

**Online Maintenance Request Form  
Track-IT**

**Sample Below:**

**From:** Track-It Server  
**Sent:** Wednesday, April 27, 2016 10:23 AM  
**To:** Dora Gomez  
**Cc:** Jay Moore; Grant Jones; Kathleen Schrader; Ted Prell  
**Subject:** (ID 137516) Work Order Notification: FW: Electricity - Academy - [[WO#137516]]

\*\*\*\*\* Reply to this email to append information to [[WO#137516]] \*\*\*\*\*

Work Order Type: Work Order  
ID: 137516  
Summary: FW: Electricity - Academy  
Type: M&O  
Subtype:  
Category:  
Status: Open  
Date Assigned: Tuesday, March 29, 2016 12:46:40 PM  
Charge:  
System Closed Date:  
Department: Dean Physical Ed Office  
Department Number:  
Hours:  
Location:  
Date Opened: Monday, March 28, 2016 10:22:54 AM  
Due Date:  
Priority: 2 - High  
Requestor: Tim Harrison  
Assigned Technician: Sal Galaviz  
Description:  
Monday, March 28, 2016 10:22:54 AM by EmailRequestManagement - (Public)  
Work Order created via E-mail Monitor Policy: Default - [VCMaintenance@vcccd.edu](mailto:VCMaintenance@vcccd.edu)

From: [tharrison@vcccd.edu](mailto:tharrison@vcccd.edu)

To: [VCMaintenance@vcccd.edu](mailto:VCMaintenance@vcccd.edu)

CC: [jmoore1@vcccd.edu](mailto:jmoore1@vcccd.edu) ;[gjones@vcccd.edu](mailto:gjones@vcccd.edu) ;[kschrader@vcccd.edu](mailto:kschrader@vcccd.edu) ;[TPrell@vcccd.edu](mailto:TPrell@vcccd.edu)

Subject: FW: Electricity - Academy

Information submitted 3/28/2016 10:22:51 AM by Tim Harrison <[tharrison@vcccd.edu](mailto:tharrison@vcccd.edu)>:  
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See email below.

Jay - Please advise.

Tim Harrison, Ed.D

Interim Vice President of Business and Administrative Services

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Ventura College will be a beacon of learning-a source of inspiration and guidance-for our students and community.

From: Ted Prell

Sent: Monday, March 28, 2016 9:52 AM

To: Kathleen Schrader; Tim Harrison

Cc: Bryan MacDonald; Grant Jones

Subject: FW: Electricity

See Bryan's email below.

We need to get some electrical upgrades for that room as soon as possible. Since we will be using that room for the Modular Format Academy as well now would be the time to work on expanding the electrical capacity there.

There will be a two week window of opportunity, 4-11 to 4-22, to get this done. The current (no pun intended) academy ends on 4-8 and the next one starts on 4-25.

Ted O. Prell, MPA

Professor of Criminal Justice

Criminal Justice Department Chair

Ventura College

4667 Telegraph Rd., Ventura, CA., 93003

Office #ECT-11

805-289-6145

[tprell@vcccd.edu](mailto:tprell@vcccd.edu)

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From: Bryan MacDonald

Sent: Monday, March 28, 2016 9:13 AM

To: Ted Prell

Cc: [WJHAgoura@aol.com](mailto:WJHAgoura@aol.com); [tbavery@yahoo.com](mailto:tbavery@yahoo.com); [bryan.mac@verizon.net](mailto:bryan.mac@verizon.net); [cliffroy@roadrunner.com](mailto:cliffroy@roadrunner.com); [sam3a@sbcglobal.net](mailto:sam3a@sbcglobal.net)

Subject: Electricity

Ted, because this was originally designed as a storage room it only has two plugs which are on the same 20 amp circuit as the hallway. Also, there is no air conditioning or ventilation in this room. There is not enough electricity in here to run more than the computer system and the coffee maker at one time. Plug in anything else, like a fan or charger for a smartphone, and the whole circuit shuts down. The bright side is that we are right next door to the electrical room (our keys work the door) that houses all of the breakers and once you figure out which panel (Panel SRC - Breaker 34) it is pretty easy to reset the circuit. If this is going to be a functional office we are going to have to bring in more juice. Fortunately, because we share a common wall with the electrical room it should be a fairly simple task to bring in two or three more 20 amp circuits (I looked and there is plenty of capacity in the system) which can come right through the wall and then use conduit to be placed in other locations in this room so we can really function as a full fledged office. What is the possibility of getting M&O to come out here and hook us up? During the summer it is liable to get a bit toasty in here without circulation. As it is now we will likely have to rotate our uses on the circuit to keep it from kicking off.

Also, has there been any discussion about the academy using the college theater for graduation? They currently use the PAC in Oxnard but our facility might work better, just not sure on the seating capacity. Thanks!

Attachment 1: image003.png

Resolution:

Technician Notes:

Call Back Number: +18052896121;ext=6121

Asset Type: Computer

Assigned Asset ID: 3HK5DR1

Asset Name: VAEC212C002

Assignments: