

Ticket name	Close date	Ticket st	Associated Note
Adjusted Schedule		New	
(Maintenance) B2 - Jr High - New chemical dispenser in Custodian closet is leaking	2026-02-04 13:56	Closed	Water leak was coming from the water hose connected to the chemical dispenser. Replaced water hose seal and that stopped water leak.
(Maintenance) C3 - Nurse Office - Move three picnic tables	2026-02-04 10:07	Closed	There was five small picnic tables between Nurse Office and Annex. Moved three of those picnic tables to outside area between Annex and OAP. These tables are for students to eat at
Grounds - move 2 tables back from court yard to yard between Annex and OAP	2026-02-04 07:04	Closed	
(Maintenance) B4 - Koch - Hang bulletin board on wall	2026-02-03 14:15	Closed	Installed four L- clips on wall two on top and two on bottom. Set bulletin board on clips and
(Groubds) weedeat baseball and softball field	2026-02-05 11:32	Closed	
(Repair / Maintenance) D3 - Jones Elementary - Restroom leak	2026-02-04 10:18	Closed	Water leak was coming from SLOAN flush valve. Removed flush valve, replaced diaphragm and seal. Reinstalled flush valve and toilet working correctly .Also, replaced two 60 watt light bulbs
Fwd: Gate	2026-02-03 09:00	Closed	
(Grounds) David weedeat around tennis court	2026-02-03 11:44	Closed	
(Maintenance) C3 - Nurse Office - Ice Maker not producing ice	2026-02-03 08:31	Closed	Yesterday I replaced water filter on ice maker and I forgot to turn on ice maker back on.
(Grounds) David weedeat track field high jump area	2026-02-03 15:03	Closed	Turned on ice maker and i will monitor for a couple of days.
(Safety / Maintenance) Door Check - BISD Campuses	2026-02-03 08:36	Closed	Door checked Secondary buildings and found no issues with those doors checked. All doors
Help installing guide wire and camera mount	2026-02-02 15:36	Closed	
(Grounds) David fueled up buses and suburban	2026-02-02 15:17	Closed	
[Ticket #10154] Door for room B3-3		Closed	
Sidewalk	2026-02-02 15:08	Closed	David went and blew it
(Repair / Maintenance) Track Field - Drinking fountain has a water leak	2026-02-02 11:54	Closed	Found a small crack on 1/4 inch blue flexible water line inside drinking fountain. Removed top stainless steel panel on drinking fountain, removed two feet of 1/4 inch flexible line and
(Maintenance) A1- High School) (HVAC) Rm 29 Mr. Mckalsco no heat	2026-02-02 11:55	Closed	Noticed fan belt to blower a little worn. Replaced belt to blower and replaced batteries to two thermostat.
(Grounds) start working on infield	2026-02-03 11:38	Closed	David and i worked on just need a few patches and done
(Safety / Maintenance) Door Check - BISD Campuses	2026-02-02 08:35	Closed	Door checked all Elementary buildings and found no issues with those doors checked. All door
(Delivery / Maintenance) E - Central Office - Deliver office chair to HS	2026-02-02 08:40	Closed	Imelda Vela (Custodian Manager) delivered office chair to High School on 1-30-26 around 4pm.;e received an office chair that needs to be delivered to Lily Ortiz at the HS. Can you help
(Grounds) trim tree b the side of building	2026-01-30 10:41	Closed	
(Grounds) David picked up trash throw trash from bus barn	2026-01-30 15:14	Closed	
(Grounds) trim in trees touching buildings D3,	2026-01-30 10:40	Closed	

[Ticket #10169] Security Cameras		Closed	
(Safety/Maintenance) Door Check - BISD Campuses	2026-01-30 11:57	Closed	Door checked all Elementary and Secondary buildings. Found no issues with those doors
(Prevent / Maintenance) Replace Carrier big unit air filters	2026-01-30 10:40	Closed	Replaced eight 16x20x2 air filters for Carrier system (Big Boy).
