

Facilities Management Special Service Report 7/1/2016



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: Operations and Veteran Services
Account Number: 001-155230

Work Request Number	: 201623439	Problem Location	: Suite 211
Date Work Requested	: 6/2/2016	Actual Labor Hours	: 2.00
Date Work Completed	: 6/8/2016	Cost of Labor	: \$93.50
Requested by	: AQUINO, BLANCA	Cost of Parts	: \$0.00
Work Description	: There are 12 monitors in Blanca's office that need to go to surplus. Please assist. Contact Blanca for details at 4236.	Other Costs	: \$0.00
Building Code	: 04-28	Total Cost	: \$93.50
Building Name	: BUILDING H HEALTH	Craftspersons	:
		Notes	: took items to surplus

Total Cost for Operations and Veteran Services	Total \$93.50
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CHARGE:	EXPENDITURE ACCOUNT NO.:	001-155230-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$93.50



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: DOMESTIC ANIMAL SERVICES
Account Number: 001-155410

Work Request Number	: 201621699	Problem Location	: Building 3, 4, 5 & 2
Date Work Requested	: 5/16/2016	Actual Labor Hours	: 1.00
Date Work Completed	: 6/29/2016	Cost of Labor	: \$46.75
Requested by	: CARROLL, KELLIE	Cost of Parts	: \$0.00
Work Description	We would like lock boxes installed over the on/off buttons for the ventilation system in buildings 2-5 to prevent people from turning them off by accident and/or when they shouldn't - with the supervisors having keys. Please see Kyra or Darcy for additional information.		
Building Code	: 05-33	Other Costs	: \$0.00
Building Name	: DAS ADOPTION KENNEL / BLDG 3	Total Cost	: \$46.75
		Craftspersons	:
		Notes	Took the measurements but the box that I took will not work because the switch is half way in to the window frame will need to either get a different box or trim the window fame.
			Total
Total Cost for DOMESTIC ANIMAL SERVICES			\$46.75

CHARGE:	EXPENDITURE ACCOUNT NO.:	001-155410-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$46.75



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: HEALTH DEPARTMENT
Account Number: 001-155810

Work Request Number : 201621795	Problem Location : Rm 129 Pantry
Date Work Requested : 5/17/2016	Actual Labor Hours : 3.00
Date Work Completed : 6/2/2016	Cost of Labor : \$140.25
Requested by : SIENES, ARTHUR	Cost of Parts : \$0.00
Work Description :	Other Costs : \$0.00
Please adjust the height clearance of the overhead cabinets at Rm 129 Pantry to fit in a fridge from Rm 118.	Total Cost : \$140.25
If height adjustment is not possible, due to ceiling clearance restriction, please remove the center cabinet, to fit the fridge instead.	Craftspersons :
Coordinate with Rudy, x4251, or Art, x6849 to access the room and check the area.	Notes :
Building Code : 04-28	raised cabinets as needed
Building Name : BUILDING H HEALTH	
Work Request Number : 201622050	Problem Location : Rm 210
Date Work Requested : 5/19/2016	Actual Labor Hours : 0.15
Date Work Completed : 6/1/2016	Cost of Labor : \$7.01
Requested by : SIENES, ARTHUR	Cost of Parts : \$0.00
Work Description :	Other Costs : \$7.00
Please duplicate several keys. Coordinate with Art at x6949 or at Rm 210 for the keys to be duplicated.	Total Cost : \$14.01
Building Code : 04-28	Craftspersons :
Building Name : BUILDING H HEALTH	Notes :
	cut and stamp keys[503 27-05-2016]: cut and stamp keys
Work Request Number : 201624208	Problem Location :
Date Work Requested : 6/9/2016	Actual Labor Hours : 0.00
Date Work Completed : 6/13/2016	Cost of Labor : \$0.00
Requested by : MONEY, JEANNA	Cost of Parts : \$0.00
Work Description :	Other Costs : \$346.00
100 HID Access Badges. # 41299 through 41398.	Total Cost : \$346.00
Building Code : 04-28	Craftspersons :
Building Name : BUILDING H HEALTH	Notes :
	Picked up
Total	
Total Cost for HEALTH DEPARTMENT	\$500.26

