

Need需要				Response回應			
Date 日期	Requester 要求者	Repair/Maintenance Need 維修需要	Comment 備註	Date 日期	Responder 回應者	Date Completed 完工日期	Comment 備註
10/1/2018	Patty Trisno	The sticky tape residue needs to be removed from all doors and glasses. 膠帶的殘餘黏膠需要從門上和玻璃上清除.	Church has the "Tape, Label, Adhesive Remover" spray. 教會會有清除黏膠的噴霧劑.	10/15	Derren	in Progress	
10/8/2018	Joseph Chang	Replace 2 Roof Units-Carrier AC filters, 20"x25"x2", 12 of them, replacement date is 11/15/2018. (needs to climb up to roof). 更換屋頂上2個Carrier的冷氣機的濾網, 共需要12個20"x25"x2"的濾網. 更換日期是11/15/2018. (需要爬上屋頂)	Purchase the filters from Home Depot, church will reimburse the cost. 到Home Depot買濾網, 教會付款.	10/28	paul Lee		濾網12個已買好
10/8/2018	Joseph Chang	Replace all 2nd floor Fujitsu AC filters. The filters are all indoors at the 2nd floor. Needs ladder. The replacement date is 11/30/2018. 更換2樓Fujitsu冷氣所有的濾網. 濾網都在室內. 需要用梯子. 更換的時間是11/30/2018.	Need to verify the sizes of all filters. Get the filters from Home Depot, church will reimburse the cost. 需要量濾網的尺寸, 到Home Depot買濾網, 教會付款.	10/28	paul Lee		

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10/10/2018	Joseph Chang	Sweep clean the balconies. 清掃陽台	All 10 balconies were cleaned in the beginning of October. Only a few of them need to be cleaned again due to raining. 2樓的10個陽台在10月初的時候都清掃過, 約只有2或3個因為下雨的關係, 需要再清掃.				
10/12/2018	Joseph Chang	Replace the fluorescent light tubes in 1F. 更換一樓不亮的日光燈.	Church has 10 new light tubes. Replace the bad ones with the good ones, and also need to bring the bad ones to Home Depot for recycling. 教會在1F的儲藏室放有10個好的燈管, 把壞的替換下來以後, 要拿到Home Depot去做回收處理.				