

Ticket name	Ticket status	Associated Note
(Safety / Maintenance) Door Check - BISD Campuses	New	
(Grounds) fix up pitchers mount on softball field	Closed	David and i put clay bricks and fixed pitchers area, done
Activity bus 2	New	Clean & Wash bus inside
Bus 41	Closed	Cleaned and wash bus
(Pest Control / Maintenance) D1 - Jones Elementary Office - Set cage trap for raccon on roof	Closed	
(Deliver / Maintenance) C1 - Tiger Gym - Need extra paper towels and	Closed	
(Delivery / Maintenance) Custodian supplies	Closed	
(Maintenance) F - Jr High Field House - urinal will not stop flushing	Closed	Turned off water valve to urinal, replace inside seal and urinal working correctly.
Bus 37	Closed	Replaced stop sign, change oil & filter, change inside light, check tires
(Clean / Maintenance) C1 -Tiger Gym - clean Gym floor	Closed	
Bus 38	Closed	Oil & filter change, replaces 2 front tires, check battery
Gray sub	Closed	Fueled up sub
(Contractor / Maintenance) D1 - Jones Elementary Office - Rio Gande Heating and Cooling - Hallway HVAC has a burnt smell	Closed	Fan motor to blower is running good with correct amps. High pressure and low pressure are correct. Freon levels are good.
(Safety - Maintenance) Door Check - BISD Campuses	Closed	
(Maintenance) F- Tiger Field House - Ice maker is off and not making ice	Closed	
Christmas decor	New	
(Pest Control / Maintenance) B2 - Cafeteria - Dead pigeon on cafeteria	Closed	One dead pigeon on rafter on outside eating area. Removed dead pigeon and properly disposed
(Fuel / Maintenance) Fuel pumps - Fuel maintenance truck	Closed	Fueled maintenance truck with gallons of fuel.
(Grounds) put fertilizer on softball and baseball field	Closed	David and i went and spread fertilizer with green tractor on fields
(Safety / Maintenance) B4 - Koch - B4-1 door handle very loose	Closed	Door handle very loose. Replaced with temporary handle and we will order another handle.
(Safety / Maintenance) Door Check - BISD Campuses	Closed	Door checked Elementary buildings and Secondary buildings. Found one issue with C1-Tiger Gym (C1-4) Door. Adjusted door closer and lubricated hinges, door latch. Door securing on its own.
(Safety / Maintenance) C1 - Tiger Gym - C1-4 door not locking on its own (Door Check findings)	Closed	Adjusted door closer and lubricated hinges, etc. Door securing on its own.
(Delivery / Maintenance) Custodian Warehouse - Imperial Dade delivery	Closed	Imperial Dade delivered one box of 6 oz cups to Custodian warehouse.
(Grounds) blew off debris from small play ground	Closed	
(Grounds) David weedeat a/c units area by B2	Closed	Morning finished his vector modules then afternoon weedeat fence are (a/c) units B2
Sub 9	Closed	Change oil & filter, check tires, added windshield washer, check battery
(Maintenance) B2 - Jr High - Need more backpack hooks in hallway	Closed	
(Repair / Maintenance) Pig Barn - Water line broken	Closed	Half inch elbow SharkBite was broken by a pig. Replaced SharkBite elbow, turned on water and found no leaks. Pig drinking water trout working correctly.;Good Morning, there is a broken

