

THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

DONALD E. FENNOY II, Ed.D.  
SUPERINTENDENT

FRANK A. BARBIERI, JR., ESQ.  
BOARD CHAIR

OFFICE OF THE SUPERINTENDENT  
3300 FOREST HILL BOULEVARD, C-316  
WEST PALM BEACH, FL 33406-5869

KAREN M. BRILL  
BOARD VICE CHAIR

PHONE: 561-629-8566 / FAX: 561-649-6837  
[WWW.PALMBEACHSCHOOLS.ORG](http://WWW.PALMBEACHSCHOOLS.ORG)

MARCIA ANDREWS  
ALEXANDRIA AYALA  
BARBARA MCQUINN  
DEBRA L. ROBINSON, M.D.  
ERICA WHITFIELD

## MEMORANDUM

TO: Teresa Michaels  
Inspector General

FROM: Donald E. Fennoy II, Ed.D.  
Superintendent

DATE: April 6, 2021

RE: WHISTLE-BLOWER INVESTIGATION CASE #19-0006-I  
FALSIFICATION OF OVERTIME AUTHORIZATION REQUESTS – MAINTENANCE & PLANT OPERATIONS

Since the Office of Inspector General concluded that the allegation that Maintenance and Plant Operations General Manager Craig Singletary and Director Stacey Marshall ordered staff to falsify Overtime Authorization Requests after the OIG requested the forms for an audit of overtime use was unsubstantiated, I am recommending no further action be taken. As required by School Board Policy 3.28, I have informed the complainant, the Director and General Manager of Maintenance and Plant Operations of my decision.

Cc: Wanda F. Paul, M.Ed., MBA, Chief Operating Officer  
Stacey Marshall, Director, Maintenance & Plant Operations  
Craig Singletary, General Manager, Maintenance & Plant Operations



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL  
3318 FOREST HILL BLVD., C-306  
WEST PALM BEACH, FL 33406  
(561) 434-7335 FAX: (561) 434-8652  
[www.palmbeachschools.org](http://www.palmbeachschools.org)  
Hotline: 855-561-1010

TERESA MICHAEL, CIG, CIGI, CFE  
INSPECTOR GENERAL

SCHOOL BOARD  
FRANK BARBIERI, JR., CHAIR  
KAREN M. BRILL, VICE CHAIR  
MARCIA ANDREWS  
ALEXANDRIA AYALA  
BARBARA McQUINN  
DEBRA L. ROBINSON, M.D.  
ERICA WHITFIELD

**CONFIDENTIAL**

DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

## MEMORANDUM

**TO:** Dr. Donald E. Fennoy, Superintendent

**FROM:** Teresa Michael, Inspector General *TM*

**DATE:** December 9, 2020

**SUBJECT:** Transmittal of Final Whistle-Blower Report *Case # 19-0006-I - Falsification of Overtime Authorization Requests*

---

In accordance with *School Board Policy 3.28*, we hereby transmit the findings of the above-referenced Whistle-Blower investigative report.

The report addresses an allegation that the Management in Maintenance and Plant Operations falsified Overtime Authorization Requests that were provided to the OIG for an audit. The OIG determined the allegation was unsubstantiated.

Regarding Whistle-Blower Investigations, *School Board Policy 3.28*, states that "Upon the Inspector General's presentation of findings to the Superintendent, the Superintendent shall reach a decision regarding the complaint and shall communicate the decision to the complainant and the person(s) accused of violating this policy."

Per *School Board Policy 1.092*, the report will be distributed accordingly and will be posted on the Inspector General's website;

[https://www.palmbeachschools.org/departments/inspector\\_general\\_s\\_office](https://www.palmbeachschools.org/departments/inspector_general_s_office).

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

---

**INTRODUCTION & SYPNOPSIS**

On March 13, 2019, the Office of Inspector General (OIG) received a complaint from a current employee. The employee alleged that Maintenance and Plant Operations (MPO) Management staff falsified the Overtime Authorization Requests that the OIG requested for an Audit of MPO overtime usage. The complainant has been designated a Whistle-Blower (WB). Specifically, it was alleged that:

1. Maintenance and Plant Operations General Manager Craig Singletary and Director Stacey Marshall ordered staff to falsify Overtime Authorization Requests (OARs) after the OIG requested the forms for an audit of overtime use in violation of:

*School Board Policy 1.013 Responsibilities of School District Personnel and Staff* states that *it shall be the responsibility of the personnel employed by the district school board to carry out their assigned duties in accordance with federal laws, rules, state statutes, state board of education rules, school board policy, superintendent's administrative directives and local school and area rules.*

*School Board Policy 2.61 Fraud* states that *The Board is committed to establishing and maintaining an organizational culture that will ensure fraud prevention and detection are integral parts of all activities, consistent with the Standards of Conduct contained in the Code of Ethics for Public Officers and Employees (Chapter 112, Part III, Florida Statutes) and Board Policy 3.02. The Board prohibits and will not tolerate or condone fraudulent, unethical, or dishonest activities. It is the policy of the Board to identify and promptly investigate suspected fraudulent, unethical or dishonest activities; and, if substantiated, to pursue legal remedies made available under the law. Each employee or agent of the District is responsible for reporting any observed or suspected fraud or fraudulent activity.*

*School Board Policy 3.02(4) Code of Ethics* states that *each employee agrees and pledges a.) to provide the best example possible; striving to demonstrate excellence, integrity and responsibility in the workplace and b.) to obey local, state and national laws, codes and regulations.*

*School Board Policy 3.02(5) Code of Ethics* states: *Misrepresentation or Falsification – We are committed to candor in our work relationships, providing other Board employees including supervisors, senior staff and Board members with accurate, reliable and timely information. Employees should exemplify honesty and integrity in the performance of their official duties for the School District. Unethical conduct includes but is not limited to:*

- vii. Falsifying, misrepresenting, or omitting information submitted in the course of an official inquiry/investigation;*

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

---

The OIG investigation concluded the allegation was unsubstantiated. The investigative findings as to the allegation will be discussed in detail later in this report.

**OIG JURISDICTIONAL AUTHORITY**

*School Board Policy 1.092* provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

**BACKGROUND: INDIVIDUALS & ENTITIES COVERED IN THIS REPORT**

***Maintenance and Plant Operations***

Maintenance and Plant Operations accomplishes specified maintenance and repair of existing District facilities in support of the educational mission. Maintenance and Plant Operations is located at 330 Summit Boulevard, West Palm Beach, Florida 33406.

***Craig Singletary, General Manager, Maintenance and Plant Operations***

Mr. Singletary has been employed by the School District for thirty-two years and has served as the General Manager of Maintenance and Plant Operations since 2017. He has worked in MPO for the entirety of his career with the District.

***Stacey Marshall, Director, Maintenance and Plant Operations***

Ms. Marshall has been employed by the School District for twenty years and has served as the Director of Maintenance and Plant Operations since 2017. She has worked in MPO for the entirety of her career with the District. Ms. Marshall supervises Mr. Singletary.

***Sabra Avery, Financial Applications Manager, Maintenance and Plant Operations***

Ms. Avery has been employed by the School District for seven years and has served as the Financial Applications Manager since October 2014.

***Rohan East, Support Operations Leader, Maintenance and Plant Operations***

Mr. East has been employed by the School District for four years and has served as the Support Operations Leader of the call center for approximately two years.

***Beverlyn Simmonds, Assistant to the General Manager, Maintenance and Plant Operations***

Ms. Simmonds was employed by the School District for 35 years and retired effective November 1, 2019. Ms. Simmonds served the School District as an Accounting Clerk for over twenty years and spent her last 12 years as the Assistant to the General Manager of MPO. Ms. Simmonds worked for Steve Bacchus, Stacey Marshall, and Craig Singletary during her tenure as the Assistant to the General Manager of MPO.

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

---

***LaDonna Paz, Maintenance Technician Support, Maintenance and Plant Operations***

Ms. Paz has been employed by the School District for five years and has served as the Maintenance Technician Support for approximately one year.

***Deborah Dare, Maintenance Service Representative, Maintenance and Plant Operations***

Ms. Dare has been employed by the School District for 31 years and has served as the Maintenance Service Representative in MPO since 2001. She has been in the payroll section since 2018.

***Linda Yokota, Senior Human Resources Analyst, Maintenance and Plant Operations***

Ms. Yokota has been employed by the School District for 18 years and has served as the Senior Human Resources Analyst in MPO since 2017.

**RELEVANT GOVERNING AUTHORITIES**

- School Board Policy 1.013, Responsibilities of School District Personnel and Staff.
- School Board Policy 2.61, Fraud
- School Board Policy 3.02, Code of Ethics.
- Florida Statute 839.13(1), Falsifying Records.

**DOCUMENTS REVIEWED**

- Overtime Authorization Requests.

**CASE INITIATION & INVESTIGATIVE METHODOLOGY**

The investigation was initiated based on a complaint alleging that Maintenance and Plant Operations General Manager Craig Singletary and Director Stacey Marshall ordered staff to falsify Overtime Authorization Requests after the OIG requested the forms for an audit of overtime use.

During the course of the investigation, the OIG interviewed the Whistle-Blower (WB), MPO General Manager Craig Singletary, MPO Director Stacey Marshall, and other employees at MPO. The OIG reviewed the Overtime Authorization Requests submitted to the OIG based on the OIG's request for documents to complete an audit of overtime usage, applicable District policies, and Florida Statutes.

This investigation was conducted in compliance with the *Quality Standards for Investigations, Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

---

**INVESTIGATIVE FINDINGS<sup>1</sup>**

- 1. Maintenance and Plant Operations General Manager Craig Singletary and Director Stacey Marshall ordered staff to falsify Overtime Authorization Requests after the OIG requested the forms for an audit of overtime use. Allegation Unsubstantiated.**

The OIG investigation concluded the allegation was unsubstantiated.

**The OIG interviewed the above employees. Below is a recap of the interview testimony provided:**

*Whistle-Blower:* The WB reported that Ellen Steinhoff (an OIG Auditor) met with Transportation Director Stacy Marshall in February 2019 and requested a bunch of Overtime Authorization Requests for overtime to assist with an audit. The WB said that Ms. Marshall tasked Craig Singletary and Sabra Avery with gathering the documents. The WB alleged that Mr. Singletary asked staff to falsify the documents because they did not exist. The WB added that Mr. Singletary and Ms. Marshall signed the documents that were created and dated them in March 2019. The overtime worked and paid was done in late 2018. The WB further alleged that Mr. Singletary had staff falsify the documents. Ms. Avery later provided the falsified backdated documents to the OIG Auditor per her request. The WB added that Supervisor Rohan East assisted with falsifying the documents by “whiting out” dates on the documents so new copies of the backdated documents could be submitted. The WB stated that Beverly Simmonds provided the WB with the alleged falsified documents (**Exhibit 1**).

