

Ticket name	Ticket owner	Ticket status	Associated Note
(Safety / Maintenance) Door Check - BISD Campuses Life Skills	Michael Villarreal	Closed	Door checked all Elementary and Secondary doors. Found one issue with Intermediate D2-1 door (card reader not working correctly). Tech Department is aware of issue.
(Grounds) David cleaned suburban's 7,10	Michael Villarreal	New	
(Grounds) David fueled up buses and suburban's	Cesar Montoya	New	
(Grounds) spread fertilizer on softball and baseball	Cesar Montoya	Closed	
(Safety / Maintenance) Door Check - BISD Campuses (Grounds) mowed practice field	Michael Villarreal	Closed	Door Checked all Elementary and Secondary buildings. Found two issues with doors. On Intermediate D2-1 door the card reader is still not working since last week. On Jones elementary Office D1-1 door the card reader is not working. Tech department fixed issues on D1-1 door.
Leaves	Cesar Montoya	Closed	
Time sheets	Cesar Montoya	New	
Activity bus 2	isauro rivas	New	
Activity bus 1	isauro rivas	New	
Pre-K Playground Safety & Maintenance Update	isauro rivas	New	
(Sewer / Maintenance) C3 - Nurse Office - Clogged sewer pipe	Michael Villarreal	New	
(Grounds) mow and weedeat D3,D1,D,C1,C2,B1,E	Michael Villarreal	New	David weedeat and i mowed
(Grounds) paint softball field for todays game	Cesar Montoya	Closed	
(Safety / Maintenance) Door Check - BISD Campuses	Cesar Montoya	Closed	
(Grounds) went to take out dead deer from softball field	Michael Villarreal	Closed	
Health Office sanitary boxes	Cesar Montoya	Closed	
(Risk Assessment / Maintenance) Bus Barn - Paint safety yellow on ramp going into Shop	Cesar Montoya	Closed	
(Grounds) washed new buses (logo buses)	Imelda Vela	New	
(Grounds) David check suburban 9,10	Michael Villarreal	Closed	
(Grounds) went to drop off carboard trailer	Cesar Montoya	Closed	
(Installation / Maintenance) B3 - OAP - Need a pencil sharpener in Mr. Gonzalez classroom per Christy Sandoval (Custodian)	Cesar Montoya	Closed	Installed a new pencil sharpener with four wood screws in Mr. Gonzales (OAP) classroom.
(Installation / Maintenance) A2 - Ag Shop - There is no metal box for feminine products in girls restroom	Cesar Montoya	Closed	I noticed in AG Shop girls restroom that there was no sanitary metal box. I installed a stainless steel sanitary box in girls restroom.
Facility Reservation - M. Frerich_Tiger Gym	Michael Villarreal	Closed	
(Grounds) throw trash from bus barn	Imelda Vela	New	
(Grounds) David fueled up sub 11	Cesar Montoya	Closed	
(Grounds) washed windshield for bus 41	Cesar Montoya	Closed	

playground ramps	Michael Villarreal	New	
Facility Reservation 5.7.26-5.8.26 Tiger Gym_Guidry	Imelda Vela	New	
Facility Reservation 5.22.26 Tiger Gym_Senior Survivor (Assembly / Maintenance) D1 - Music Room - Assemble Metal ramp for music room	Imelda Vela	New	
(Safety / Maintenance) D3 - Jones Elementary - Water puddles on big pavilion (Slip Hazard)	Michael Villarreal	Closed	Started to install metal ramp but staff keep calling me for various work tickets.
(Pictures / Maintenance) D2 - Intermediate - Assist with Kinder Graduation Pictures in PLC Room	Michael Villarreal	Closed	Aske Imelda to remove water puddles on concrete big pavilion. Water puddles were from the day before... Imelda was cleaning concrete with water (garden hose). She removed all water puddles. No more slip hazard..
(Safety /Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Picture lady from San Antonio was parked around 6:00 am in front of Intermediate. I opened door, helped her with her equipment and escorted her to PLC room.
(Per Imelda / Maintenance) D3 - Jones Elementary - Move tables and chairs to big pavilion for DJ (Music)	Michael Villarreal	Closed	Door checked all Elementary doors and found no issues with those doors checked. All doors checked are working correctly and securing on there own.
(Relocate / Maintenance) Baseball Field - Relocate camera to infield behind home base	Michael Villarreal	Closed	Imelda (Custodian Supervisor) asked me if I can move tables and chairs to Big Pavilion. I moved two six foot plastic tables an twenty folding metal chairs. Set up tables and chairs on big pavilion next to DJ area.
(Electrical / Maintenance) A1 - Annex - Burnt smell by window unit in Coach Stokes classroom (Emergency)	Michael Villarreal	Closed	I original installed bracket camera on press box behind home base per Tech Department (Michael Munoz). They now want camera installed on fence pole inside playing field behind home base. We relocated mounting bracket for camera on chain link fence pole.
(Reinstall / Baseball Field) Baseball field press box - adjust camera bracket	Michael Villarreal	Closed	361950971633;Noticed outlet for window unit a little burnt. Bought an outlet from local hardware store. Replaced burnt outlet with new outlet. While replacing outlet, I noticed the wires connected to outlet were very loose and that might be the reason for outlet to malfunction. See attachments..
(Supplies / Maintenance) Custodian warehouse - Unlock for Carol Sandoval	Michael Villarreal	Closed	Mounting bracket for camera on press box was mounted upside down. Removed four screws and adjusted mounting bracket to the correct position. Reinstalled mounting bracket with the four screws.
(Safety / Maintenance) B2 - Jr High - Broken outlet cover in room 6 (Ace Program)	Michael Villarreal	Closed	Imeda (Custodian Supervisor) opens custodian warehouse for her custodians. But, when she is not available I unlock warehouse for custodians. Inside warehouse they have a sign out sheet for every supplies taken out of warehouse.
(Grounds) mark lines and batters box for softball fields and baseball	Cesar Montoya	Closed	As I walked by room 6 I noticed part of an outlet cover broken off. I removed broken cover and replaced with new outlet cover.
(Safety / Maintenance) B2 - Jr High - Broken outlet cover in Mrs. Gonzalez classroom	Michael Villarreal	Closed	
Requesting utility sink.	Michael Villarreal	New	
Ceiling Tiles - Girls Locker Room	Michael Villarreal	New	
(Safety / Maintenance) D3 - Jones Elementary - Do not send students on playground . Maintenance is conducting an installation	Michael Villarreal	Closed	Beverly (Custodian) reported a broken outlet cover in room 4 (Mrs Gonzalez) classroom. Noticed a missing screw on outlet.. Installed new outlet screws and replaced cover to outlet.
(Plumbing / Maintenance) Nurse Office - one toilet not flushing correctly	Michael Villarreal	New	
(Safety / Maintenance) D3 - Jones Elementary - Deliver sand to Elementary playground for ADA mats	Michael Villarreal	Closed	plastic mats on top of sand. All this installation is for kids with wheel chairs have access to playground. See attachments.
(Grounds) David mowed and weedeat tennis courts	Cesar Montoya	Closed	
(Grounds) David mowed central office E	Cesar Montoya	Closed	
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Delivered 10 piles of sand to three different location inside Elementary locations.
			Door checked all Elementary doors and found no issues with those doors checked. All doors checked are working correctly and securing on there own.

(Clogged / Maintenance) A2 - AG Shop - Water coming up from floor drains	Michael Villarreal	Closed	They reported dark water coming from floor drains in both boys and girls restrooms. Tried to use plunger to unclogged floor drains and that did not work. I opened 4 inch sewer cap behind Ag building and noticed drain line full of water. Used sewer snake on on 4 inch drain line and that did not unclog drain line. Used plunger on 4 in sewer line and that unclogged drain line. Ran a water hose in sewer pvc pipe for 10 minutes. Sewer lines are unclogged.
Facility Reservation 4.28.26 Tiger Gym_Fine Arts Banquet	Imelda Vela	New	
(Grounds) mark batters box and mark lines softball and baseball field	Cesar Montoya	Closed	David and i finished and water the field
(Grounds) fix leak at softball field	Cesar Montoya	Closed	David and i fixed it
(Safety / Maintenance) D3 - Jones Elementary - parents keep running over cones during student drop off or pick up, need two more cones per Mr. Muller	Michael Villarreal	Closed	Mr. Muller asked if we had any cones for pickup and drop off area behind Intermediate buildings. I gave Mr. Mueller two cones I had in the shop.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door checked all Elementary buildings and found no issues with those door checked. All doors checked are working correctly and securing on there own.
(Grounds) weedeat and mow fence line and the back of D3, and next to pavilions	Cesar Montoya	Closed	David mowed and cesar weedeat fence line
(Plumbing / Maintenance) B4 - Koch buildings - urinal boys restroom is clogged up unable to unclog it I put an out of order sign on it	Michael Villarreal	Closed	
Rental Agreement - KCLL	isauro rivas	New	
(Grounds) weedeat and mowed in front of D3,D1,C1,C2, B1,	Cesar Montoya	Closed	
(Ice maker / Maintenance) C3 - Nurse Office - Ice maker not working correctly	Michael Villarreal	Closed	Ice maker making ice but not dropping ice into ice bin.. Noticed ice maker building up ice into big chunks of ice. Cleaned ice maker and restarted freeze mode. Ice maker working correctly.