CHARGE:	EXPENDITURE ACCOUNT NO.:	001-155810-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$500.26



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: Community and Human Services
Account Number: 001-155910

Work Request Number	: 201624002	Problem Location	:
Date Work Requested	: 6/7/2016	Actual Labor Hours	: 0.00
Date Work Completed	: 6/30/2016	Cost of Labor	: \$0.00
Requested by	: HUTCHINSON, BARBETTA	Cost of Parts	: \$0.00
Work Description	:	Other Costs	: \$2,101.92
Housing, Human, & Veteran Services is looking for a few items to help the functionality of their conference room on the 2nd floor of the Health Building. 1. Folding door for closet. Charged to 001-155910-651930. 2. IT equipment including televisions, phones, microphones, etc. Charged to 001-155910-651910.		Total Cost	: \$2,101.92
Building Code	: 04-28	Craftspersons	:
Building Name	: BUILDING H HEALTH	Notes	:
		We are closing this service request so this special service work order can be on June's report. Another work order will be opened for the installation of these items. 001-155910-651930: \$324.17 001-155910-651910: \$1777.75	
			Total
Total Cost for Community and Human Services			\$2,101.92

CHARGE:	EXPENDITURE ACCOUNT NO.:	001-155910-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,101.92



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: BEACH ACCESS
Account Number: 001-156363

Work Request Number : 201624052	Problem Location : Flagpole
Date Work Requested : 6/8/2016	Actual Labor Hours : 0.25
Date Work Completed : 6/8/2016	Cost of Labor : \$11.69
Requested by : SULLIVAN, JAKE	Cost of Parts : \$56.00
Work Description :	Other Costs : \$0.00
Flag needed for Tigertail Beach Park. Ranger will pick-up at front desk and install at Tigertail.	Total Cost : \$67.69
	Craftspersons :
	Notes :
Thanks	put flag at front desk at W for parks to pick up.
Building Code : 06-11	
Building Name : TIGERTAIL TOLL BOOTH	

Work Request Number : 201625093	Problem Location : Turn around at circle
Date Work Requested : 6/21/2016	Actual Labor Hours : 0.25
Date Work Completed : 6/23/2016	Cost of Labor : \$11.69
Requested by : SULLIVAN, JAKE	Cost of Parts : \$56.00
Work Description :	Other Costs : \$0.00
We need a 6 x 10 flag for the pole at Vanderbilt Beach Access. If you call us on 252-4000, we will have a Ranger pick up flag at front desk of Building W and install.	Total Cost : \$67.69
	Craftspersons :
	Notes :
Many thanks	flag at front counter
Building Code : 01-186	
Building Name : VANDERBILT BEACH PARKING GARAGE	

Total Cost for BEACH ACCESS **Total**
\$135.38

CHARGE:	EXPENDITURE ACCOUNT NO.:	001-156363-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$135.38



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: UNIV EXTENSION SERVICES
Account Number: 001-157110

Work Request Number	: 201623365	Problem Location	:
Date Work Requested	: 6/1/2016	Actual Labor Hours	: 1.50
Date Work Completed	: 6/1/2016	Cost of Labor	: \$70.13
Requested by	: SPRINGS, PAULA	Cost of Parts	: \$0.00
Work Description	:	Other Costs	: \$334.90
Please order and deliver 1 3x5 mat with Collier County Logo on it.		Total Cost	: \$405.03
Building Code	: 11-31	Craftspersons	:
Building Name	: UNIVERSITY EXTENSION	Notes	:
		ordered and delivered 3x5 mat	
		Grainger invoice 9114700900	

Total Cost for UNIV EXTENSION SERVICES	Total \$405.03
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CHARGE:	EXPENDITURE ACCOUNT NO.:	001-157110-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$405.03



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: CCSO GENERAL DEPT
Account Number: 040-611010