*Former Assistant to the General Manager Beverlyn Simmonds:* Ms. Simmonds stated that all Overtime Authorization Requests (OARs) for MPO went through her. She would receive the OARs after they were filled out by the employee and signed by their respective Area Manager. When Ms. Simmonds received the OARs she would send them to the General Manager (Craig Singletary) for approval. Once the General Manager signed the OAR, the General Manager would return the OAR to Ms. Simmonds. Ms. Simmonds would make a copy of the OAR and place one copy in her files and provide a copy to the employee for their records.

Ms. Simmonds recalled when the OIG requested copies of the OARs in February 2019. Ms. Simmonds explained that she did not make the copies for the OIG. Ms. Simmonds said that Sabra Avery asked her for the copies and she told Ms. Avery that the OARs were in the filing cabinet. Ms. Simmonds recalls that Ms. Avery and Rohan East helped to make copies of the OARs. Ms. Simmonds said she did not see anyone falsify any of her files. Ms. Simmonds surmised that the copies of the OARs provided to the OIG by Ms. Avery were accurate and correct because they were copied from her files. Ms. Simmonds reviewed the documents provided by the WB. Ms. Simmonds stated that she did not know who created the documents. Ms. Simmonds said she did not provide these documents to the WB.

---

<sup>1</sup> The OIG findings were determined using the standards that appear on the final page of this report.

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

---

*Support Operations Leader Rohan East:* Mr. East stated that he was minimally involved with complying with the OIG Auditor's request. Mr. East was not sure if he actually made any copies, but some of his staff assisted with locating the requested OARs. Mr. East denied that he or his staff falsified any of the OARs that were provided to the OIG Auditor. Mr. East also denied that Craig Singletary or Stacey Marshall asked him or his staff to falsify any documents. The OIG showed Mr. East the documents provided by the Whistle-Blower that were allegedly falsified. Mr. East could not explain where the Whistle-Blower obtained the documents, who created the documents, or why they were created.

*Financial Applications Manager Sabra Avery:* Ms. Avery confirmed that she received a request for OARs from an OIG Auditor. Ms. Avery oversees payroll so she is the appropriate person to comply with the request for OARs. Ms. Avery explained that she and three of her staff members (Linda Yocota, LaDonna Paz, and Deborah Dare) began to process the request. Ms. Avery added that her office received either scanned copies or paper copies of OARs from Beverlyn Simmonds. The OARs are stored in an electronic Share File or in boxes in the payroll section of the building. Ms. Avery said that all the records she provided to the OIG Auditor were accurate copies of OARs that were submitted by MPO employees. Ms. Avery stated that she and her staff obtained the OARs from their Share File, boxes kept in her section, and from originals maintained by Ms. Simmonds in her office. Ms. Avery denied that she or her staff falsified any of the OARs she provided to the OIG Auditor. Ms. Avery also denied that Craig Singletary or Stacey Marshall asked her or her staff to falsify any of the OARs she provided to the OIG Auditor.

The OIG showed Ms. Avery the documents provided by the Whistle-Blower that were allegedly falsified. Ms. Avery could not explain where the Whistle-Blower obtained the documents, who created the documents, or why they were created. Ms. Avery re-iterated that she or her staff did not create the documents the Whistle-Blower provided to the OIG.

*Maintenance Service Representative Deborah Dare:* Ms. Dare stated that she made a lot of copies of OARs because Ms. Avery asked her to make the copies. She made copies from OARs that were on the share drive or from hard copies that were stored in a file cabinet. Ms. Dare denied falsifying any documents or that anyone asked her to falsify any documents. The OIG showed Ms. Dare the documents provided by the Whistle-Blower that were allegedly falsified. Ms. Dare could not explain where the Whistle-Blower obtained the documents, who created the documents, or why they were created.

*Maintenance Technician Support LaDonna Paz:* Ms. Paz stated that Ms. Avery asked her to assist with copying OARs. She made copies of the OARs that were requested. She made copies from OARs that were on the share drive or from hard copies that were stored in boxes or a file cabinet. Ms. Paz added that if she was missing any of the OARs she would go to Ms. Simmonds' office to get them because she kept all the originals. Ms. Paz denied re-creating or falsifying any of the OARs that she copied. Ms. Paz also denied that anyone asked her to falsify any documents. The OIG showed Ms. Paz the documents provided by the Whistle-Blower that were allegedly falsified.

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

---

Ms. Paz could not explain where the Whistle-Blower obtained the documents, who created the documents, or why they were created.

*Senior Human Resources Analyst Linda Yokota:* Ms. Yokota recalled that she made copies of OARs. She made copies from OARs that were on the share drive or from hard copies that were stored in a file cabinet. Ms. Yokota denied falsifying any documents. Ms. Yokota denied that anyone asked her to falsify any documents. The OIG showed Ms. Yokota the documents provided by the Whistle-Blower that were allegedly falsified. Ms. Yokota could not explain where the Whistle-Blower obtained the documents, who created the documents, or why they were created.