Re: Review of Vehicle listing for Auction	isauro rivas	New	
Fw: Budget 2026-27	Javier Solis	New	
Fw: Surplus Items	isauro rivas	New	
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door checked all Elementary door buildings and found no issues with those doors checked. All doors checked are working correctly and securing on there own.
(Grounds) David fuel up buses and suburban's	Cesar Montoya	Closed	
(Contractor / Maintenance) A1 - High School - Remove every thing from wall on new office for painting (DLP)	Michael Villarreal	Closed	Removed every thing from wall in new High School Office. Items removed from wall included bulletin boards, large white boards, papers, etc.. All these items were removed from wall so DLP contractors can paint new office area.
J.H. Teacher Workroom Refrigerator Concern	Javier Solis	New	
(Grounds) David fueled up buses and suburban's	Cesar Montoya	Closed	
(Supplies / Maintenance) Custodian Warehouse - Unlock for Christy Sandoval (Custodian)	Michael Villarreal	Closed	Unlocked warehouse for Christy Sandoval (Custodian). She was grabbing liners (trash bags) for Annex building.
(Adjustment / Maintenance) D2 - Intermediate - Adjust one student table in room 2 per Imelda	Michael Villarreal	Closed	In room 2 Mrs. Dillion Classroom I adjusted one student desk. I just removed a screw on each leg, raised leg and reinstalled screw. Student desk is even with the other student desk in that classroom.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door checked all Elementary buildings and found no issues with those doors checked. All doors checked are working correctly and securing on there own.
Bus 42	isauro rivas	New	Fueled bus for trip
1 trash can to tennies court.	Imelda Vela	Closed	Imelda
1 table to library book fair	Imelda Vela	Closed	Imelda moved it Carol-cleaning it

2 tables to tennies court (Pest Control / Maintenance) B2 - Cafeteria - Mouse eating thru cardboard box containing granola bars	Imelda Vela	Closed	Imelda moved them.carlo cleaned them. Installed two sticky traps on that area where mouse eating thru box containing granola bars. Will monitor the traps in the pantry room until I catch the mouse.
Facility Reservation: 5.22.26 Old Pavilion_2nd Grade EOY Party (Installation / Maintenance) A1 - High School - Need (No Parking) signs on new chain link fence behind Ag Shop and High School	Michael Villarreal	Closed	
Facility Reservation 4.24.26 Tiger Gym_Taco Sale	Cesar Montoya	New	
Student Desk	Michael Villarreal	Closed	Installed a No Parking sign on new fence behind Ag Shop and another sign on new fence behind High School.
Facility Reservation 5.27.26 Old Playground_1st Grade EOY Party (Risk Assessment / Maintenance) D3 - Jones Elementary - Install sign (Please watch your step) on D3-2 door	Imelda Vela	New	
(Risk Assessment - Maintenance) D2 - Intermediate - Install sign (Please watch your step) on D2-3 door (PLC)	Imelda Vela	Closed	
(Supplies / Maintenance) Custodian Warehouse - Unlock warehouse for Emma Ramos	Cesar Montoya	New	
(Supplies / Maintenance) Custodian Warehouse - Unlock warehouse for Carol Sandoval	Michael Villarreal	Closed	Installed two signs on D3-2 door. One sign was installed outside door and the other was installed inside the same door.
(Installation / Maintenance) D2 - Intermediate - Ceiling tile fell off ceiling in hallway.	Michael Villarreal	Closed	Installed one sign outside that door and the other door inside that door.
(Grounds) fuel up suburban's 9,10	Michael Villarreal	Closed	Unlocked warehouse for Emma Ramos (Custodian). She is grabbing liners (trash bags) for Cafeteria. Unlocked custodian warehouse for Carol Sandoval (Custodian). She is grabbing boxes of copy paper for Intermediate building.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Old ceiling tile was bent in the middle and fell off ceiling rails. Installed new ceiling tile.
(Pest Control / Maintenance) B2-Cafeteria - Set traps in pantry room.	Michael Villarreal	Closed	there own. Set two wooden traps in pantry. There are signs of mouse eating boxes containing granola bars. I will monitor that area until I catch the mouse.
(Pest Control / Maintenance) D3 -Jones Elementary - Wasp nest by small pavilion area	Cesar Montoya	Closed	Someone reported a wasp nest underneath roof on small pavilion. Found three beginner wasp nest underneath metal roof. All three nest had one wasp. Destroyed wasp nest with wasp spray and knocked all nest.
(Grounds) fix water leak baseball field	Michael Villarreal	Closed	David and i fixed and cover back up
(Pest Control / Maintenance) Jones Elementary - Wasp nest underneath playground	Cesar Montoya	Closed	Lilly called and told me that a teacher reported a wasp nest underneath playground. Found a tiny beginner wasp nest with one wasp. Destroyed wasp nest and knocked down waspnest.
Ice Machine	Michael Villarreal	Closed	
(Ice maker / Maintenance) B2 - Cafeteria - Ice maker not on	Michael Villarreal	New	Noticed ice maker not turned on.. Turned on ice maker and ice maker working correctly. I delivered four 10 lbs bags of ice to cafeteria.
(Delivery / Maintenance) E - Central Office - FEDEX delivery	Michael Villarreal	Closed	Fed Ex delivered four touch screen tv's and two small packages to Central Office. I asked Imelda if she and a custodian can pickup those packages. The Central Office was closed for Spring Break and Fed Ex was going to leave packages outside Central Office. They delivered packages to Maintenance Shop. I delivered small packages to Central
(Pest Control / Maintenance) D3 - Jones Elementary - One wasp in Mrs. Martinez classroom	Michael Villarreal	Closed	Mrs. Martinez said she noticed a wasp in her classroom and she killed the wasp. I checked around her classroom for more wasp. Did not find any wasps. Made sure are windows were closed. All windows were secured. Also checked outside of her classroom. Did not find any wasps or wasps nest.
(Contractor / Maintenance) Lopez Roofing - Roof leaks Assessment	Michael Villarreal	Closed	Showed Mr. Lopez all roof leaks. (Koch building) room 42, (Tiger Gym) boys dressing room, (DAEP) room by A-1 door, (Jones Elementary Office) Meeting room by D1-2 door.
DEBATE Students for Lunch	Michael Villarreal	New	

(Ground's) mark batter box and lines for baseball field for game	Cesar Montoya	Closed	Ez and David and i finished marking lines and painting batters boxes
(Grounds) David mark sprinklers head at football field	Cesar Montoya	Closed	
(Grounds) mowed and weedeat track field	Cesar Montoya	Closed	david weedeat and cesar mowed;mowed inside and finish, need to weedeat
(Grounds) mowed baseball field	Cesar Montoya	Closed	
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door checked all Elementary doors and some Secondary doors. All doors checked are working correctly and securing and there own.
Activity bus 2	isauro rivas	Closed	Cleaned and wash bus
Bus 42	isauro rivas	Closed	Wash inside of bus for trip Monday morning
(Reinstall / Maintenance) Baseball Field - Dust screen on outfield fence needs to be fixed per EZ Rivas	Michael Villarreal	Closed	359842881220;Bottom part to dust screen had zero zip ties securing the screen to the outfield chain link fence. Secured dust screen with black zip ties. Recommend to replace screen for next season. Screen is tearing apart. Opened back gate, Cafeteria door, and outside freezer for BFC food truck delivery. Contacted Mrs. Rueda that her food truck delivery is her. She is on her way to Cafeteria.
(Delivery / Maintenance) B2 - Cafeteria - BFC food truck	Michael Villarreal	Closed	359742333649;Sidewalk next to Pre-k playground is uneven on one side. Sidewalk is uneven due to tree roots pushing sidewalk up. Painted that section with safety yellow paint.
(Risk Assessment / Maintenance) D2 - Intermediate - Side walk uneven	Michael Villarreal	Closed	359742685929;Painted deck with safety yellow paint and installed small metal ramp.
(Safety / Maintenance) D2 - Intermediate - Install metal ramp on Exit door	Michael Villarreal	Closed	359634634455;When I was relocating the bat holders I noticed there was a broken water meter cover. I went to local hardware store and purchased water meter cover. Replaced water meter cover with new cover.
(Safety / Maintenance) Baseball field - Broken water meter cover in visitor dugout (Trip Hazard)	Michael Villarreal	Closed	
(Relocate / Maintenance) Baseball Field - Relocate new bat holders to opposite sides of visitor dugout per EZ Rivas and Coach Creel	Michael Villarreal	Closed	359538604791;Removed two plastic bat holders and relocated to opposite side.