(Maintenance) C1-Tiger Gym - Ice Maker not producing ice	Closed
(Maintenance) D3-2 Jones Elementary - Make extra keys for new D3-2 door	Closed
(Maintenance) D2 - Intermediate - Make extra keys for new D2-3 door	Closed
(Maintenance) D1 - Jones Elementary Office - Make extra keys for new D1-Sub 8	Closed
(Maintenance) B2- Cafeteria - Hang clipboard on wall in kitchen area	Closed
(Fire Audit) B2 - Cafeteria - Repaint area where AED was located in kitchen	Closed
(Maintenance) A2 - Ag Shop - soap dispenser fell off wall	Closed
Sub 7	Closed
(Maintenance) D3 - Jones Elementary - Light not working in room 18 (Mr	Closed
(Grounds) weedeat and mow around B6	Closed
(Grounds) weedeat and mow behind and around D,D1,D2	Closed
(Safety / Maintenance) Door Check - BISD Campuses	Closed
(Grounds) help Imelda move bleachers back	Closed
(Grounds) weedeat between B3,B4	Closed
(Grounds) weedeat and mow A1	New
(Grounds) weedeat and mow C1,C2	Closed
(Grounds) weedeat and mow front of D3	Closed
(Maintenance) D1 - Intermediate - Throw away old glass door to Jones Elementary Office	Closed
(Clean / Maintenance) C1 - Tiger Gym - Clean gym floor for todays game	Closed
(Fire Audit / Maintenance) Maintenance White Truck - Inspect fire	Closed
(Fire Audit / Maintenance) Fork lift - Inspect fire extinguisher	Closed
(Fire Audit / Maintenance) Fuel Pumps - Inspect fire extinguishers	Closed
(Fire Audit / Maintenance) G - Maintenance Shop - Inspect Fire	Closed
(Maintenance) B1 - Annex - Deliver Buffer to Annex	Closed
(Contractor / Maintenance) Dan's Do It All - D1-1 Jones Elementary Office - Replacement of D1-1 door	Closed
(Safety / Maintenance) Door Check - BISD Campuses	Closed
(Repair / Maintenance) A2 - Ag Shop - Door to cabinet off	Closed
(Prevent / Maintenance) B2 - Cafeteria - (HVAC) Replace air filters in old	Closed
(Maintenance) D3 - Jones Elementary - Throw away old boards and D3-3	Closed
(Maintenance) D2-Intermediate - Throw away old D2-2 door	Closed

Ice machine not producing ice. Restart ice maker and ice maker producing ice.
Made three keys at DND hardware store and delivered them to Central Office.
Made three extra keys at local hardware store and delivered them to Central Office.
Made three extra keys at local hardware store and delivered them to Central Office.
Oil & filter change, check tires, added windshield washer, checked battery
Drilled one hole in cinder block for one screw in kitchen area. Installed clipboard on screw.
Patched four small holes and repainted wall with gray paint.
Reinstalled soap dispenser with three screws in Ag shop.
Check tires, added windshield washer, check battery;Oil & filter change
Reset breaker to light in restroom and light working correctly.
Door checked Elementary and Secondary buildings. Did not find no issues with those doors
Help Imelda move bleachers back to the cub gym with help of Jackson and Gabby
Disposed of old glass at correct location.
Prep gym floor for todays girls High School Game VS La Pryor. First, you dust mop entire gym floor. Then, you get wet towels on a dust mop and mop floor till floor is clean from dust.
Fire extinguisher in Maintenance white truck has passed monthly inspection.
Fire extinguisher on fork lift has passed inspection.
Fire Extinguishers in Maintenance Office and in Maintenance Shop passed inspection.
Inspected fire extinguisher in Shop and fire extinguisher passed inspection
Delivered buffer to Annex. Christy Sandoval (Custodian) is using buffer machine to buff tile
Mr. Dan and his crew removed old door, metal frame, and big glass beside door. Replaced with new metal door and metal frame. Also, covered wall lumber where old glass was located.
Door checked all Elementary and Secondary buildings. Found no issues with those doors
Installed four screws on door to cabinet and door working correctly.
Replaced four 20x20x1 air filters and two 20x25x1 air filters in Cafeteria.
Delivered old door behind Maintenance shop.
Delivered old door behind maintenance shop.