*Maintenance and Plant Operations General Manager Craig Singletary:* Mr. Singletary confirmed that he recalled that an audit was begun in February 2019. Mr. Singletary said he was not directly involved in the collection of the requested OARs. Mr. Singletary explained that his secretary at the time (Beverlyn Simmonds) kept a file cabinet in her office with copies of all the OARS submitted at MPO. He recalled that some staff came to his area to retrieve OARs from Ms. Simmonds file cabinet. Mr. Singletary said he did not assign any staff to make copies of the OARs. His only involvement was to tell staff that came to make copies of the OARs in Ms. Simmonds file cabinet to make sure they returned the original OARs they copied to Ms. Simmonds' file cabinet. Mr. Singletary recalled that Ms. Simmonds would bring OARs to him for his signature then make copies for payroll and the manager of the employee on the OAR, and keep a copy for her files. Mr. Singletary said Ms. Simmonds was able to provide OARs that other staff could not find in their files because she kept copies of all the OARs in her file cabinet. Mr. Singletary added that if an OAR was lost by payroll or the supervisor, Ms. Simmonds provided the OAR because she maintained a copy of the original OAR. Mr. Singletary denied asking any staff members to falsify any OARs. Mr. Singletary added that he had no knowledge of Ms. Marshall asking staff to falsify any OARs. He sits in an office next to Ms. Marshall and never heard her issue such a directive and does not believe she would issue such a directive. Mr. Singletary reiterated that he was not involved in complying with the OIGs request for OARs.

*Maintenance and Plant Operations Director Stacey Marshall:* Ms. Marshall confirmed that she recalled that the OIG Auditor began an audit of MPO overtime in February/March 2019. Ms. Marshall said the OIG Auditor requested OARs for a specific timeframe. Ms. Marshall assigned Ms. Avery to complete the request because Ms. Marshall does not have access to the OARs. Her responsibility is to approve timesheets in PeopleSoft, but Ms. Avery is the payroll person charged with keeping the OARS. Ms. Marshall added that Ms. Avery asked three members of her staff to collect the OARs. The three employees tasked with making the copies were LaDonna Paz, Deborah Dare, and Linda Yokota.

The OIG showed Ms. Marshall the documents provided by the Whistle-Blower that were allegedly falsified. Ms. Marshall could not explain where the Whistle-Blower obtained the documents, who falsified the documents, or why they were falsified. Ms. Marshall denied directing any of her staff to falsify any OARs.



**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

**DOCUMENTS REVIEWED**

The OIG reviewed the documents the OIG received from the WB that were allegedly falsified. The documents were OARs for ten MPO employees. The WB provided two sets of documents. The first set was dated in November 2018 and the second set was dated in March 2019. The WB alleged that the documents dated in 2019 were falsified and provided to the OIG after the OIG request was made by the OIG Auditor because MPO management did not properly approve the overtime at the time the overtime was worked and did not want to receive a negative audit finding (see Table 1).

**Table 1: Overtime Authorization Requests provided by the WB.**

OARs signed in November 2018			OARs signed in March 2019		
Employee	Date Requested	Date Signed	Employee	Date Requested	Date Signed
Frank Arancibia	11/19/18	11/27/18	Frank Arancibia	11/19/18	Undated
Frank Arancibia	11/19/18	11/20/18	Frank Arancibia	11/19/18	03/05/19
Douglas Bock	11/15/18	11/19/18	Douglas Bock	11/15/18	03/04/19
Gregory Hammond	11/15/18	11/16/18	Gregory Hammond	11/15/18	03/04/19
Andrew Mann	11/16/18	11/19/18	Andrew Mann	11/16/18	03/04/19
Virgilio Ortiz	11/16/18	11/19/18	Virgilio Ortiz	11/16/18	03/04/19
Vincent Peterkin	11/14/18	11/15/18	Vincent Peterkin	11/14/18	03/04/19
Derrick Reeves	11/15/18	11/16/18	Derrick Reeves	11/15/18	03/04/19
Keith Robertson	11/10/18	11/14/18	Keith Robertson	11/10/18	03/04/19
Thanh Truong	11/14/18	11/15/18	Thanh Truong	11/14/18	03/04/19

The OIG compared the OARs provided by the WB to the OARs the OIG Auditor received<sup>2</sup>. The OIG found that MPO provided the OIG Auditor with the OARs that contained the November 2018 dates and did not receive the OARs dated in March 2019 that were allegedly falsified.

**CONCLUSION**

Based on the testimony obtained and the records reviewed, the OIG concluded that the allegation that Maintenance and Plant Operations General Manager Craig Singletary and Director Stacey Marshall ordered staff to falsify Overtime Authorization Requests after the OIG requested the forms for an audit of overtime use *Unsubstantiated*.

<sup>2</sup> The OIG contacted Ms. Steinhoff and asked if she had received or had any knowledge about the OARs dated in March 2019. Ms. Steinhoff said that she only received the OARs that she had in her files that the OIG had reviewed. Ms. Steinhoff said she had no reason to believe the OARs were falsified and nobody brought any concerns to her about OARs being falsified during her audit. Ms. Steinhoff has no recollection of ever seeing the OARs dated in March 2019.

**SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL**  
**OIG DRAFT REPORT OF INVESTIGATION**  
*Falsification of Overtime Authorization Requests*

---

**RECOMMENDATIONS**

The OIG recommends no further action be taken.

**AFFECTED PARTY NOTICE**

In accordance with *Florida Statute 112.3189*, on November 19, 2020, the complainant was notified of the investigative findings and provided with an opportunity to submit a written response to these findings. On November 30, 2020, the complainant confirmed via telephone that a response would not be submitted to the OIG.

**DISTRIBUTION**

Donald E. Fennoy II, Superintendent  
OIG File

SCHOOL DISTRICT OF PALM BEACH COUNTY OFFICE OF INSPECTOR GENERAL  
OIG DRAFT REPORT OF INVESTIGATION  
*Falsification of Overtime Authorization Requests*

---


**Investigation Conducted by:**

Oscar Restrepo, CIG, CIGI, Director of Investigations

  
Date 12/9/20

**Investigation Approved by:**

Teresa Michael, CIG, CFE, CIGI, Inspector General

  
Date 12/9/2020

*The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal and "clear and convincing evidence," a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.*

Activity #: 19-0006-I  
OIG Staff: Oscar Restrepo  
Date Rec'd: 3/13/19 Pages: 20  
Rec'd: by O. Restrepo from us  
Redacted:  Yes  No  N/A  Req'd  TBD  
Exhibit/Reference #: 1

Let's  
Talk  
/



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Frank Arancibia	TEAM / AREA Utilities/9450	DATE OF REQUEST 11/19/18
SCHOOL CENTER OR FACILITY Maintenance & Plant Operations (page 2 of 3)		

WORK ORDER NO.	JOB DESCRIPTION

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

- On Call    Planned Project    Emergency

On-call for the period of 11/10/18-11/16/18; The following schools had EMS scheduling/issues: 11/10- Boynton Beach HS, Palm Beach Garden HS, Royal Palm Beach HS, Seminole Ridge HS, Polo Park MS; 11/11- Santaluces HS, Atlantic HS, Sandpiper ES, (see pages 1,3, 4 & 5 for additional data)

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Frank Arancibia	Summit	11/10/18	2:45pm-3:30pm	0.75	Home
			4:50pm-5:35pm	0.75	Home
			6:05pm-6:50pm	0.75	Home
		11/11/18	6:40am-9:40am	3	Home

APPROVED    NOT APPROVED

SIGNATURE OF FACILITIES COORDINATOR

11/27/18  
DATE

APPROVED    NOT APPROVED

SIGNATURE OF GENERAL MANAGER

11/27/18  
DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees				
Estimated Total Number Hours				
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Frank Arancibia	TEAM / AREA Utilities/9450	DATE OF REQUEST 11/19/18
SCHOOL CENTER OR FACILITY Maintenance & Plant Operations (page 2 of 5)		

WORK ORDER NO.	JOB DESCRIPTION

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

- On Call    Planned Project    Emergency

On-call for the period of 11/10/18-11/16/18; The following schools had EMS scheduling/issues: 11/10- Boynton Beach HS, Palm Beach Garden HS, Royal Palm Beach HS, Seminole Ridge HS, Polo Park MS; 11/11- Santalucas HS, Atlantic HS, Sandpiper ES, (see pages 1,3, 4 & 5 for additional data)

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Frank Arancibia	Summit	11/10/18	2:45pm-3:30pm	0.75	Home
			4:50pm-5:35pm	0.75	Home
			6:05pm-6:50pm	0.75	Home
		11/11/18	6:40am-9:40am	3	Home

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

SIGNATURE OF FACILITIES COORDINATOR

DATE

SIGNATURE OF GENERAL MANAGER

DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees				
Estimated Total Number Hours				
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Frank Arancibia	TEAM / AREA Utilities - 9450	DATE OF REQUEST 11/19/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

- On Call    Planned Project    Emergency

ON-CALL for 11/10/18 - The following schools had EMS scheduling/issues - 11/10 Christa McAuliffe MS., JEK MS, Roosevelt MS, Binks Forest ES, Santaluces HS, Palm Beach Central Trades Winds MS, Jupiter HS, Wellington HS, Spanish River HS, Boynton Beach HS, Dreyfoos SOA

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Frank Arancibia	Summit	11/10/18	7:20am - 10:20am	3	Home
"	"	"	10:35am-11:20am	.75	Home
"	"	"	12:40pm-1:25pm	.75	Home
"	"	"	1:30pm-2:15pm	.75	Home

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

\_\_\_\_\_  
SIGNATURE OF FACILITIES COORDINATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF GENERAL MANAGER

11/20/18  
\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees				
Estimated Total Number Hours				
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Frank Arancibia	TEAM / AREA Utilities/9450	DATE OF REQUEST 11/19/18
SCHOOL CENTER OR FACILITY Maintenance & Plant Operations (page 1 of 5)		

WORK ORDER NO.	JOB DESCRIPTION

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

- On Call    Planned Project    Emergency

On-call for 11/10/18-11/16/18; The following schools had EMS scheduling/issues: 11/10- Christa McAuliffe MS, JFK MS, Roosevelt MS, Binks Forest ES, Santaluces HS, Palm Beach Central HS, Tradewinds MS, Jupiter HS, Wellington HS, Spanish River HS, Boynton Beach HS, Dreyfoos SOA ; (see pages 2, 3, 4 & 5 for additional data)