Work Request Number : 201625200	Problem Location : Break Room
Date Work Requested : 6/23/2016	Actual Labor Hours : 0.50
Date Work Completed : 6/29/2016	Cost of Labor : \$23.38
Requested by : MERCER, DAN	Cost of Parts : \$0.00
Work Description :	Other Costs : \$0.00
Contact: Robert Bremer 253-5090	Total Cost : \$23.38
The break room has a locked bulletin board that needs to be unlocked.	Craftspersons :
Building Code : 04-30	Notes
Building Name : BUILDING J1 OLD JAIL	unlock bulletin board[503 28-06-2016]; unlock bulletin board
Work Request Number : 201625234	Problem Location :
Date Work Requested : 6/24/2016	Actual Labor Hours : 10.50
Date Work Completed : 6/27/2016	Cost of Labor : \$490.88
Requested by : BREMER, ROBERT	Cost of Parts : \$0.00
Work Description :	Other Costs : \$25.00
Repair 7 A/C units that belong to CCSO	Total Cost : \$515.88
Building Code : 02-27	Craftspersons :
Building Name : CCSO FACILITIES MANAGEMENT	Notes
	Serviced CCSO Portable A/C Unit Checked Operation, Cleaned coils and Washed filter. Tested The condensate Pump
Total	
Total Cost for CCSO GENERAL DEPT	\$539.26

CHARGE:	EXPENDITURE ACCOUNT NO.:	040-611010-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$539.26



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: NAPLES JAIL CENTER
Account Number: 040-623010

Work Request Number	: 201623228	Problem Location	: LCC 4
Date Work Requested	: 5/30/2016	Actual Labor Hours	: 1.25
Date Work Completed	: 6/6/2016	Cost of Labor	: \$58.44
Requested by	: HALL, EARL	Cost of Parts	: \$0.00
Work Description	: 4B Cell 24 Toilet needs a good snaking	Other Costs	: \$0.00
Building Code	: 04-30	Total Cost	: \$58.44
Building Name	: BUILDING J1 OLD JAIL	Craftspersons	:
		Notes	: snake, remove foreign object
Work Request Number	: 201623921	Problem Location	: LT/SGT OFFICE
Date Work Requested	: 6/7/2016	Actual Labor Hours	: 0.15
Date Work Completed	: 6/9/2016	Cost of Labor	: \$7.01
Requested by	: HALL, EARL	Cost of Parts	: \$0.00
Work Description	: Can we get a key to the overhead storage cubby. The lock # is UM301. See Cpl. Hall Thanks	Other Costs	: \$0.00
Building Code	: 04-30	Total Cost	: \$7.01
Building Name	: BUILDING J1 OLD JAIL	Craftspersons	:
		Notes	: They had found key[503 08-06-2016]: They had found key
Work Request Number	: 201624035	Problem Location	: LCC 32B
Date Work Requested	: 6/8/2016	Actual Labor Hours	: 1.75
Date Work Completed	: 6/10/2016	Cost of Labor	: \$81.81
Requested by	: HALL, EARL	Cost of Parts	: \$0.00
Work Description	: TOILET BOWL #9 CLOGGED WILL NOT FLUSH	Other Costs	: \$0.00
Building Code	: 04-30	Total Cost	: \$81.81
Building Name	: BUILDING J1 OLD JAIL	Craftspersons	:
		Notes	: remove foreign object
Work Request Number	: 201624982	Problem Location	: LCC 4
Date Work Requested	: 6/20/2016	Actual Labor Hours	: 1.00
Date Work Completed	: 6/21/2016	Cost of Labor	: \$46.75
Requested by	: HALL, EARL	Cost of Parts	: \$0.00
Work Description	: 04A, cell (17). Toilet overflowing and will not flush. Deputies stated this particular cell gives frequent toilet issues.	Other Costs	: \$0.00
Building Code	: 04-30	Total Cost	: \$46.75
Building Name	: BUILDING J1 OLD JAIL	Craftspersons	:
		Notes	: remove foreign object
Work Request Number	: 201625481	Problem Location	: LCC 4
		Actual Labor Hours	: 1.00

