Property: Dana Point   Manager: Lisett Rey   Date: 12/22/13   Page 1 of ___

16 $5

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	1st floor Cwing hall light out near 122C	Maint/Clean		
WO		A	Replace ceiling tile in 1st floor Cwing near electric Door & replace stained tile near #117C	Maint		
WO		A	floor in 2 pass elevator bubbled please check and advice	Maint		
WO		A	Remove pipe from 4th floor Awing stair top landing rear storage rmdoor	Maint		
WO		A	Repair damage to wall near thermostate cover Awing 4th floor	Maint		

HLP/ 3/13
/tc#

Property: DP   Manager: LR   Date: ___   Page 2 of ___

1615

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Clean off silly string on 4th floor A wing door empty near to riser / outer stairwell # 407 A	Clean		
WO		A	Clean / repaint wall near 2nd elevator on 4th floor	Maint		
WO		A	4th floor C wing door to lobby not shutting	Maint		
WO		A	Repair gouge in wall near C wing lobby door 4th fl	Maint		
WO		A	Repair large crack in 4th fl C wing hall near end (# 421C & 419C)	Maint		
WO		A	4th fl C wing stairway door near 421 does not close	Maint		

Property: DP   Manager: LR   Date: _____   Page 3 of ___

BOARD DIRECTIVES	1615						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Repair 1615 Social Rm door, not locked, off track? slider near B wing	Maint		
WO		A	4th floor B wing stair way door near lobby does not close properly	Maint		
WO		A	Install latch guard on B wing electric door w/ extinguisher	Maint		
WO		B	Paint hallway scrapes near # 412-411	Maint		
WO		A	hall common door near # 415 will not latch shut	Maint		
WL		A	WL- shoes in hall outside AD # 415 B			

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

1615

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	4th Fl. B wing stairwell door near 415B does not shut & latch	Maint		
WO		A	3rd floor B wing door to lobby does not latch	Maint		
WO		A	Rehang clock in 3rd floor laundry room	Maint		
F			Check items in laundry policy – items left on shelf	PM		
WO		A	bulb out in lobby light near C wing ??	Clean		
WO		B	Items left in 3rd fl chute room – remove B	Maint		
WO		A	Clean & deodorize all chute rooms	Clean		

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

Property: _DP_   Manager: _LR_   Date: _____   Page _5_ of ___

_1615_

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Replace Missing light cover on 3rd floor C wing landing near #321 in stairwell	Maint		
WO		A	3rd floor stairwell door near #321 does not latch	Maint		
WO		A	Repair wallpaper in 3rd floor lobby under pictures across from elevators (wall bowed??)	Maint		
WO		B	Repair tear in wallpaper near A wing 3rd fl door	Maint		
WO		A	Oil closer on 3rd fl A wing door to lobby & 3rd floor A wing stairs near storage door does not latch	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

1615

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		B	Oil 3rd floor A wing stair well door closer near #308	Maint		
WO		A	Wipe/dust stairwell lights Clean and remove cobwebs (All)			
WO		A	Oil 2nd fl A wing door to stairs near #208	Maint		
WO		B	Repair Knob plate on 2nd floor garbage chute room interior	Maint		
WO		A	why does the extinguisher door in A wing 2nd floor not lock? exting. case is not locked either	Maint		
WO		B	touch up 2nd floor C wing stairs & multiple scratches in hall	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

Property: DP   Manager: LR   Date: _____   Page 7 of ___

BOARD DIRECTIVES	1615						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
WO		B	Paint large patch in hallway outside #213B near hall light	Maint			
WO		A	Oil 2d floor B wing stair door near #215B	Maint			
WO		A	4 repair falling ceiling tile outside #112B	Maint			
			Remove wood at B wing garbage door to ext. if it is not ours	Maint			
WO		B	Dust all artificial plants in lobby All buildings	Clean/Maint			
			Repair door frame around door to outside C wing	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