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Frank Arancibia	Summit	11/10/18	7:20am-10:20am	3	Home
			10:35am-11:20am	0.75	Home
			12:40pm-1:25pm	0.75	Home
			1:30pm-2:15pm	0.75	Home

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

SIGNATURE OF FACILITIES COORDINATOR

3/5/19  
 DATE

SIGNATURE OF GENERAL MANAGER

3/5/19  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees				
Estimated Total Number Hours				
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime**  
**Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Douglas Bock	TEAM / AREA Grounds	DATE OF REQUEST 11/15/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order with time posted that shows overage

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

On Call  Planned Project  Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

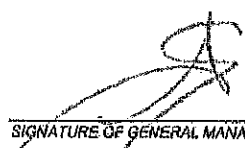
EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Douglas Bock	Grounds	11/12/2018		.5	
"	"	11/13/2018		.25	
"	"	11/14/2018		.25	
"	"	11/15/2018		.25	

APPROVED  NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR

11/19/18  
 DATE

APPROVED  NOT APPROVED

  
 SIGNATURE OF GENERAL MANAGER

11/19/18  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	1.25			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed  Yes  No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Douglas Book	TEAM / AREA Grounds	DATE OF REQUEST 11/15/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order with time posted that shows overage

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

On Call  Planned Project  Emergency

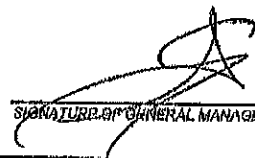
**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Douglas Book	Grounds	11/12/2018		0.5	
"	"	11/13/2018		0.25	
"	"	11/14/2018		0.25	
"	"	11/15/2018		0.25	

APPROVED  NOT APPROVED

APPROVED  NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR      3/4/19  
 DATE

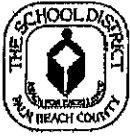
  
 SIGNATURE OF GENERAL MANAGER      3/4/19  
 DATE

OFFICE USE ONLY

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	1.25			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed  Yes  No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Gregory Hammond	TEAM / AREA M&PO West Area	DATE OF REQUEST 11/16/2018
SCHOOL CENTER OR FACILITY West Tech		

WORK ORDER NO.	JOB DESCRIPTION
1890177	Replace Air Compressor and install pump motor for chill #1

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

On Call    Planned Project    Emergency


**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Gregory Hammond	Glades West Shop	11/17/2018	6:00-4:30pm	10	West Tech
Ventura Romero	Glades West Shop	11/17/2018	6:00-4:30pm	10	West Tech

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR      11/16/18  
 DATE

  
 SIGNATURE OF GENERAL MANAGER      11/16/18  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	10			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Gregory Hammond	TEAM / AREA M&PO West Area	DATE OF REQUEST 11/15/2018
SCHOOL CENTER OR FACILITY WEST TECH		

WORK ORDER NO.	JOB DESCRIPTION
1890177	Replace Air Compressor And Install pump motor for chiller #1

JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)

- On Call    Planned Project    Emergency

DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Gregory Hammond	Glades West Shop	11/15/2018	6:00 a.m - 4:30 p.m	10	West Tech
Ventura Romero	Glades West Shop	11/17/2018	6:00 a.m - 4:30 p.m	10	West Tech

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

SIGNATURE OF FACILITIES COORDINATOR

DATE

SIGNATURE OF GENERAL MANAGER

DATE

OFFICE USE ONLY

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1	1		2
Estimated Total Number Hours	10	10		20
ACTUAL TOTAL HOURS				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Andrew Mann	TEAM / AREA Grounds	DATE OF REQUEST 11/16/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order with time posted that shows overage

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

On Call    Planned Project    Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Andrew Mann	Grounds	11/12/2018		.25	

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

*[Signature]*  
 SIGNATURE OF FACILITIES COORDINATOR

11/19/18  
 DATE

*[Signature]*  
 SIGNATURE OF GENERAL MANAGER

11/19/18  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	0.25			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Andrew Mann	TEAM / AREA Grounds	DATE OF REQUEST 11/16/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order with time posted that shows overage

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

On Call    Planned Project    Emergency

\_\_\_\_\_

\_\_\_\_\_

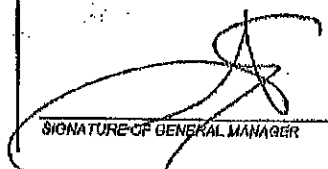
**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Andrew Mann	Grounds	11/12/2018		0.25	

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

 \_\_\_\_\_  
 SIGNATURE OF FACILITIES COORDINATOR      DATE 3/4/19

 \_\_\_\_\_  
 SIGNATURE OF GENERAL MANAGER      DATE 3/4/19

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	0.25			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks

\_\_\_\_\_

\_\_\_\_\_



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Virgilio Ortiz	TEAM / AREA Drounds	DATE OF REQUEST 11/16/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order work time posted that shows overage

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

- On Call    Planned Project    Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Virgilio Ortiz	Grounds	11/16/2018		0.5	