(Safety / Maintenance) Door Check - BISD Campuses	Closed	Door checked all Elementary doors and doors working correctly.
(Contractor / Maintenance) Dan's Do It All - D3 - Jones Elementary - Replacement of D3-2 door	Closed	Mr. Dan removed old frame and door. Installed new door. Michael Munoz and his crew needs to reconnect badge reader etc.
(Contractor / Maintenance) Dan's Do It All - D2 - Intermediate - Replacement of D2-2 door	Closed	Removed old D2-2 door, modified frame to fit door hinges and installed new door. Michael Munoz and his crew need to connect badge reader, etc.
(Pest Control / Maintenance) B2 - Cafeteria - Set mouse traps	Closed	Set two mouse traps underneath stoves and one more in pantry room.
(Grounds help Imelda sort warehouse pallets of paper around	Closed	Michael and imelda help move and spotted while using forklift
(Grounds) washed suburban 9,10, new logo bus (small one)	Closed	David and i washed suburban's and bus new one
(Grounds) David detailed suburban's 9,10	Closed	
(Maintenance) Custodian Warehouse - Reorganize pallets	Closed	Assisted Imelda and Cesar with the reorganizing of the pallets of supplies inside custodian
(Maintenance) Propane refill on forklift	Closed	Refilled two propane tanks for fork lift at The Ranch Supply.
(Safety / Maintenance) Door Check - BISD Campuses	Closed	Door Checked all Elementary doors and some Secondary doors. All doors are working correctly
Baseball/softball field	Closed	Work on controller baseball/softball.
Activity bus 2	Closed	Greased front end & added windshield washer check tires;Oil & filter change
(Grounds) help move stands	Closed	David and i helped Michael and smiley moved stands to civic center
(Grounds) work on batting boxes for softball field	Closed	David and i started today with batters box and umpires box and finished 01/07/2026 preparing
(Pest Control / Maintenance) C2 - Library - One mouse caught in Ashley's	Closed	One small mouse was caught on a wooden mouse trap in Mrs. Ashley's Office.
(Grounds) cut branches by B3	Closed	David and i cut some branches and removed them
(Contractor / Maintenance) - D3 - Jones Elementary - Superior Electrical reroute electrical for D3-2 door	Closed	Superior Electrical will come Friday to reroute the electrical for the D3-1 door.
(Pest Control / Maintenance) D2 - Intermediate - Set traps	Closed	Due to a racoon in the ceiling area at the Intermediate building. I set two cage traps in the
(Safety / Maintenance) Door Check - BISD Campuses	Closed	Door checked all Elementary buildings and some Secondary buildings. Did not find no issues with
Gray sub	Closed	Oil & filter change
(Grounds)worked on modules	Closed	
(Pest Control / Maintenance) B2 - Cafeteria - One mouse caught in pantry	Closed	One mouse was caught in pantry with a wooden mouse trap.
(Fuel / Maintenance) Fuel Pumps - Fuel Ag Truck	Closed	Fueled 25 gallons in white Ag truck.
(Safety / Maintenance) Door Check - BISD Campuses	Closed	Door Checked Elementary and Secondary buildings.
(Pest Control / Maintenance) Gold Star - OAP - Culinary	Closed	Goldstar (Exterminator) sprayed for insects in B3 - Culinary and OAP building.
(Maintenance) B4- Koch - Need soap dispenser in room 35 in Koch building	Closed	Installed a new soap dispenser in Koch build room 35 by sink.;This request will be denied,
Ag shop	New	
Ashlynn C.-Lunch	New	
(Safety / Maintenance) Door Check findings - A2-2 Ag Shop - Door not	Closed	Adjusted push bar to A2-2 door and door closing correctly on its own.
(Fuel / Maintenance) Fuel Pumps - Need fuel in Maintenance whit truck	Closed	I fueled 26 gallons of unleaded into white maintenance truck.

