

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DP Manager: LR Date: 5/3/13 Page 3 of 4

1615

BOARD DIRECTIVES							
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
WO	A	#	Fix ceiling tiles outside #114B in hall	Maint			
V			#112B - Door repair for Frame & missing Knob	AD/Pm			
WO	A		Inspect and repair lobby ceiling near entrance door where fire alarm mounting meets wall	Maint			
WO	A		repair lobby elevator light near wing - Cover is falling	Maint			
WO	A		Touch up hall paint outside #412 between 412 & 410 lobby near wing from elevators, 2nd floor between 201A / 105A, 2nd floor lobby across elevator w/ floor	Maint			

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

Signed 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: CR Date: 5/31/13 Page 2 of 4

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BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Inspect/advise roof leak C wing 4th floor near stairs - repair stain over first hall light from lobby	Maint		
WO		A	Remove broken doorstop on 3rd fl wing landing outer stairwell	Maint		
WO		A	Screws missing/loose on door closer 3rd fl B wing to end stairwell	Maint		
WO		A	Mud on 3rd floor A wing, clean from end stairs / vaccum spot clean	Clean		
WO		A	Oil 2nd floor main stairway/Maint and garage room door hinges	Maint		

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Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
WO	A		Inspect /advise / repair 1st floor / 2nd floor stairs Curing outerwell - wall pulling apart	Maint			
WO	A		Clean hall wall near #120 to exit door	Clean			
V			Oil in space #13 A wing garage				
✓			Bike in space #10, #16, 23, with jack check rules first				
			Items in floor #9 A wing check rules first				
✓			Cargoat in # Flo B check rules first				
WO			Repair exit sign in Buning garage to lobby	Maint			
P			Bike clean out ??	PM			

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LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: DRP

Manager: CL

Date: 5/31/13 Page 4 of 4

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BOARD DIRECTIVES

Code Key:

Work Order

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WO Work Order

WE=Warning Letter
D=Disapproval Letter

F=Follow Up

C. Hone Ca

B Bid Out