

Monthly Report to the Board of Education

November 2018 – Report for October Work Orders

From 10/1/2018 through 10/31/2018, 118 help desk tickets were submitted. Of the 118 tickets submitted, 93 have been completed or closed, were duplicate tickets or were forwarded to maintenance.

Work orders per building

Location	Submitted	Closed	Percent
Central Office	3	3	2.5%
HHS	24	20	20.3%
HMS	7	3	5.9%
Johnson	29	23	24.6%
Moyer	28	22	23.7%
Woodfill	27	22	22.9%
Total	118	93	100.0%

Work orders per assigned worker

Support Personnel	Work Orders Assigned	Work Orders Closed
Gay, Jason	0	0
Griffith, Stephanie	0	0
Help Desk	0	0
Martin, Andrew	31	25
McGhee, Diana	18	16
Robinson, Laura	6	4
Scott, Van	36	30
Winkler, Matthew	25	16
Zimmerman, Marie	2	2
Total	118	93

Respectfully Submitted
11/12/2018

Mrs. Diana M. McGhee
Director of Technology and Information