

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lisette Rey Date: 3/1/13 Page 1 of 2

washer #3-1405 - soap of water
stained
soapy
problem

BOARD DIRECTIVES			1405	Description	Assigned To	Target Finish	Actual Finish
Code	Start Date	Priority (ABC)					
WO		A		Garage door is not closing properly - please inspect Awning	Maint		
WO		A		left elevator doors opening slow and seem off track (1st floor & garage)	Colley		
F/3		A		Concrete header on exterior Pm over garage door is breaking and failing - temp repair needed until spring. (exterior)			
F		A		Hallway lights dim in some areas. thought about adding more?	pm/bcd		
WO		A		Garage hoses not serviced need inspection and new temp	Walter Alarm		

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

Anna with ~~Lozen~~ office Attn Emily for
SUT-297-9978 - 866-944-8168 145 #217C
Ledger

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP

Manager: Lisette Rey Date: 3/19/13 Page 2 of 2

BOARD DIRECTIVES 1605						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
F		A	Squirrel's in trash outside any thing to prevent this?	BOD/PM		
WO		A	Clean out notices in mail room Maint Laundry room - remove minutes			
WO		A	Replace first floor stained Maint Ceiling tiles			
F/wo		A	Scent stertions/blocks for PM/Janitorial compactor room/ebutes-smell on each floor - can they be disinfected on the inside?			
WO		A	Dust tops of all hanging Janitorial art in each lobby			

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