shop to Ag Shop. Mr Abby is going to weld a stop on one of the tires. And, he will deliver water cow to Tiger Field House.;Isauro Rivas going to San Antonio to pickup four wheels for water cow at Northern Tools
(HVAC repair / Maintenance) A1 - High School - (HVAC) Replacement of warranty condenser coil - Rio Grande heating and cooling	[A1] High School	Closed	Rio Grande heating and cooling replaced condenser coils that controls Office rooms. HVAC unit is working correctly.
(Prevent Maintenance) B2 - Cafeteria - (HVAC) Replace air filters	[B2] Cafeteria	Closed	Mr. Joshua from Rio Grande Heating and Cooling out of Eagle Pass replaced one condenser coil. This HVAC unit controls the High School Office and Mrs. Welch Big office. HVAC unit working correctly.;Replaced two 16x20x2 HVAC air filter on new eating side - Room by outside eating pavilion.

Tags left on bus	[H] Bus Barn	Closed	What is the procedure if a student leaves a tag on the bus during game days and bus routes home?
(Maintenance) Custodian Warehouse - Unlock for Mrs. Rueda (Cafeteria)	[F] Maintenance	Closed	Unlocked custodian warehouse for Mrs. Rueda.
[Ticket #9917] Updated Facility Reservation: Auditorium - Kinder Christmas Program (Practice)	[B1] Annex	Closed	
(Maintenance) - A1 - High School - (HVAC) Duct fell off from wall on portable AC Unit	[A1] High School	Closed	Removed gorilla tape on duct. Applied silver metal tape to air duct and that should hold duct together.;I came to class this morning and the tubing for the AC unit is no longer attached.
(Safety / Maintenance) Door Check - BISD Campuses	[D3] Jones Elementary	Closed	Door checked some Secondary buildings. Had no issues with those doors check.
(Maintenance) D2 - Intermediate - Panel fell off above D2-1 door	[D2] Intermediate	Closed	Reinstalled and secured metal panel back on wall.
(Pest Control / Maintenance) - C2 - Library - Rats	[C2] Library	Closed	I installed a two glue traps above storage closet in Mrs. Motley classroom about two to three weeks ago. I been monitoring glue traps and we have not caught anything.
(Maintenance) D - Field House - weight room door locked	Tiger Field	Closed	Door in weight room was accidently locked from inside. Removed outside barrel lock and unlocked door.
Bus 41	[H] Bus Barn	Closed	Wash windshield and fueled up
Activity bus 2	[H] Bus Barn	Closed	Fueled up bus
(Repair/Maintenance) A2 - AG Shop - Toilet loose in boys restroom	[A2] Agricultural	Closed	One of the toilet bolts on floor came off and causing toilet to come loose. Removed old, rusty bolts. Removed toilet and old wax ring. Installed new wax ring under toilet and installed new toilet bolts. Toilet is tightly secured and working correctly.
(Maintenance) B1 - Auditorium - Two stage lights out	[B1] Annex	Closed	Two Stage lights are not working. Replaced two lights above stage.
(Maintenance) B1 - Auditorium - Some lights out on wall area	[B1] Annex	Closed	Wall had three lights that were not working. Replaced with all lights with 40 watt daylight light bulbs.
(Fire Audit / Maintenance) B1 - Auditorium - Hole on walk	[B1] Annex	Closed	Patched up two holes on wall with concrete. When that dries I will add another coat of concret.
(Maintenance) B1 - Auditorium - Set stage for NHS presentation	[B1] Annex	Closed	Set up fourteen chairs, wooden podium, and one plastic table.
Facility Reservation 12.16.25 Auditorium_Band Holiday Concert	[B1] Annex	Closed	
Sub 11	[H] Bus Barn	Closed	
Sub 11	[H] Bus Barn	Closed	Fueled up sub
Sub 9	[H] Bus Barn	Closed	Fueled up sub
Student Desk	[D3] Jones Elementary	cc	I had a new student start today. I NEED a student desk and chair as soon as possible.
Sub 10	[H] Bus Barn	Closed	Fueled up sub
Sub 7	[H] Bus Barn	Closed	Fueled up sub
Sub 8	[H] Bus Barn	Closed	Fueled up sub