(HVAC / Maintenance) A1-AG Shop - Cesar Montoya told me yesterday that he had damaged wiring to condenser unit with a weed eater	Michael Villarreal	Closed	359579608795;As Montoya was weed eating in back area of Ag Shop he hit some wires around condenser unit. Repaired two wires, tested unit, and turned on unit. HVAC unit working correctly.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door checked some Secondary buildings. Found no issues with those doors checked. All doors checked are working correctly and securing on there own.
(Grounds) David fuel up buses and suburban's	Cesar Montoya	Closed	
(Grounds) paint batters box and lines on softball field for game	Cesar Montoya	Closed	Ez helped with field
(Grounds) mowed baseball field	Cesar Montoya	Closed	Ez and cesar mowed baseball field (bagger broken)
(Installation - Maintenance) Baseball Field - Install bat holders in visitor dugout	Michael Villarreal	Closed	Mr. Creel asked me if I can install baseball holders in visitors dugout. I installed two plastic baseball holders on cinder block wall.
(Grounds) David cleaned mowers	Cesar Montoya	Closed	
(Vestibule Prep / Maintenance) A1 - High School - Remove lockers, bulletin boards, etc.	Michael Villarreal	Closed	Removed one role of blue locker, two bulletin boards, five shelves etc. All this was removed in order for DLP to start with vestibule in new High School Office.
(Reset / Maintenance) A1 - High School - Red light on drinking fountain in hallway	Michael Villarreal	Closed	Red light for water filter on drinking fountain is on. removed top cover and reset light.
(Grounds) mowed and weedeat areas A2,,B1-B3,C3-B2,B6,A1 E,C1,C2,C3-D,D1,D2	Cesar Montoya	Closed	Ez, David, and I have completed the mowing and weed eating operations within the designated areas.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door check all Elementary doors and found no issues with those doors checked. All doors checked are working correctly and securing on there own.
(Grounds) paint batter box for softball game Friday 03/13/26 and Saturday 03/14/26	Cesar Montoya	Closed	

(Leak Repair / Maintenance) B2 - Cafeteria - Sprayer to dish washer has a small water leak	Michael Villarreal	Closed	Replaced the entire dishwasher spray assembly. Had a little trouble due to minor corrosion on 1 1/2 in nuts. Had to use dewalt saw to cut nut. New spray assembly working correctly.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door checked all Elementary doors and some Secondary buildings. Found no issues with those doors checked. All doors checked are working on there own and securing on there own.
(Grounds) Fuel up sub 9 and washed and detailed	Cesar Montoya	Closed	
(Repair / Maintenance) D2 - Intermediate - Soap dispenser	Michael Villarreal	Closed	restroom.
(Delivery / Maintenance) (SMT LINES) Custodian Warehouse) mats	Michael Villarreal	Closed	Unlocked custodian warehouse for SMT Lines (Delivery Company). They delivered one pallet of plastic mats.
(Grounds) weedeat and softball and baseball field	Cesar Montoya	Closed	
(FYI / Maintenance) D2- Intermediate - Sink faucet in boys restroom was left on over night	Michael Villarreal	Closed	in boys restroom. Drain was working good. Can you imagine the water damage if the sink drain was not working correctly.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door check all Elementary building doors and found no issues with those doors check. All doors checked are working correctly and closing on there own.
(Tech / Maintenance) Baseball Field - Assist with installation of Field cameras	Michael Villarreal	Closed	Installed a steel cable from concession stand to baseball press box. Tech dept. zip tied camera cable on that same steel cable. I installed a camera bracket on baseball and softball press box right behind home base.
(Replacement / Maintenance) B4 - Koch - One ceiling tile about to fall due to roof leak	Michael Villarreal	Closed	Replaced one wet ceiling tile in room 42 caused by a roof leak.
(Roof leak / Maintenance) B4 - Koch - Roof leak by exterior window	Michael Villarreal	Waiting on Us	repaired.
(Leaves / Maintenance) C3 - Cub Gym - Blow leafs off sidewalks	Michael Villarreal	Closed	Due to the stroms last night. Leaves were washed on to sidewalks between Cub Gym and Tiger Gym. We blew and raked leaves off sidewalks.
(Grounds) David washed and detailed suburban's 7,8	Cesar Montoya	Closed	
(Grounds) David fuel up buses and suburban's	Cesar Montoya	Closed	
(Safety / Maintenance) B2 - Cafeteria - B2 -5 door getting stuck	Michael Villarreal	Closed	Noticed one screw very loose. Tighten that same screw . Door working correctly and securing on its own.
(Safety / Maintenance) Door Check - BISD Campuses	Michael Villarreal	Closed	Door checked all Elementary and some Secondary buildings. Found no issues with those doors checked. Doors are working correctly and securing on there own.