

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

Property: Dana Point Manager: Lise & Ray Date: 2/8/13 Page 1 of 5

BOARD DIRECTIVES <u>1415 bldg.</u>						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	1st floor Cwing oil door closer on lobby door	Maint		
WO		A	4th floor Cwing door is not closing	Maint		
WO		A	4th floor Cwing stairs near garbage room, light is flickering	Maint		
WO		A	4th floor Cwing - wire black smudge near 417	Maint		
WO		B	finish paint on patch in 4th floor stairwell repair near 422	Maint		
L		A	Remove Doll outside #408	AD		
			Paint/clean black smudge outside # 402	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

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Property: DP Manager: LR Date: 2/8/13 Page 2 of 5

BOARD DIRECTIVES						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	4th floor A wing hall door to lobby, does not shut	Maint		
F			Shuff in 1415 Social Rm?			
WO		A	3rd floor B wing door to lobby does not close	Maint		
WO		A	Check & repair water damage 3rd floor hall ceiling near 322C	Maint		
WO		A	Repair stress crack 3rd floor C wing near stairs to garbage rm.	Maint		
WO		A	3rd floor elevator sign fell off, put back up over call buttons	Maint		

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BOARD DIRECTIVES 1415						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Clean / Paint purple smudge under hall light 3rd floor near # 303 A	Maint		
F/w		B	#208-A has kick plate on door, 201-A also 2, 221-C	3m		
F/w			2nd floor A wing pipe closet open? should be locked?	Maint		
wo		A	2nd floor wing door to stairs near lobby does not close	Maint		
wo		A	Repair stress crack in 2nd floor C wing ceiling near garbage stairwell	Maint		
wo		A	2nd fl C wing extinguisher door open? lock it	Maint		

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WO		A	Remove all hallway oil plugin air fresheners (fire hazard)	Maint		
F/WL		A	215 B has Kick plate in door	PM		
WO		A	1st floor B wing to stairs near # 115 does not close properly	Maint		
WO		A	Oil B wing first floor to lobby	Maint		
WO		A	hall light out near 119C, replace	Maint		
WO		A	finish paint on 1st floor C wing stairs (under stair) near 121C	Maint		
WO		B	Repair gauges in 1st fl A wing near garbage door	Maint		

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