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

*[Signature]*  
SIGNATURE OF FACILITIES COORDINATOR

11/19/18  
DATE

*[Signature]*  
SIGNATURE OF GENERAL MANAGER

11/19/18  
DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	0.5			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Virgilio Ortiz	TEAM/AREA Grounds	DATE OF REQUEST 11/16/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order with time posted that shows overage

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

On Call  Planned Project  Emergency

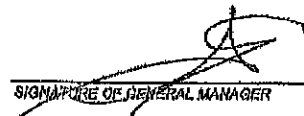
**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Virgilio Ortiz	Grounds	11/16/2018		0.5	

APPROVED  NOT APPROVED

APPROVED  NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR      3/4/19  
 DATE

  
 SIGNATURE OF GENERAL MANAGER      3/4/19  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	0.5			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed  Yes  No

Remarks





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Vincent Peterkin	TEAM / AREA Grounds	DATE OF REQUEST 11/14/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order with time posted that shows overage.

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

- On Call    Planned Project    Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

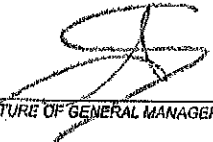
EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Vincent Peterkin	Grounds	11/16/2018		.5	

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR

11/15/18  
 DATE

  
 SIGNATURE OF GENERAL MANAGER

11/15/18  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	.5			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Vincent Peterkin	TEAM / AREA Grounds	DATE OF REQUEST 11/14/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
Unknown	No work order with time posted that shows overage

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

On Call    Planned Project    Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

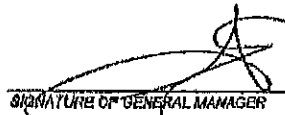
EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Vincent Peterkin	Grounds	11/16/2018		0.5	

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR

3/4/19  
 DATE

  
 SIGNATURE OF GENERAL MANAGER

3/4/19  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	1			
Estimated Total Number Hours	0.5			
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime**  
**Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Derrick Reeves	TEAM / AREA Zone 11	DATE OF REQUEST 11/15/2018
SCHOOL CENTER OR FACILITY Frontier Elem		

WORK ORDER NO.	JOB DESCRIPTION
1957291	Clean air handler #8

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

On Call    Planned Project    Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Derrick Reeves	Zone 11	11/15/2018	2:30-4:30	2	Zone 11
Keith Robertson	HVAC	11/15/2018	2:45-4:45	2	HVAC

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR

11-16-18  
 DATE

  
 SIGNATURE OF GENERAL MANAGER

11/14/18  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees		2		
Estimated Total Number Hours		2		
<b>ACTUAL TOTAL HOURS</b>				

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER <b>DERRICK REEVES</b>	TEAM/AREA <b>ZONE 11</b>	DATE OF REQUEST <b>11/15/18</b>
SCHOOL CENTER OR FACILITY <b>FRONTIER</b>		

WORK ORDER NO.	JOB DESCRIPTION
1957291	CLEAN AIR HANDLER # 8

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

- On Call    Planned Project    Emergency

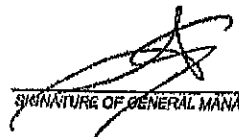
**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
DERRICK REEVES	ZONE 11	11/15/18	2:30-4:30	2	ZONE 11
KEITH ROBERTSON	HVAC	11/15/18	2:45-4:45	2	HVAC

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

\_\_\_\_\_  
SIGNATURE OF FACILITIES COORDINATOR      DATE

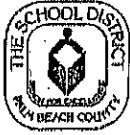
  
\_\_\_\_\_  
SIGNATURE OF GENERAL MANAGER      3/4/19  
DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees			2	2
Estimated Total Number Hours			4	4
<b>ACTUAL TOTAL HOURS</b>			4	4

Job Completed  Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Keith Robertson	TEAM / AREA HVAC Zone 4	DATE OF REQUEST 11/10/2018
SCHOOL CENTER OR FACILITY		

WORK ORDER NO.	JOB DESCRIPTION
1965776	Bldg. 700 Room 712 replace the FCU per Dan & Stacey
1965775	Bldg. 700 Room 703 replace the FCU per Dan & Stacey

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

- On Call  Planned Project  Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Keith Robertson	Summit Shop	11/10/2018	5:00 - 3:30 pm	10	Jupiter Farms Elem

APPROVED  NOT APPROVED

*[Signature]*

SIGNATURE OF FACILITIES COORDINATOR

*11/24/18*

DATE

APPROVED  NOT APPROVED

*[Signature]*

SIGNATURE OF GENERAL MANAGER

*11/14/18*

DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees		1		
Estimated Total Number Hours		10		
<b>ACTUAL TOTAL HOURS</b>				

Job Completed  Yes  No

**Remarks**

Install the OAD damper, run conduits for the controls, main power conduits, set FCU fabrication duct work to the existing and new FCU, install new chill water lines, install all sensors, RH and CO2 sensor.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Keith Robertson	TEAM / AREA HVAC ZONE 4	DATE OF REQUEST 11/10/18
SCHOOL CENTER OR FACILITY Jupiter Farms Elementary		

WORK ORDER NO.	JOB DESCRIPTION
1965776	Bldg 700 rooms 712 replace the FCU per Dan and Stacey
1965775	Bldg 700 rooms 703 replace the FCU per Dan and Stacey.