Date Work Requested	: 6/27/2016	Cost of Labor	: \$46.75
Date Work Completed	: 6/29/2016	Cost of Parts	: \$0.00
Requested by	: HALL, EARL	Other Costs	: \$0.00
Work Description	:	Total Cost	: \$46.75
	4B cell #13 Toilet not flushing correctly. Gets clogged easily.	Craftspersons	:
		Notes	: remove foreign object
Building Code	: 04-30		
Building Name	: BUILDING J1 OLD JAIL		
			Total
Total Cost for NAPLES JAIL CENTER			\$240.76

CHARGE:	EXPENDITURE ACCOUNT NO.:	040-623010-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$240.76



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: TAX COLLECTOR
Account Number: 070-081010

<p>Work Request Number : 201621779</p> <p>Date Work Requested : 5/17/2016</p> <p>Date Work Completed : 6/1/2016</p> <p>Requested by : LOWE, SUVILLA</p> <p>Work Description : The Golden Gate Tax Collector office would like to get an umbrella installed and bolted down over the picnic table in the back of the Tax Collectors office. The office manager said she spoke to Chris in Facilities and was told that it could be done. order contact: Linda Siciliano (Ofc Mgr) @ 239-455-2858</p> <p>Building Code : 03-49</p> <p>Building Name : GOLDEN GATE GOVERNMENT CENTER</p>	<p>Problem Location : Golden Gate Tax Collector @ 4715 Golden Gate Pkwy</p> <p>Actual Labor Hours : 2.00</p> <p>Cost of Labor : \$93.50</p> <p>Cost of Parts : \$0.00</p> <p>Other Costs : \$299.72</p> <p>Total Cost : \$393.22</p> <p>Craftspersons :</p> <p>Notes ordered umbrella and received. 5/26 installed umbrella 5/31</p> <p>Grainger invoice 9121461470</p>
<p>Work Request Number : 201622324</p> <p>Date Work Requested : 5/24/2016</p> <p>Date Work Completed : 6/10/2016</p> <p>Requested by : USHER, MONICA</p> <p>Work Description : 11, 12x18 hanging, metal signs. Numbered 1-11, off white w/ green numbers. Chains and hooks. Maintenance service Estimate provided by Troy Pirosseno 4/19/16. I did a previous work order 4/14/16 but Troy asked for another one after he had given me the estimate.</p> <p>Building Code : 04-37</p> <p>Building Name : TAX COLLECTOR / DRIVER'S LICENSE AIRPORT</p>	<p>Problem Location :</p> <p>Actual Labor Hours : 7.00</p> <p>Cost of Labor : \$327.26</p> <p>Cost of Parts : \$0.00</p> <p>Other Costs : \$95.00</p> <p>Total Cost : \$422.26</p> <p>Craftspersons :</p> <p>Notes Cut vinyl and place on metal sign blanks, punch holes and install[502 06-06-2016]: Cut vinyl and install on metal blanks, punch holes[502 10-06-2016]: Hang signs at location [506 10-06-2016]: Hang signs at location</p>
<p>Work Request Number : 201622631</p> <p>Date Work Requested : 5/27/2016</p> <p>Date Work Completed : 6/8/2016</p> <p>Requested by : HUTTON, JUNE</p> <p>Work Description : I HAVE A LARGE QUANTITY OF ITEMS: LARGE MACHINES, MULTIPLE PRINTERS, CHAIRS, DESK, MISC ITEMS...SOME VERY HEAVY... THEY HAVE BEEN APPROVED FOR SURPLUS/DISPOSAL. PLEASE REMOVE FROM BUILDING C-1 WAREHOUSE TO SURPLUS/RECYCLE AS SOON AS POSSIBLE. THANK YOU VERY MUCH!! :)</p> <p>Building Code : 04-19</p> <p>Building Name : BUILDING C1 TAX COLLECTOR</p>	<p>Problem Location : BUILDING C-1 TAX COLLECTOR</p> <p>Actual Labor Hours : 9.00</p> <p>Cost of Labor : \$420.75</p> <p>Cost of Parts : \$0.00</p> <p>Other Costs : \$10.00</p> <p>Total Cost : \$430.75</p> <p>Craftspersons :</p> <p>Notes took items to surplus, also items to recycle.</p>
<p>Work Request Number : 201623281</p>	<p>Problem Location :</p>

