

Need需要						
Date 日期	Requester 要求者	Repair/Maintenance Need 維修需要	Comment 備註	Responder 回應者	Comment 備註	更換日期
12/18/2018	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.	Purchase the filters from Home Depot, church will reimburse the cost. 到Home Depot買濾網, 教會付款. 20"x25"x2"(12個)	Paul Luke		2018-11-28 2019-04-18 2020-01-20
12/18/2018	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.	Need to verify the sizes of all filters. Get the filters from Home Depot, church will reimburse the cost. 到Home Depot買濾網, 教會付款. 20"X20"X1" (16個) 20"X30"X1" (6個)	Paul Luke		2018-11-28 2019-03-31 2019-09-25
12/18/2018	Joseph Chang	Help needed to fill up the water dispensers (5 Gallon) when they are empty. 當飲水桶(5加侖)的水沒有時, 重新灌滿並放回.	* Location: 1.Kitchen, 2.Ping Pong room, 3.outside of 1F Restroom *When refilling them please remember to put on gloves. *地桌: 1廚房, 2. 乒乓球室, 3. 1樓廁所外 *換水時請帶上手套	Luke		
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.			