(Grounds) dragged softball field	2026-01-30 10:42	Closed	
(Safety / Maintenance) Door Check - BISD Campuses	2026-01-30 09:50	Closed	Door Checked all Elementary and Secondary buildings. Found no issues with those doors Found minor water leak underneath sink on sprayer for dishwasher. Mr. Solis will send PO request for parts to Administration for approval.;Waiting on parts..
(Repair / Maintenance) Dishwasher has a small water leak	2026-01-30 08:05	Closed	
Sub 10	2026-01-29 14:03	Closed	Checked air pressure on all tires checked brakes pads;Rótate tire
Activity bus 2	2026-01-29 12:20	Closed	Washed inside of bus. Cleaned windshield
Activity bus 1	2026-01-29 12:19	Closed	Wash inside of bus cleaned windshield
Quote	2026-01-28 07:06	Closed	
(Contractor / Maintenance) B2 - Cafeteria - Outside R/H			Rio Grande heating and cooling (Willie) did diagnostics on condenser unit. They found that
Condenser unit still freezing on heat mode (East eating area)	2026-01-29 15:01	Closed	unit needs a defrost timer for compressor. Also, need to find freeon leak in ceiling area.
Activity bus 2	2026-01-28 14:11	Closed	
Activity bus 2	2026-01-28 14:11	Closed	Fueled up bus
Grad Photos - A1		New	
activity bus 1	2026-01-28 13:51	Closed	Fueled up bus
Bus 41	2026-01-28 13:50	Closed	Fueled up bus
Bus 39	2026-01-28 12:13	Closed	Fueled up bus
Sub 11	2026-01-28 11:50	Closed	Fueled up sub
Black sub	2026-01-28 11:27	Closed	Fueled up sub
Sub 7	2026-01-28 11:27	Closed	Fueled up sub
Sub 8	2026-01-28 11:27	Closed	Fueled up sub
Sub 9	2026-01-28 10:57	Closed	Fueled up sub
Sub 10	2026-01-28 10:37	Closed	Fueled up sub
Bus 37	2026-01-28 10:37	Closed	Fueled up bus
Bus 38	2026-01-28 10:37	Closed	Fueled up bus
(Pest Control / Maintenance) D1- Jones Elementary Office -			Called the City of Brackettville, asked if animal control can come by and catch this squirrel.
Squirrel inside meeting room	2026-01-29 15:04	Closed	Damian (animal control) came by and caught squirrel with heavy duty leather long gloves. (Grounds) started trimming tress 01/28/26 did between elementary and intermediate doing
(Grounds) Cut tress that are touching buildings D3,D,D1,D2	2026-01-29 15:10	Closed	tomorrow

(Pest Control/ Maintenance) D2 - Intermediate - Ants ANTS!! in Trislers classroom	2026-01-29 15:22	Closed	Noticed there was some cutting ants along the baseboard in her classroom. Sprayed ant spray on baseboard... Also noticed a window slightly opened, perhaps thats where the ants were
Bus 31	2026-01-27 15:00	Closed	Took hyd cylinder in to get repaired in Uvalde
(HVAC / Maintenance) B3 - OAP - Heating Unit not heating	2026-01-29 15:22	Closed	(Under 28 degrees) Due to freezing weather, this HVAC system will struggle when system does not have emergency heat. This would cause compressor or coils to freeze up. This HVAC
Bronze Statue Class of 2026	2026-03-25 10:14	New	
(Safety / Maintenance) D2 Intermediate - Exit door getting stuck open on top metal beam	2026-01-29 15:22	Closed	I installed a rubber doo stop on metal beam and that prevents door from staying open. Door securing on its owm.
(Pickup/Maintenance) E - Central Office - Home Depot pickup	2026-01-27 08:44	Closed	Home Depot came by Central Office and pickup two shower glass doors. These glass doors were accidently given to BISD but the doors belong to a resident from Del Rio.
(Safety / Maintenance) Back gate by basketball pavilion is stuck wide open	2026-01-23 15:27	Closed	Cleaned lens on sensors and working correctly. Also, I notified Tech Department (Mrs. Castro) about gate issue. I let her now that issue has been resolved.