Work Request Number		Actual Labor Hours	: 2.50
Date Work Requested	: 5/31/2016	Cost of Labor	: \$116.88
Date Work Completed	: 6/22/2016	Cost of Parts	: \$0.00
Requested by	: AVILA, NAYDA	Other Costs	: \$0.00
Work Description	:	Total Cost	: \$116.88
They need a hole drilled in the counter to allow cables to pass through. Contact Nayda for details at 598-2525 ext 249		Craftspersons	:
Building Code	: 01-09	Notes	: waiting on approval for special service. 501 6/7 approved 6/7 drill 7 holes and change 2 light bulbs. 6/21
Building Name	: TAX COLLECTOR GREEN TREE		

Total Cost for TAX COLLECTOR	Total \$1,363.11
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CHARGE:	EXPENDITURE ACCOUNT NO.:	070-081010-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,363.11



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: SUPERVISOR OF ELECTIONS
Account Number: 080-511010

Work Request Number	: 201623343	Problem Location	:
Date Work Requested	: 6/1/2016	Actual Labor Hours	: 1.00
Date Work Completed	: 6/2/2016	Cost of Labor	: \$46.76
Requested by	: BLAZIER, MELISSA	Cost of Parts	: \$56.00
Work Description	Melissa is requesting a 5x8 American flag for the new SOE location. Their flag pole was just installed. Contact Melissa for details at 8333.		
Building Code	: 02-41	Other Costs	: \$0.00
Building Name	: SUPERVISOR OF ELECTIONS ADMINISTRATION	Total Cost	: \$102.76
		Craftspersons	:
		Notes	: delivered and install 5x8 us flag
Total Cost for SUPERVISOR OF ELECTIONS			Total \$102.76

CHARGE:	EXPENDITURE ACCOUNT NO.:	080-511010-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$102.76



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: COMM & CUSTOMER RELATIONS
Account Number: 111-100130

Work Request Number	: 201624987	Problem Location	: Suite 202 CM Office
Date Work Requested	: 6/20/2016	Actual Labor Hours	: 4.50
Date Work Completed	: 6/29/2016	Cost of Labor	: \$210.38
Requested by	: BIGELOW, CATHERINE	Cost of Parts	: \$0.00
Work Description	: Need a lock on a small cabinet door.. will need additional locking drawers as well.. Please talk to Joy at 252-8383 at the County Manager's front desk.	Other Costs	: \$15.25
Building Code	: 04-25	Total Cost	: \$225.63
Building Name	: BUILDING F ADMINISTRATION	Craftspersons	:
		Notes	: install locks on cabinets[503 23-06-2016]: install locks on cabinets [503 28-06-2016]: install locks on cabinets

Total Cost for COMM & CUSTOMER RELATIONS	Total \$225.63
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CHARGE:	EXPENDITURE ACCOUNT NO.:	111-100130-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$225.63



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: CODE ENFORCEMENT
Account Number: 111-138911

Work Request Number : 201622281	Problem Location :
Date Work Requested : 5/23/2016	Actual Labor Hours : 16.00
Date Work Completed : 6/29/2016	Cost of Labor : \$748.00
Requested by : SERRANO,MARLEME	Cost of Parts : \$0.00
Work Description :	Other Costs : \$50.00
We need to remove a cubicle divider, desk top upper counter and add counter space to the Code Enforcement reception area. Please see me or Jean Benoit.	Total Cost : \$798.00
Thanks,	Craftspersons :
Building Code : 02-19	Notes :
Building Name : GMD P&R EXTENSION (CDES EXT)	removed counter ,re laminated and reinstalled
Work Request Number : 201625186	Problem Location : ops supervisor code enforcement office
Date Work Requested : 6/23/2016	Actual Labor Hours : 4.00
Date Work Completed : 6/24/2016	Cost of Labor : \$187.00
Requested by : SERRANO,MARLEME	Cost of Parts : \$0.00
Work Description :	Other Costs : \$0.00
cut desk bridge for Code Ops Supervisor - gave piece to Mark this morning	Total Cost : \$187.00
Building Code : 02-19	Craftspersons :
Building Name : GMD P&R EXTENSION (CDES EXT)	Notes :
	removed counter, cut down and reinstalled
Total Cost for CODE ENFORCEMENT	Total
	\$985.00

