

Ogdensburg City School District

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Summary of Work Completed from July 10th – October 6th

The district implemented a work order system in early July 2022. This system served as a means to successfully manage our staff and effectively assign, both repairs and preventative maintenance across the district. It has not only assisted our department in becoming more efficient, but it has helped to improve the overall morale within the Management Services Department. In just a few short months, the Management Services Department has accomplished the following:

- 527 total work orders submitted
- 479 completed work orders, as of today's date
- Categorical breakdown of work orders:

Alarm System – 17	Electrical/Lighting – 35
Athletics – 7	Fire Safety – 1
Bus Surveillance System – 3	Grounds Work – 8
Ceiling Tile Replacement – 7	HVAC – 40
IT/AV – 17	37 Plumbing – 37
General Construction/Painting – 66	Pool – 4
Custodial/Cleaning – 93	Quality Assurance - 15
Doors and Locks – 27	Window Fixtures - 7

The work order system has been a game changer for the entire department. We will continue to expand the work order system to schedule and assign more preventative maintenance, with the goal of decreasing the number of "fix it" type tasks each year. We hope to provide tablets to our maintenance/mechanics to assist in streamlining the process for completion of work orders across the district, thus bringing the management services department into the 21st century.

Thank You,

Brian Mitchell