

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Isabelle Ray Date: 6/7/13 Page 1 of 1

1 bcs

BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ WO		A	Lobby tree still has Christmas red bows - remove and put with other decorations	Maint		
✓ WO		A	A wing 2nd floor stair door closes hard. adjust closer	Maint		
✓ WO		A	2nd floor trash room - a picture & a tree - please remove / throw away	Maint		
✓ WO		A	4 shopping carts in basement by bikes			
✓ WO		A	B-wing. 1st floor near 111B. Ceiling tiles need to be fixed (flush)	Maint		
✓ WO		A	2nd floor B-wing door by back stairs does not close properly	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

gned 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: Lisette Ray Date: 10/7/13 Page 2 of

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BOARD DIRECTIVES

Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
✓ W/O		A	3rd floor A-Wing door by elevator does not close properly.	Maint		
✓ W/O		A	4th floor A Wing door does not close properly.	Maint		
✓ W/O		V	Right side elevator makes scrapping & clicking noises & shakes.	Colley		
✓ W/O		A	4th floor outside the elevator footprint on wall. please wipe down wall	Clean		
✓ W/O		A	1st floor C-Wing door by Exit sign does not close properly - across from same door big gouge in wall.	Maint		
✓ W/O		A-	pick up grass covers/hay/wire - Brickman			

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

Property: DP Manager: LB Date: 6/11/13 Page 3 of

Clubhouse

Code Key:

Section 1: WO=Work Order W

WO Work Order

Approval Letter - D
Signed to Code Key:

WL=Warning Letter

WE Warning Letter
D=Disapproval Letter

D-Disapproval Letter

V=Violation

→ Violation
F=Follow Up

F-FOLLOW UP

C=Phone Call

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B=Bid Out

B-BR OUT

Property Manager

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