CHARGE:	EXPENDITURE ACCOUNT NO.:	111-138911-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$985.00



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: PARK & REC ADMINISTRATION
Account Number: 111-156310

Work Request Number	: 201624507	Problem Location	:
Date Work Requested	: 6/13/2016	Actual Labor Hours	: 0.25
Date Work Completed	: 6/30/2016	Cost of Labor	: \$11.69
Requested by	: FRANCO, ROBERT	Cost of Parts	: \$0.00
Work Description	:	Other Costs	: \$10.00
Keys made (10) for the old elections building		Total Cost	: \$21.69
Building Code	: 03-04	Craftspersons	:
Building Name	: GOLDEN GATE PARK GGCP FIELD CTRL	Notes	:
		cut and stamped 10 keys	

Total Cost for PARK & REC ADMINISTRATION	Total \$21.69
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CHARGE:	EXPENDITURE ACCOUNT NO.:	111-156310-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$21.69



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: EAST NAPLES PARK
Account Number: 111-156381

Work Request Number	: 201624189	Problem Location	:
Date Work Requested	: 6/9/2016	Actual Labor Hours	: 0.00
Date Work Completed	: 6/9/2016	Cost of Labor	: \$0.00
Requested by	: SIMPSON, ANN	Cost of Parts	: \$0.00
Work Description	: Additional cleaning services for Pickleball Tournament - 4/27/16 - 5/2/16, as per Kathy Topoleski.	Other Costs	: \$1,896.68
Building Code	: 04-10	Total Cost	: \$1,896.68
Building Name	: EAST NAPLES PARK ENCP COMM CENTER	Craftspersons	:
		Notes	: ISS - #1035993 - \$1896.68

Total Cost for EAST NAPLES PARK	Total \$1,896.68
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CHARGE:	EXPENDITURE ACCOUNT NO.:	111-156381-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,896.68



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: PARKS & RECREATION
Account Number: 111-156395

Work Request Number	: 201623369	Problem Location	: Womens Outside Restroom
Date Work Requested	: 6/1/2016	Actual Labor Hours	: 2.00
Date Work Completed	: 6/2/2016	Cost of Labor	: \$140.24
Requested by	: QUEZADA, PAOLA	Cost of Parts	: \$0.00
Work Description	: Would you please place a work order for outside women's restroom toilet is clogged. Contact Paola for details at 8820. See picture attach	Other Costs	: \$0.00
Building Code	: 03-14	Total Cost	: \$140.24
Building Name	: MAX HASSE PARK MHP FIELD HOUSE	Craftspersons	:
		Notes	: remove a foreign object from toilet waste line
Total Cost for PARKS & RECREATION			Total \$140.24

CHARGE:	EXPENDITURE ACCOUNT NO.:	111-156395-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$140.24



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: PARKS & RECREATION
Account Number: 111-156398

Work Request Number	: 201624216	Problem Location	: flag pole
Date Work Requested	: 6/9/2016	Actual Labor Hours	: 0.25
Date Work Completed	: 6/29/2016	Cost of Labor	: \$11.69
Requested by	: OSMIN, CONDE	Cost of Parts	: \$56.00
Work Description	: need a new 5x8 American flag for the site.	Other Costs	: \$0.00
Building Code	: 04-185	Total Cost	: \$67.69
Building Name	: Eagle Lakes Community Park (SITE)	Craftspersons	:
		Notes	: put flag at front desk at w for pick up.