(Emergency / Maintenance) D1 - Jones Elementary Office - Burnt smell in hallway by faculty restroom (HVAC)	Closed
(Maintenance) Custodian Warehouse- Mayfield Delivery	Closed
(Safety / Maintenance) Door Check - BISD Campuses	Closed
(Grounds) David top up buses and suburban	Closed
(Repair / Maintenance) D1 - Jones Elementary Office - water dripping from ceiling tiles in meeting room	Closed
Officer Calvillo	Closed
(Grounds) David weedeat 3 areas for shot put at the track field	Closed
(Safety / Maintenance) Door Check - BISD Campuses	Closed
[Ticket #10088] Facility Reservation_12.19.25 Auditorium	Closed
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Approved Use of Equipment- 12.23.25 C. Perez Tables/chairs	Closed
Office Chair	Closed
(Maintenance) B2 - Cafeteria - Ice maker not producing ice	Closed
(Maintenance) Custodian Warehouse - Unlock for Irene (Custodian)	Closed
(Maintenance) B4 -Koch - Unlock Mrs Harris Office	Closed
(Maintenance) Custodian Warehouse - Unlock warehouse for Christy	Closed
(Repair / Maintenance) B2 - Cafeteria - Handle to hot water in sink broke	Closed
(Safety / Maintenance) Door Check - BISD Campuses	Closed
(Maintenance) B2 - Cafeteria - Deliver cut pies from DAEP to Cafeteria	Closed
(Maintenance) D1 - Jones Elementary Office - Turn on heater in planning room / Need drinking water	Closed
(Maintenance) C3 - Cub Gym - No water in first sink in girls restroom	Closed
(Maintenance) Custodian Warehouse - Unlock Warehouse for Mrs. Rueda	Closed
water	Closed
(Maintenance) C2 - Library - Deliver green chair to Library	Closed
(Maintenance) F - Tiger Field House - Deliver Graduation stage to Field	Closed
(Maintenance) C3 - Cub Gym - Deliver two risers (stands) to Cub Gym	Closed
(Grounds)blew dirt and debris of track field	Closed
Intermediate Bathrooms	Closed
helped moved stands and graduation podium	Closed

Opened panels to HVAC system on roof. Found burnt wires on fan motor on blower. Mr. Solis will notify HVAC Technician and schedule an visit.

Received two pallets of custodial supplies.

Door checked all Elementary and some Secondary buildings. All doors checked have no issues

That room has a flat roof with tar and pebbles. Used gas blower to blow off some pebbles. Section of roof needs to be reseal. I will reseal as soon as roof dries up.

Door checked all Elementary buildings and some Secondary buildings. There was no issue with

Please see attached and coordinate with Christy on when she can pick these up.

I am needing to replace my desk/office chair- not urgent.

Cleaned ice maker, all components, ice bin, etc. Adjusted ice cube size and turned on ice maker.

Unlocked custodian warehouse for Irene. She is going to wash dust mops in warehouse.

Some high school left his backpack in Mrs. Harris Office and she was not here. I used Imeda's

Unlocked custodian warehouse for Christy. She was going to use the commercial shampoo

Removed old and broken sink faucet in cafeteria kitchen. Replaced with new sink faucet. Faucet

Door checked some Secondary buildings and found no issues with those doors checked. Doors

On Thanksgiving one box of cut pies were delivered to DAEP from Thanksgiving dinner. One box

Set heater on thermostat to 73 degrees and Imelda will take care of the drinking bottles they

were asking for.;;We need a couple of cases of water for the office. The heater in the Planning

Removed aerator from sink and removed tiny debri in aerator. Sink working correctly.;;The lower

sink in the girls restroom in the Health office is not working. There is no water coming out of the

Unlocked warehouse for Mrs Rueda (Cafeteria).

We are currently all out of water bottles.

Delivered one green chair from Bank And Trust to Library for Santa.

Delivered Graduation Stage from Bank parking lot to Tiger Field House.

Delivered two stands from Bank and Trust to Cub Gym.