Bus 37	[H] Bus Barn	Closed	Fueled up bus
Bus 38	[H] Bus Barn	Closed	Fueled up bus 38
Gray sub	[H] Bus Barn	Closed	Fueled up sub
Student without passes	[A1] High School	c	
(Maintenance) B2 - JR High - Broken soap dispenser in girls restroom	[B2] Junior High	Closed	Removed broken soap dispenser and replaced with new soap dispenser.
(Maintenance) D3 Jones Elementary - Measurement- Access Mats for playground	[E] Central Office	Closed	96004597591;Measurements are on attachment (photo).;Mrs. Diaz would like to order some access mats for wheelchairs, etc to be able to get to the playground easily. She has marked where we need them on the map attached. I just need to know the length. finished the pits just need to put sand in them
(Grounds) David start cleaning sand pits at track field	Track Field	Closed	
(Grounds) David clean buses (new one and small one)	[H] Bus Barn	Closed	
Ice machine	[B2] Cafeteria	Closed	
(Pest Control / Maintenance) D3 - Jones Elementary - Goldstar	[D3] Jones Elementary	Closed	Gold Star sprayed Jones Elementary inside and outside for pests.
(Pest control) B2 - Cafeteria - Gold Star	[B2] Cafeteria	Closed	Gold Star sprayed for pest inside and outside Cafeteria Building. David and i picked up trash
(Grounds) picked up trash and threw it	[H] Bus Barn	Closed	
(Maintenance) Fuel Pump - Fuel Maintenance truck	[F] Maintenance	Closed	Fueled 20 gallons into White Maintenance Truck.
(Maintenance) B2 - Cafeteria - Return orange Gatorade coolers to Tiger Field House	Tiger Field	Closed	Returned two orange Gatorade coolers to Tiger Field House.
(Maintenance) Baseball Field - Unlock restroom for EZ	Baseball Field	Closed	Unlocked girls restroom at baseball field for EZ.
(Grounds) took ice to Mrs.Ruida	[B2] Cafeteria	Closed	Ez and I took igloos with ice to cafeteria
(Grounds) fueled up suburban 9,10,11	[H] Bus Barn	Closed	
(Grounds) David changed mud flaps on new small bus	[H] Bus Barn	Closed	David and i changed tires on suburban 7
(Grounds) changed tires on suburban 7	[H] Bus Barn	Closed	
David washed bus barn floor	[H] Bus Barn	Closed	
Facility Reservation - 12.19.25 Library_Santa Pictures	[B1] Annex	New	
(Maintenance) B2 - Cafeteria - Deliver 10 boxes of cut pies	[B2] Cafeteria	Closed	Delivered ten boxes of cut pies to Cafeteria for Thanksgiving lunch from DAEP walkin refrigerator.
(Maintenance) C1 - Tiger Gym - Set mat on Gym floor	[C1] Tiger Gym	Closed	Set mat on Tiger Gym floor for Thanksgiving luncheon.
(Safety / Maintenance) Door Check - BISD Campuses	[D3] Jones Elementary	Closed	Door Checked Secondary buildings and found no issues with those doors checked.

(Maintenance) B2 - Cafeteria - Deliveries	[B2] Cafeteria	Closed	Let Cintas in the back gate, and they went to Cafeteria.
(Maintenance) E - Central Office - Portable A/C	[E] Central Office	Closed	Delivered three new portables cooling/heat to Maintenance shop from Central Office.;We
David cleaned new logo buses (long one and small one)	[H] Bus Barn	Closed	have three portable ac units here for you
moved picnic tables from B1 are to between B3 and C3	[B2] Cafeteria	Closed	David and i moved picnic tables from b1 ae to between B3 and C3
spread fertizler in front C1,B1, C2	[C1] Tiger Gym	Closed	
David fix sprinkler in front of C1	[C1] Tiger Gym	Closed	
(Pest Control) C3 - Cub Gym - Wasp nest near door C3-3	[C3] Cub Gym	Closed	Eliminated two wasp near C3-3 door at Cub Gym.
(Maintenance) B2 - Cafeteria - Deliver bags of ice to DAEP	[B2] Cafeteria	Closed	Delivered fourteen 10 lbs bags of Ice to DAEP from Tiger Field House.
(Maintenance) Custodian Warehouse - Unlock for Mrs Rueda	[F] Maintenance	Closed	Unlocked custodian warehouse for Mrs. Rueda. She has cafeteria plates, etc in custodian warehouse.
(Prevent Maintenance) B5 - Tech - (HVAC) Replace air filter	[B5] Technology	Closed	Replace one HVAC 20x20x1 air filter in Tech building.
[Ticket #9917] Updated Facility Reservation: Auditorium - Kinder Christmas Program (Practice)	[B1] Annex	New	
Updated Facility Reservation: Auditorium - Kinder Christmas Program (Practice)	[B1] Annex	New	
(Grounds) start cleaning baseball field	Baseball Field	New	
mow baseball and softball field	Baseball Field	Closed	marked sprinkler for multi-chem both fields;mow and mark sprinklers for multi-chem this friday
(Safety / Maintenance) Door Check - BISD Campuses	[A1] High School	Closed	Door checked some Secondary buildings and found no issues with dthose doors. Replaced two lights facing the stage numbers 3 and 4 light fixture.;Lights 3 and 4 are out in the theatre. Can we please have these bulbs replaced? Elementary started the first of our fall performances today and other organizations will be having presentations soon. Please let me know if you have any questions.
(Maintenance) B1 - Auditorium - Theatre lighting	[B1] Annex	Closed	Turned on gas water heater, someone had it set at very hot.. When its on very hot setting the water heater turns off.. Put setting on hot setting and turned on water heater, checked for gas leaks and found no leaks.;Today, we noticed the water heater in the girls side of tiger gym is off.
(Maintenance) C1 - Tiger Gym - No hot water in girls dressing room	[C1] Tiger Gym	Closed	Ceiling tile was very flimsy and could not be reinstalled back on ceiling rails. Replaced ceiling tile with new sturdy ceiling tile.
(Maintenance) B2 - Cafeteria - Ceiling tile fell off in room between kitchen and eating area	[B2] Cafeteria	Closed	

