

**LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST**

Property: DP Manager: LR Date: 5/31/13 Page 8 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 meeting 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 A wing from elevators, 2nd floor between 201A / lobby, 2nd floor lobby across elevator war 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

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: CR Date: 3/31/13 Page 2 of 4

1415

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 for lobby	Maint		
wo		A	Remove broken door stop on 3rd C wing landing outer stairwell	Maint		
wo		A	Screw missing /loose on Door closer 3rd fl B wing to end stairwell	Maint		
wo		A	Mud on 3rd floor A wing from end stairs /vacuum spot clean	Clean		
wo		A	Oil 2nd floor inner stairway and garbage room door hinges	Maint		

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BOARD DIRECTIVES						
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wo		A	Inspect / advice / repair 1st floor / 2nd Floor stairs Curing outer wall - wall pulling apart	Maint		
wo		A	Clean hall wall near #120 to exit door	Clean		
V			Oil in space #13 A wing garage			
V			Bike in space #10, #6, 23 with jack check rules first			
			Items in floor #9 A wing check Rules first			
V			Car seat in #26B check Rules first			
wo			Repair exit sign in B wing garage to Bobby	Maint		
P			Bike clean out ??	Pm		

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Property: DP Manager: LR Date: 5/31/13 Page 4 of 4

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