

Work Category	Source Location	Work requested	Created On	WO Status
Electrical	Animal Control	puppy room light keeps flickering	9/1/2026 14:02	Completed
Electrical	Library	We have purchase order 22700177 at Home Depot We would like staff to order 410 HALCO 4' T8 Type B Dbl End BB DL 10P I have a copy of previous invoice and box. These bulbs are used in the public areas of the library.	8/19/2026 11:38	Completed
Electrical	Library	We would like to find out what type of light bulbs are needed for the staff area.	8/19/2026 11:28	Completed
Electrical	Reischman Park	Please unlock electrical outlets for use July 1-5, 2026, for UFO Festival. It will need to be relocked on July 6, 2026. Thank you!! :)	3/20/2026 14:28	Completed
Electrical	TASK FORCE	Vent fan in the men's restroom is not working	5/30/2026 16:22	Completed
Electrical	Transit	Replace ballasts in the Zia neon sign in lobby.	9/25/2025 9:26	Completed
General Facilities	Boys & Girls Club	Flag pole has been requested to be cut down	9/1/2026 11:20	Completed
General Facilities	CH Floor 2	Please obtain three quotes for flooring in the following areas: Administration offices Mayor's conference room Mayor's office City Manager's office Deputy City Manager's office Hall between the City Manager's and the Deputy City Manager's office	1/5/2026 14:19	Completed
General Facilities	CH Floor 3	White Board from mayor's conference room to Vanessa B office	8/6/2026 13:05	Completed
General Facilities	Cielo Grande Park	Per request, the Cielo Grande Hike it Spike it shed west door needs replacement. Looks like door is splitting and unable to close and lock it properly.	8/10/2026 12:21	Completed
General Facilities	Facilities Maintenance - shop/trucks	Clean out and re-organize trucks and HVAC Bay in Shop as well as break room	7/31/2026 15:18	Completed
General Facilities	Library	Filters need to be changed and cleaned out for all ErLab air purifiers in the building. Filters are on site.	9/1/2026 11:14	Completed
General Facilities	Rec/Aquatic Center - fill in for Larry	Change and clean strainers. Balance chemicals, and swap out acid tanks as needed at the beginning and end of the day	7/23/2026 14:04	Completed
General Facilities	Roswell Rec. and Aq. Center	At Cielo Grande In the Call box Room where elevator is located need some Sheetrock that needs to be patched up, prior to removal of side countertops. Please get with Larry for more info.	5/28/2026 9:46	Completed
General Facilities	Transit	Front ADA lobby door swing arm is bent and wont close. Please fix or replace. See pictures	8/10/2026 15:18	Completed
General Facilities	Waste Water Treatment Plant	check RO system at main building sick the filters need to be changed out	7/29/2026 8:23	Completed
General Facilities	Water Billing	Our front exterior door is broken again we are having to mess with the latch on top just to close and open it.	8/25/2026 16:16	Completed
Heating and Cooling	1166 MISTIC Headquarters	Has a portable swamp cooler, tenants are saying the pump is not working.	7/16/2026 11:21	Completed
Heating and Cooling	Airport	Escort contractors, specifically, Travers, mechanical services, and Box Crane, to building 1066 for bid on two new units and crane services	7/24/2026 14:03	Completed
Heating and Cooling	Animal Control	air up front is not working again	8/19/2026 15:10	Completed
Heating and Cooling	Animal Control	its 90 degrees in the back and its set at 70 degrees	8/14/2026 16:20	Completed
Heating and Cooling	Animal Control	the runs are saying 90 degrees with air set at 70 degrees	7/27/2026 16:58	Completed
Heating and Cooling	Animal Control	Troubleshoot, diagnose, repair, and replace any parts necessary	6/10/2026 15:49	Completed

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Heating and Cooling	Cielo Grande Park	Mini split installed by HVAC is not working properly . Please check it out it's brand new located in score tower	8/19/2026 14:42	Completed
Heating and Cooling	City Hall	Perform preventative maintenance on all HVAC equipment and exhaust fans to include changing belts, coil cleaning and changing out the filters if needed before next PM filter change scheduled quarterly.	5/26/2026 8:31	Completed
Heating and Cooling	Fire 5	Verify units are cooling check, refrigerant levels, as well as filter quality as they are currently doing construction in the building	7/23/2026 14:07	Completed
Heating and Cooling	Fire Station 2	fire station two HVAC unit has bad compressor. Assist contractors in replacement of new compressor and follow up on progress as the unit is under warranty.	8/4/2026 16:10	Completed
Heating and Cooling	Library	Troubleshoot diagnose repair and replaced as needed.	8/20/2026 16:21	Completed
Heating and Cooling	Public affairs offices	Customer stated thermostat not functioning	5/11/2026 14:55	Completed
Heating and Cooling	Streets Barn	Please see urgent request A/C is not working at the Streets barn 300 N Walnut.	8/25/2026 10:58	Completed
Heating and Cooling	Waste Water Treatment Plant	The AC unit at the Lab on the water side does not seem to be cooling, please send someone.	8/13/2026 7:05	Completed
Heating and Cooling	Zoo - one of the Bear swamp cooling u	Troubleshoot diagnose, repair and replace as needed	8/3/2026 20:51	Completed
Plumbing	611 FEMA	Check to make sure no plumbing is leaking in rooms.	8/18/2026 12:31	Completed
Plumbing	93-AreSale	Float stuck on Toilet at our location on air center 39 Jennifer Lane	6/15/2026 7:49	Completed
Plumbing	Animal Control	big sink is leaking.	8/26/2026 11:45	Completed
Plumbing	Animal Control	run 2 water hose leaking from spout	7/16/2026 9:32	Completed
Plumbing	CH Annex Floor 2	Leak under sink in men's restroom.	6/15/2026 16:58	Completed
Plumbing	Fire Training Center	Toilet is backed up in women's restroom	8/9/2026 7:04	Completed
Plumbing	Inclusive Park	Splash pad.	7/24/2026 11:11	Completed
Plumbing	RFD Station 5	Shut of valve from the main to the sprinkler valve is leaking. CM231	6/14/2026 6:44	Completed
Plumbing	Roswell Rec. and Aq. Center	Change out to filters and concession stand	8/27/2026 8:04	Completed
Plumbing	Roswell Rec. and Aq. Center	Shower leak	8/17/2026 10:34	Completed
Plumbing	Waste Water Treatment Plant	we need the sink in the garage at wastewater building snaked out it is stopped up Pulled out slug black slug from there	7/23/2026 7:22	Completed
Safety	Convention Center	Reinforce fence mesh on chain link fence	9/3/2026 15:08	Completed
Safety	Library	drinking fountain at the library does not work. I believe it has to do with the power outage	8/19/2026 15:57	Completed
Safety	Library	handicapped button on the outside north door of the library does not work.	8/19/2026 11:39	Completed