Total Cost for PARKS & RECREATION	Total \$67.69
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CHARGE:	EXPENDITURE ACCOUNT NO.:	111-156398-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$67.69



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: BAYSHORE CRA
Account Number: 187-138325

Work Request Number	: 201623293	Problem Location	:
Date Work Requested	: 5/31/2016	Actual Labor Hours	: 3.00
Date Work Completed	: 6/1/2016	Cost of Labor	: \$140.26
Requested by	: GARCIA, SHERLY	Cost of Parts	: \$0.00
Work Description	:	Other Costs	: \$0.00
Shades need to be hung in the office where meetings are held.		Total Cost	: \$140.26
Building Code	: 04-263	Craftspersons	:
Building Name	: BAYSHORE CRA	Notes	: installed 5 shades

Total Cost for BAYSHORE CRA		Total
		\$140.26

CHARGE:	EXPENDITURE ACCOUNT NO.:	187-138325-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$140.26



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: PU ADMINISTRATION
Account Number: 408-210105

Work Request Number	: 201624670	Problem Location	:
Date Work Requested	: 6/15/2016	Actual Labor Hours	: 1.00
Date Work Completed	: 6/23/2016	Cost of Labor	: \$46.75
Requested by	: STREIT,JUDITH	Cost of Parts	: \$0.00
Work Description	:	Other Costs	: \$0.00
please pick up the grill that is located in the garage.		Total Cost	: \$46.75
Building Code	: 02-23	Craftspersons	:
Building Name	: PUBLIC UTILITIES MERCANTILE WEST	Notes	:
		picked up grill. SPECIAL SERVICE 46.75 for not cleaning grill.	

Total Cost for PU ADMINISTRATION		Total
		\$46.75

CHARGE:	EXPENDITURE ACCOUNT NO.:	408-210105-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$46.75



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: PU OPERATIONS SUPPORT
Account Number: 408-210111

Work Request Number : 201621989	Problem Location : PUD area
Date Work Requested : 5/19/2016	Actual Labor Hours : 3.00
Date Work Completed : 6/7/2016	Cost of Labor : \$140.25
Requested by : COURTADE, DIANE	Cost of Parts : \$0.00
Work Description :	Other Costs : \$0.00
They need 3 desks (workstations) installed in the PUD area on the 3rd floor	Total Cost : \$140.25
Building Code : 04-28	Craftspersons :
Building Name : BUILDING H HEALTH	Notes : assembled and installed 3 new workstations
Work Request Number : 201624581	Problem Location : PUD Operations Support
Date Work Requested : 6/14/2016	Actual Labor Hours : 3.00
Date Work Completed : 6/29/2016	Cost of Labor : \$140.26
Requested by : WERTZ, THOR	Cost of Parts : \$0.00
Work Description :	Other Costs : \$0.00
Surplus items to be picked up and delivered to surplus warehouse. 2 file cabinets and 1 monitor.	Total Cost : \$140.26
Building Code : 04-28	Craftspersons :
Building Name : BUILDING H HEALTH	Notes : picked up and took to surplus

Total Cost for PU OPERATIONS SUPPORT **Total**
\$280.51

CHARGE:	EXPENDITURE ACCOUNT NO.:	408-210111-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$280.51



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: WASTEWATER
Account Number: 408-210120

Work Request Number	: 201624505	Problem Location	:
Date Work Requested	: 6/13/2016	Actual Labor Hours	: 0.15
Date Work Completed	: 6/23/2016	Cost of Labor	: \$7.01
Requested by	: GRETZ, DREW	Cost of Parts	: \$0.00
Work Description	:	Other Costs	: \$24.00
Need duplicate keys made (12) he can drop them off or you can pick them up.		Total Cost	: \$31.01
Building Code	: 01-46	Craftspersons	:
Building Name	: WASTEWATER COLLECTIONS	Notes	:
		cut keys and customer will pickup at W. Special service was approved .	

Total Cost for WASTEWATER		Total
		\$31.01

CHARGE:	EXPENDITURE ACCOUNT NO.:	408-210120-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$31.01



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: WATER
Account Number: 408-210125

Work Request Number	: 201625514	Problem Location	: PUD area
Date Work Requested	: 6/27/2016	Actual Labor Hours	: 3.00
Date Work Completed	: 6/29/2016	Cost of Labor	: \$140.26
Requested by	: SIMPSON, ANN	Cost of Parts	: \$0.00
Work Description	3rd FI - PUD area - Please remove the following items to surplus: fax machine, office chair and 3-hole punch. See Jennifer Rainey.		
Building Code	: 04-28	Other Costs	: \$0.00
Building Name	: BUILDING H HEALTH	Total Cost	: \$140.26
		Craftspersons	:
		Notes	: moved items to surplus

