

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

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ F		A	flip cover on alarm button?	Colley		
✓ wo		A	A wing 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 1B3	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
F/L		A	1515 364B - smoke detector in unit needs a battery - chipping	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 2nd floor & 3rd floor trash room	Maint		
✓wo		B	fix ceiling tile over hall light near stairs/lobby 3rd fl	Maint		
✓		A	No Emergency lights?? in stairs or halls??	B AD		
✓wo		A	Laundry Room door does not close 3rd floor near Awing			

Code Key:

WO=Work Order

WL=Warning Letter

V=Violation

C=Phone Call

B=Bid Out

=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: 2/13 Page 3 of 4

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 Awing stairwell door near lobby 2nd floor does not close	Maint		
✓ wo		B	Oil 2nd floor 1515 Awing door to lobby	Maint		
✓ wo		A	near 263B - ceiling peeling - check for leak and repair	Maint		
wo		A	wipe all cobwebs from stair well lights and corners B wings really bad	Clean		
✓			check stairwell 1515 B wing near bld exit for leak paint wall bubbling	Maint		

Code Key:

WO=Work Order WL=Warning Letter V=Violation C=Phone Call B=Bid Out
 =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: 2/15/13 Page 4 of 4

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

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