(Winterize / Maintenance) B6 - Band Hall - Insulate hose bibb on wall	2026-01-23 15:27	Closed	Installed insulation on hose bibb on wall facing Fort Street.
(Winterize / Maintenance) G - Maintenance - Insulate two hose bibbs	2026-01-23 15:27	Closed	Due to upcoming freezing temperatures, I insulated two hose bibbs inside yard of
8th off		New	Maintenance Department.
(Winterize / Maintenance) Track Field - Insulate 2 in pipe	2026-01-23 11:26	Closed	Insulted two pipes in track field area. Also, turned off water to track field and locked both
(Grounds) Turned off water sprinklers system fields	2026-01-23 09:57	Closed	restrooms.
(Safety / Maintenance) C3 - Cub Gym - Unlock door going to restrooms	2026-01-23 09:40	Closed	David and Ez and i turned water sprinklers at Central Office, High School, Football field ,
(Maintenance) C1 - Tiger Gym - Clean air vents (HVAC)	2026-01-28 08:59	Closed	Unlocked door going into restrooms.
(Custodian Warehouse) Unlock for Emma	2026-01-23 08:24	Closed	Removed four HVAC air vents on basketball floor court. Cleaned and washed air vents,
(Safety - Maintenance) Door Check - BISD Campuses	2026-01-23 08:31	Closed	Unlocked Warehouse for Emma. She was using washer to wash dust mops.
Sub 7	2026-01-22 16:35	Closed	Door checked all Elementary buildings and all doors checked have no issues. All doors checked
Sub 7	2026-01-22 16:59	Closed	
(Grounds) got frame cemented in for 1st base	2026-01-27 14:12	Closed	Fueled up sub
(Winterize - Maintenance) B2 - Cafeteria - outside spiket need installation	2026-01-23 08:38	Closed	David and i dug out in a form to put frame for base
Sub 10	2026-01-22 16:31	Closed	Installed 2ft pipe installation on hose bibb next to trash trailer.
(Grounds) went to go pick up fence	2026-01-22 12:21	Closed	Fueled up sub
Black Sub	2026-01-22 13:48	Closed	Safety & Security - 8ft TEA approved fence installaion (next to Pre-K playground);David and i
Activity bus 2	2026-01-22 13:47	Closed	Replaced battery on sub
			Wash bus inside and front windshield

Activity bus 2	2026-01-22 12:04	Closed	Fueled up bus
(Maintenance) B6 - Band Hall - Foul smell in girls restroom area	2026-01-22 07:13	Closed	Smell was coming from restroom floor drain. Ran hot water with lemon disinfectant into floor drain. Foul smell is gone.
(Maintenance) A- DAEP - Smell coming from freezer room	2026-01-22 07:13	Closed	Foul smell coming from floor drain in freezer room. Poured hot water and disinfectant into floor drains and foul odor is gone.
Facility Reservations	2026-02-12 07:11	Waiting	
Facility Reservation	2026-04-10 07:10	New	
HOT WATER REQUESTED FOR CENTRAL OFFICE		New	On behalf of the central office, I was asked to put in a request for hot water here at the central
(HVAC / Maintenance) B2 - Cafeteria - East side eating area both condenser units freezing up on heat mode	2026-01-21 15:21	Closed	Possible low on freeon. Mr. Solis will contact a HVAC tech to repair HVAC system.
(Grounds) weedeat around bus barn	2026-01-21 11:56	Closed	
(Grounds) David picked up trash at bus barn outside parking lot	2026-01-21 11:53	Closed	
(Grounds) working on loading picnics tables and basketball rim and deposing of it	2026-01-21 11:45	Closed	David and i worked on list from TASB assessment
(Contractor / Maintenance) Rio Grande Heating and cooling at Cafeteria	2026-01-21 15:13	Closed	Both outside condenser units on east eating area are freezing up. Right condenser unit is low on freon. Mr Joshua installed 9 lbs of freon into HVAC system. On left condenser system, Mr
Filing Cabinets	2026-01-23 09:48	Closed	Lily and I are requesting permission to move the filing cabinets that we use for attendance
(Repair / Maintenance) D1 - Music Room - Student toilets water keeps on running	2026-01-21 06:25	Closed	Replaced plastic flapper inside toilet and toilet working correctly.
