

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lisette Ray Date: 2/15/13 Page 1 of 4

BOARD DIRECTIVES			1515	Description	Assigned To	Target Finish	Actual Finish
Code	Start Date	Priority (ABC)					
✓ F		A		flip cover on alarm button?	Colley		
✓ wo		A		Awing stairwell door near 457 does not close properly Cwing door to lobby also	Maint		
✓ wo		A		Repair falling ceiling panel at Cwing lobby/stairwell doors	Maint		
✓ wo		B		Oil closer for Cwing 4th floor roof hatch round door	Maint		
✓ wo		A		4th floor stairs Cwing near 1505 - smells like gas ?? From generator room ??	Maint		
✓ wo		A		1505 Elevator when going up sounds like it is scraping something on 1 b3	Colley		

Code Key:

WO=Work Order WL=Warning Letter V=Violation C=Phone Call B=Bid Out

A=Approval Letter D=Disapproval Letter F=Follow Up

Assigned to Code Key:

PM=Property Manager

ADM = Admin

V=Vendor

A=Accounting

CS=Customer Service

LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: LR

Date: 2/18/13 Page 2 of 4

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
FL		A	1515 360B - smoke detector in unit needs a battery - chirping	AD		
✓	wo	A	Repair falling ceiling bar near 360B and over hall light near B wing lobby 1515 - wall bracket	Maint.		
✓	wo	B	Oil B wing lobby door 3rd Maint Floor & 3rd floor trash room			
✓	wo	B	fix ceiling tile over hall light near stairs/lobby 3rd fl	Maint		
✓	wo	A	No Emergency lights?? in stairs or halls??	BD		
✓	wo	A	Laundry Room door does not close 3rd floor near Awing			

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Property: DP

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Date: 2/13 Page 3 of 6

**BOARD DIRECTIVES**

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ wo		A	Ceiling tiles near 353A look like they are falling in hall - repair or change	Maint		
✓ wo		A	1515 Awning stairwell/door Maint near lobby 2nd floor does not close			
✓ wo		B	Oil 2nd floor 1515 Awning Maint door to lobby			
✓ wo		A	near 263B - ceiling peeling - check Maint for leak and repair			
wo		A	wipe all cobwebs from <b>Clear</b> stairwell lights and corners is wing really bad			
✓			check stairwell 1515 B Maint wing near bld exit for leak paint wall bubbling			

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LIEBERMAN MANAGEMENT SERVICES, INC.  
MONTHLY PROPERTY ACTION LIST

Property: DR

Manager: LR

Date: 2/15/13 Page 4 of 5

BOARD DIRECTIVES 1515				Assigned To	Target Finish	Actual Finish
Code	Start Date	Priority (ABC)	Description			
✓ wo	'A	1515	Curing generator room door does not latch closed	Maint		
✓ wo	A	1515	Awing 1st floor door stairs to hall near exit does not latch	Maint		
✓ wo	A	1515	Check lobby for roof leak - stairs & bubble over couch - repair	Maint		
wo	A	1515	lobby furniture, fireplaces, wine mold needs to be dusted off	Clean		
WL	A	1515	first unit to left of door has attached brick/ decor - need picture	7pm		

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