Total Cost for WATER	Total \$140.26
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CHARGE:	EXPENDITURE ACCOUNT NO.:	408-210125-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$140.26



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: SOLID WASTE
Account Number: 470-173435

Work Request Number	: 201624252	Problem Location	: sign shop
Date Work Requested	: 6/10/2016	Actual Labor Hours	: 2.00
Date Work Completed	: 6/10/2016	Cost of Labor	: \$93.50
Requested by	: CAMPBELL, KELLY	Cost of Parts	: \$0.00
Work Description	: Please make 200 yellow reflective #4 stickers	Other Costs	: \$65.00
Building Code	: 08-05	Total Cost	: \$158.50
Building Name	: NAPLES LANDFILL SCALEHOUSE	Craftspersons	:
		Notes	: [502 09-06-2016]: cut reflective vinyl

Total Cost for SOLID WASTE	Total \$158.50
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CHARGE:	EXPENDITURE ACCOUNT NO.:	470-173435-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$158.50



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: EMERGENCY MEDICAL SVCS
Account Number: 490-144610

Work Request Number	: 201620727	Problem Location	: Bathrooms
Date Work Requested	: 5/5/2016	Actual Labor Hours	: 7.00
Date Work Completed	: 6/13/2016	Cost of Labor	: \$490.84
Requested by	: BAY, ARTIE	Cost of Parts	: \$0.00
Work Description	: This facility needs to have two toilets replaced.	Other Costs	: \$587.17
Building Code	: 11-34	Total Cost	: \$1,078.01
Building Name	: EMS STATION #10	Craftspersons	:
		Notes	: special service was approved by Chief Kopka.
			: Replace toilets toilets and misc items, purchased from Grainer and Ferguson

		Total
Total Cost for EMERGENCY MEDICAL SVCS		\$1,078.01

CHARGE:	EXPENDITURE ACCOUNT NO.:	490-144610-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,078.01



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: RISK MANAGEMENT
Account Number: 517-121640

Work Request Number	: 201621925	Problem Location	:
Date Work Requested	: 5/18/2016	Actual Labor Hours	: 1.00
Date Work Completed	: 6/1/2016	Cost of Labor	: \$46.75
Requested by	: GONZALEZ, GREILY	Cost of Parts	: \$0.00
Work Description	:	Other Costs	: \$29.00
Please have engraved sign made for Rebecca Collins		Total Cost	: \$75.75
Building Code	: 04-23	Craftspersons	:
Building Name	: BUILDING D RISK / JAIL VISITATION	Notes	:
		Order sign and install[502 01-06-2016]: Order sign and install	

Total Cost for RISK MANAGEMENT	Total \$75.75
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CHARGE:	EXPENDITURE ACCOUNT NO.:	517-121640-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$75.75



Facilities Management Department
Special Service Charges for: 06/01/2016 through 06/30/2016
Department: COURT ADMIN
Account Number: 681-421510

Work Request Number	: 201622613	Problem Location	:
Date Work Requested	: 5/27/2016	Actual Labor Hours	: 1.50
Date Work Completed	: 6/1/2016	Cost of Labor	: \$70.14
Requested by	: POJETA, KIM	Cost of Parts	: \$0.00
Work Description	: Today or Tuesday the 31st (if possible) Please move the desk in Judge Martin's office to the 6th floor where the 2 bookcases are and put a save for Pojeta sign on it.		
		Other Costs	: \$0.00
		Total Cost	: \$70.14
		Craftspersons	:
		Notes	: moved furniture as needed
	Please help Judge put desk together if needed		
Building Code	: 04-32		
Building Name	: BUILDING L COURTHOUSE		
Total Cost for COURT ADMIN			Total \$70.14

CHARGE:	EXPENDITURE ACCOUNT NO.:	681-421510-646180
CREDIT:	REVENUE ACCOUNT NO.:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$70.14

Grand Total:	\$10,886.85
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