(Safety / Maintenance) Door Check - BISD Campuses	2026-01-21 15:14	Closed	Door checked buildings and found no issues with those checked.
Facility Reservation - 2.12.2026 Cub Gym_Valentine Dance	2026-02-12 14:19	New	
(Grounds) change oil on zero turn 8	2026-01-21 12:22	Closed	Change oil, greased pin points, blew air filter, checked blades
(Safety / Maintenance) Door Check - BISD Campuses	2026-01-21 06:03	Closed	Door checked all Elementary buildings and Secondary buildings. Found one issue with A2-2 AG
Facility Reservation	2026-03-12 08:11	New	
TASB Risk Assessment	2026-01-16 14:12	Closed	
(Safety / Maintenance) Track Field - Anchor down new high jump mats	2026-01-16 10:59	Closed	Temporary anchored down new pole volt mats with four 45 lbs weights in each corner.
(Safety / Maintenance) Concession stand door hard to open	2026-01-16 08:10	Closed	Lubricated door knob and door working correctly.
(Grounds) David helped Michael to throw foam matters for jumping	2026-01-20 06:55	Closed	
(Grounds) David changed sprinkler at baseball field	2026-01-20 06:52	Closed	

(Grounds) mowed softball and baseball fields	2026-01-15 15:08	Closed	
(Grounds) David filled up buses and suburban's and filled up D.E.F	2026-01-15 15:07	Closed	
(TASB / Maintenance) District risk assessment (walk thru)	2026-01-15 14:59	Closed	Two TASB employees, Michael Munoz and I did a walk thru on certain buildings. TASB did
Security Cameras	2026-01-15 08:09	Closed	
(Fuel / Maintenance) Fuel Pumps -	2026-01-15 14:54	Closed	Fueled 6 gallons of unleaded into white maintenance truck.
(Maintenance) Custodian Warehouse - Unlock for Mrs Rueda	2026-01-15 07:17	Closed	Unlocked custodian warehouse for Mrs Rueda. She stores supplies in warehouse for Cafeteria.
(Cafeteria)	2026-01-14 14:36	Closed	
Water bottles			
(Safety / Maintenance) D1 - Music Room - Check door to music room	2026-01-15 14:55	Closed	Door working correctly and securing on its own.;Please check the door to the music room. Mrs. Whipkey informed me that it was sticking and not locking well.
(Grounds) David fueled up suburban 10,11	2026-01-14 11:44	Closed	
(Safety / Maintenance) B3 - Culinary - B3-3 door not working properly	2026-01-15 08:30	Closed	D3-3 door is working correctly and door securing on its own. Mr. Gonzalez did mention that when the students use the badge reader, they expect the door to unlock immediately before the clicking noise to unlock door. Students when using badge reader need to wait for door to
Activity bus 2	2026-01-13 13:18	Closed	Added DEF fluid to bus, cleaned windshield inside & out
Sub 10	2026-01-13 13:03	Closed	Oil and filter changed
Sub 7	2026-01-13 13:03	Closed	Replaced inspection sticker on window
Approved- Facility Use 3.16.26-3.20.26 Kinney Cnty Sherri's Office		New	
Approved- Use of Tables/Chairs	2026-01-22 12:31	Closed	Imelda Installed AED sign above AED with four screws and installed a sheet next to AED for
(Fire Audit / Maintenance) B4 - Koch - No AED sign above AED	2026-01-15 07:17	Closed	maintenance done to AED.
(Fire Audit) A - DAEP - Relocate AED	2026-01-13 09:22	Closed	AED was located in back room where it was not visible from the entrance. Relocated the AED
(Safety - Maintenance) D1 - Jones Elementary Office - D1-1 door weather strip came off	2026-01-13 08:26	Closed	Reinstalled weather strip with longer self drilling screws. Door is securing on its own.
(Maintenance) C3 - Nurse Office - Light flickering in girls restroom	2026-01-13 10:19	Closed	Replaced two 4 foot light bulbs in Nurses Office girls restroom.;the light in the health office women's room is flickering. It might need replacement.
(Tech / Maintenance) A1 - High School - A/C Control Beeping	2026-01-13 09:21	Closed	Beeping sound is not coming from the HVAC thermostat but, its coming from the old fire alarm system. It needs to be deactivated. I notified Technology Department (David Garza). He said
(Maintenance) D3 Jones Elementary - Room 2 has a funky smell per Mr. Luis Guarado	2026-01-13 08:25	Closed	At 6:30am I went to room 2 and found nothing smelling funky. At 8:30am I asked Mrs Diana Flores about the smell. No smell at this time but she told me to come by around 3pm.. Funky
(Safety / Maintenance) Door Check - BISD Campuses	2026-01-13 08:25	Closed	Door checked all Elementary buildings and found no issues with those doors checked. All doors

(Fire Audit / Maintenance) B1 - Annex - Two outlets have broken covers in room 2	2026-01-12 14:48	Closed	Removed cracked and broken covers to outlets. Installed two new outlet covers.
(Fire Audit / Maintenance) D3 - Jones Elementary - Small metal electric box missing cover	2026-01-12 14:40	Closed	Installed new metal cover for electric box containing a black and white wire. Before, I installed cover I taped the wire nuts to secure wire nuts.
(Prevent / Maintenance) B6 - Band Hall - Replace HVAC air filter Equipment Use Request	2026-01-12 13:45	Closed	Replaced three 20x25x1 HVAC air filters located in Band Hall attic.
(Pest Control / Maintenance) B6 - Band Hall - HVAC vent smells like dead bats	2026-01-28 12:01	New	
(Grounds) change oil on zero turn Bagger	2026-01-12 13:48	Closed	Removed two HVAC vent covers and found two dead bats. Disposed the two bats at correct location. Cleaned vent covers and inside vent covers.;The heat in the band hall smells like dead
(Fire Audit / Maintenance) A1 - High School - Broken outlet cover in High School Office	2026-01-12 14:47	Closed	Changed oil, greased pin points, checked blades, blew air filters
(Maintenance) C3 - Cub Gym - (HVAC) Turn on heater for Ida Ortiz (Substitute for Creel)	2026-01-12 10:31	Closed	Replaced one broken outlet cover with new cover.
	2026-01-12 09:17	Closed	Mrs. Lilly from Jones Elementary Office called me to turn on heater for substitute. Turned on heater and set thermostat to 70.
(Fire Audit / Maintenance) A1 - High School - Relocate AED	2026-01-12 10:38	Closed	I will relocate AED as soon they are done building vestibule in High School hallway.
(Fir Audit / Maintenance) D3 - Jones Elementary - Need to reinstall fire extinguisher by D3-2 door	2026-01-12 14:54	Closed	Due to an new D3-2 door installed over the holidays. I had to relocate the fire extinguisher, and install a new fire extinguisher sticker.
Fire extinguisher	2026-01-22 12:36	Closed	
(Maintenance) A1 - High School - Door A1-2 Light is not working	2026-01-12 10:42	Closed	Replaced one light in front of A1-2 door. Light working correctly again.
(Safety / Maintenance) Door Check - BISD Maintenance	2026-01-12 07:59	Closed	Door checked all Elementary doors and some Secondary door. Found no issues with those
(Safety / Maintenance) PLC Door needs plate on frame	2026-01-23 09:41	Closed	Installed a temporary latch cover and will order a blank cover for frame.
(Pest Control / Maintenance) D1- Jones Elementary Office - Relocate raccon	2026-01-09 14:11	Closed	I relocated raccoon a couple of miles away from BISD.
(Grounds) start cleaning up the running lanes	2026-01-14 15:10	Closed	David and i started cleaning still need a few spots but almost done