**JUSTIFICATION FOR OVERTIME PERFORMANCE** *(check one and explain)*

On Call  Planned Project  Emergency

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**


EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Keith Robertson	Summit Shop	11/10/2018	5:00am - 3:30pm	10	Jupiter Farms Elm

APPROVED  NOT APPROVED

APPROVED  NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR

3/1/19  
 DATE

  
 SIGNATURE OF GENERAL MANAGER

3/4/19  
 DATE

**OFFICE USE ONLY**

	JOURNRYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees		1		1
Estimated Total Number Hours		10		10
<b>ACTUAL TOTAL HOURS</b>				

Job Completed  Yes  No

Remarks

Installed the OAD damper, actuator, run conduits for the controls, main power conduits, set FCU, fabricated duct-work to the existing and new FCU, install new chill water lines, installed water valves, installed all sensors, RFI and CO2 sensor.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER Thanh Truong	TEAM / AREA Central	DATE OF REQUEST 11/14/2018
SCHOOL CENTER OR FACILITY Jupiter Farms Elem		

WORK ORDER NO.	JOB DESCRIPTION
1965775	Room 703 to install FCU per Dan & Stacey
1965776	Room 712 to install FCU per Dan & Stacey
	Only installed the CO2, Temp and RH sensors and prewire.

**JUSTIFICATION FOR OVERTIME PERFORMANCE** (check one and explain)

- On Call    Planned Project    Emergency

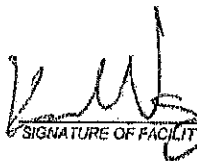
11-10-18 arrived, install OAD damper actuator install main and controls conduits, electrical boxes, install FCU, fabricated new duct-work, to match, install chill water lines, water valve, install sensor, RH and CO2 sensor, upload software, started up - ok

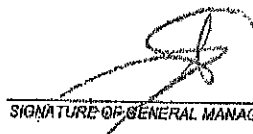
**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
Thanh Truong	Central	11/10/2018	5:15am - 4:30pm	10.75	Zone 9
Andrew Will	Central	11/10/2018	6:00am - 4:30pm	10	Zone 9
Keith Robertson	Zone 4	11/10/2018	0am - 4:30pm	10	Zone 9
Kenneth Hughes	Zone 11	11/10/2018	0am - 4:30pm	10	Zone 9

APPROVED    NOT APPROVED

APPROVED    NOT APPROVED

  
 SIGNATURE OF FACILITIES COORDINATOR      11/15/18  
 DATE

  
 SIGNATURE OF GENERAL MANAGER      11/15/18  
 DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	4			=
Estimated Total Number Hours	40.75			=
<b>ACTUAL TOTAL HOURS</b>				=

Job Completed    Yes    No

Remarks



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Facilities Services Overtime  
 Authorization Request**

Complete this form and submit to Facility Coordinator for approval. After Team Leader's approval forward to General Manager of Facilities Services.

REQUESTER <b>THANH TRUONG</b>	TEAM / AREA <b>CENTRAL</b>	DATE OF REQUEST <b>11-14-2018</b>
SCHOOL, CENTER OR FACILITY <b>JUPITER FARMS EL.</b>		

WORK ORDER NO.	JOB DESCRIPTION
1963775	ROOM 703 TO INSTALL FCU PER DAN AND STACEY
1963776	ROOM 712 TO INSTALL FCU PER DAN AND STACEY ONLY INSTALLED THE CO2, TEMP AND RH SENSORS AND PREWIRE

**JUSTIFICATION FOR OVERTIME PERFORMANCE (check one and explain)**

On Call  Planned Project  Emergency

11-10-2018 ARRIVED, INSTALL OAD DAMPER ACTUATOR, INSTALL MAIN AND CONTROLS CONDUITS, ELEC BOXES, INSTALL FCU, FABRICATED NEW DUCT-WORK TO MATCH, INSTALL CHILL WATER LINES, WATER VALVE, INSTALED SENSOR, RH AND CO2 SENSOR, UPLOADED SOFTWARE, STARTED UP - OK

**DATE(S) AND TIME OF DAY FOR WORK PERFORMANCE**

EMPLOYEE NAME	REGULAR WORK AREA	DATE(S)	TIME OF DAY	TOTAL HOURS	AREA WHERE WORK IS PERFORMED
THANH TRUONG	CENTRAL	11-10-2018	5:15AM-4:30PM	10.75	ZONE 9
ANDREW WILL	CENTRAL	11-10-2018	6:00AM-4:30PM	10	ZONE 9
KEITH ROBERTSON	ZONE 4	11-10-2018	6:00AM-4:30PM	10	ZONE 9
KENNETH HUGHES	ZONE 11	11-10-2018	6:00AM-4:30PM	10	ZONE 9

APPROVED  NOT APPROVED

APPROVED  NOT APPROVED

\_\_\_\_\_  
SIGNATURE OF FACILITIES COORDINATOR

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
SIGNATURE OF GENERAL MANAGER

**3/4/19**  
\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

	JOURNEYMAN	TECHNICIAN	SUPERVISOR	TOTAL NUMBER
Number of Employees	4			4
Estimated Total Number Hours	40.75			40.75
<b>ACTUAL TOTAL HOURS</b>				

Job Completed  Yes  No

Remarks

COMPLETED FOR ROOM 703 AND FOR ROOM 712, WE STARTED RUNNING SENSORS AND PREWIRE - IN PROGRESS