David and i blew rocks and dead grass of the track field

I'm going to install a repair kit on the Sloan valve.

stands and podium moved to bank for frontier Christmas

Old ag truck	Closed	Replaced 2 batteries
Black sub	Closed	Fueled up sub
Bus 39	Closed	Replaced battery
Sub 8	Closed	Replaced battery
Sub 7	Closed	Fueled up sub
Sub 8	Closed	Fueled up sub
(Emergency / Maintenance) Big water leak in Kitchen restroom sink	Closed	Mrs Rueda called me on my cell phone and said there is a bad water leak in kitchen sink in I don't know if there is a way you can let people know to look for my books. But I am missing 5 anatomy books. I need them back because I do not have enough for all of my students.
Fwd: Missing Anatomy Books	Closed	
[Ticket #10051] Cafe Recieving not Locking	Closed	
(Maintenance) A1 - High School - Clear hallway	Closed	Removed class pictures, flat screen TV, chairs, trophy cases from hallway by High School Office.
(Maintenance) B1 - Auditorium - Deliver wooden Christmas Trees to	Closed	Removed all stands from wooden white Christmas Trees. Delivered those Christmas trees to
(Maintenance) B1 - Auditorium - Deliver gray wooden stages to teacher	Closed	Removed all wooden gray stages from the auditorium and delivered to Annex teachers lounge.
(Prevent / Maintenance) Air filter	Closed	Replaced two HVAC 12x20x1 air filter in Music Room.;I am missing my air filter from my art
[Ticket #10051] Cafe Recieving not Locking	Closed	
(Maintenance) A2 - Ag Shop - Tool storage locked	Closed	Mr Abbey closed door to tool room was closed and he does not have a key. I reopened door.
(Maintenance) Custodian Warehouse - Delivery (Imperial Dade)	Closed	Imperial Dade delivered one pallet of Cafeteria supplies for Mrs. Rueda.
(Ground's)weedeat and mow track field	Closed	
(Grounds) weedeat and mow softball and baseball field	Closed	baseball field is weedeat 12/11/25
(Maintenance) B2 - Jr High - Soap dispenser in girls restroom not working	Closed	Opened soap dispenser in girls restroom and installed soap in dispenser. Soap dispenser
Use of Equipment - KCJLS Show 1/2/26-1/3/26	Closed	
(Grounds) fuel buses and suburban's	Closed	David and i fuel up buses and suburban's and washed suburban 7 for the swim team
(grounds) Change valve practice field	Closed	
(Grounds) water leak practice football field	Closed	went to get water valve dig up for tomorrow to change valve
[Ticket #10052] Dock door - cafeteria	Closed	
Dock door - cafeteria	Closed	
(Maintenance) D1 - Jones Elementary Office - Tiles falling in Meeting Room	Closed	Will replace tiles after we catch racoon in ceiling area.
(Maintenance) B1 - Auditorium - Assemble wooden Christmas Trees	Closed	Put wood stands on white Christmas Trees for Mrs. Ford and Mrs. Bonners Pre-K Christmas
(Maintenance) D1 - Jones Elementary - Water pressure issues in Office restroom	Closed	Due to The City of Brackettville having a huge water leak. The restrooms in some buildings have low water pressure. Turned on sink faucets to let air out of the water lines. Restroom are
(Grounds) David cleaned buses new ones	Closed	David and ez cleaned buses
(Grounds) David detailed and wash sub 9,10	Closed	David detailed suburban's and i washed suburban's
(Grounds) work on home base softball	Closed	David and i put home plate
(Maintenance) D2 - Intermediate - Toilet will not stop flushing	Closed	Removed flush valve, opened flush valve, and installed a repair kit. Toilet working correctly.

(Safety / Maintenance) Door Check - BISD Campuses	Closed	Door Checked some buildings in jones Elementary. We have one issue with B2-5 door at the
(Maintenance) D3 - Jones Elementary - Toilet in boys restroom will not	Closed	Opened flush valve and cleaned inside flush valve. Reinstalled flush valve and toilet working
Ice machine repairs	Closed	
Bus 41	Closed	Adjusted handle to breaker box door
(Maintenance) A2 - Ag Shop - Water leak on hose bibb	Closed	Replaced one 1/2 hose bib and waiting for City of Brackett to turn on water back on.
(Maintenance) D3 - Jones Elementary - Put white supports on trees	Closed	Put white supports on wooden Christmas Trees.