Facility Reservation - 11.20.25 Auditorium	[B1] Annex	New	
spread seed at Ag A2	[A2] Agricultural	Closed	
spread seed at central office E	[E] Central Office	Closed	
(Maintenance) B1 - Auditorium - Risers (stands) to Cub Gym	[B1] Annex	Closed	Delivered stands to Cub Gym from Auditorium (Veterans Program). Delivered five flag stands to Band Hall (Mr. Willis). Flag stands ere being used for Veterans Program at Auditorium.
(Maintenance) B1 - Annex - Deliver flag stands to Band Hall	[B1] Annex	Closed	
(Maintenance) D3 - Jones Elementary - (Fire Audit) Broken ceiling tiles in hallway	[D3] Jones Elementary	Closed	Replaced two damaged ceiling tiles with two new ceiling tiles.
(Maintenance) C1 - Tiger Gym - (Fire Audit) Dressing room going to library has a couple of damaged ceiling tiles	[C1] Tiger Gym	Closed	Replaced 12 ceiling tiles in Tiger Gym girls dressing room. Ceiling tiles had holes or water stains from old roof leak.
(Maintenance) C1 - Tiger Gym - (Fire Audit)One damaged ceiling tile by C1-1 door	[C1] Tiger Gym	Closed	Replace one ceiling tile inside door C1-1. Tile was damage by old roof leak.
(Maintenance) B1 - Auditorium - (Fire Audit) Replace broken plastic covers for Evacuation maps	[B1] Annex	Closed	Hard covers for three maps are cracked and broken. Replaced with three covers and reinstalled on wall.
cleaning out the infield of weeds and grass (softball)	Baseball Field	Closed	done taking out all weeds and grass from infield
clean the warehouse of the old grounds stuff		Closed	Imelda and i got stuff out and helped her organizer warehouse;get old bags of fertilizer and used them in some places
(Safety / Maintenance) Door Check - BISD Campuses		Closed	Door checked all Elementary buildings doors and some Secondary buildings doors. Did not find any issues with those doors I checked.
10 tables and 45 chairs..for thanksgiving lunch	[C3] Cub Gym	Closed	Imelda and smiley
(Pest Control / Maintenance) B2 - Cafeteria - Mouse traps	[B2] Cafeteria	Closed	Set four wooden mouse traps and four glue traps in pantry area.
(Maintenance) B1 - Auditorium - Flag stand	[B1] Annex	Closed	Found five stands at Band Hall and installed five military stands. Delivered stands to Auditorium for Veterans Program.
(Maintenance) B2 - Cafeteria - Deliver boxes of cut pies to DAEP (Per Rueda)	[B2] Cafeteria	Closed	Rueda and I delivered 10 boxes of cut pies to DAEP walkin refrigerator.
(Maintenance) B2 - Cafeteria - Deliver 10 lbs of ice	[A] DAEP	Closed	Delivered 20 bags of 10 lbs to DAEP freezer and there is a total of 36 bags of ice.
got VIN numbers	[H] Bus Barn	Closed	Got VIN numbers for zero turns and bus and truck for the sale
fueled up buses and suburban's	[H] Bus Barn	Closed	David and Leila and me fueled up buses and suburban's
(Pest Control / Maintenance) C2 - Library Mouse droppings in Mrs Sandoval Office	[C2] Library	Closed	I installed two sticky traps this past Friday and there was droppings, hair on sticky traps. Sticky traps are not working in this area. I installed two wooden traps. I will monitor every day.;Set two mouse traps in Mrs. Sandoval Office. I will monitor area every days.

(Maintenance) B2 - Cafeteria - Oven rack fell down per Norma	[B2] Cafeteria	Closed	One of the clips for metal grill fell off. Reinstalled clip and metal grill.;Mrs Norma said to complete this ticket around 2 pm today because oven is very hot at ths moment.
(Pest control / Maintenance)B2 - Cafeteria Pantry room need mouse traps	[B2] Cafeteria	Closed	A total of four wooden mouse traps and six glue traps have been installed in pantry room.
White tables	[E] Central Office	Closed	I will monitor that area every morning and every evening.
(Maintenance) Custodian Warehouse - Unlock for Mrs Rueda	[F] Maintenance	Closed	Imelda and jackie;I have a board meeting this evening. Will you have the white tables removed from the boardroom please.
Ice Machine	[B1] Annex	New	Unlocked Warehouse for Rueda.
(Safety / Maintenance) Door Check - BISD Campuses	[D1] Jones Office	Closed	Door checked all Elementary and Secondary buildings doors. D1-1 Elementary Office door card reader was not working. Door was fixed by a Tech Department.