

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

Property: ~~Lisette Ray~~ Dana Point Manager: Lisette Ray Date: 5/31/13 Page 1 of 3

BOARD DIRECTIVES 1405						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	1405 North Catwalk	Maint		
			feeding food - rats going			
			north along wood fence for			
			new property - traps under			
			catwalk - fill in holes			
WC		A	Remove cat food outside	Maint		
			Bring garage doors			
			walk way near door			
WC		A	Touch up over black scaffs	Maint		
			in 4th floor lobby			
WC		A	4th floor Awning door to	Maint		
			hall from lobby not closing,			
			tighten closer			
			4th floor trash room light			
			Sensor needs adjusting/switch			
			on all time			

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: LR Date: 5/3/13 Page 2 of 3

BOARD DIRECTIVES <u>1403</u>						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		B	4th floor B wing wipe marks on hall wall near 400 B - black smudges \$ 412 B & lobby 4th floor	Clean		
wo		A	hall light out over #413 B - please change	Clean		
wo		B	Gum on 3rd floor landing by fire hoses C wing inner stairwell	Clean		
wo		B	Wipe down wall, paper 3rd floor near B wing in lobby - black & candy on wall	Clean		
wo		A	Check boiler room vents to ensure working - very hot	Maint		
wo		A	Extinguisher in boiler room expired should have been done in Dec 2012	Walter?		

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Property: DP Manager: LR Date: 5/3/13 Page 3 of 9

BOARD DIRECTIVES <u>1405</u>						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
WO		A	Oil closer for Bwing 3rd floor inner stairwell/hall door - squeeks hinges	Maint		
			Secure ceiling track in 3rd floor Bwing			
WO		B	Check why are tile wet floor signs out in laundry room on Friday? Put away	Clean		
WO		A	tile Laundry room door not closing properly - adjust door hinges	Maint		
F		A	3rd floor chute door has no closer.	3m		
WO		A	Why is ceiling open on 3rd floor Awing - close and put tile back	Maint		

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Property: DP Manager: LR Date: 5/3/15 Page 4 of 5

BOARD DIRECTIVES ¹⁴⁰⁵						
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish
wo		A	Oil 2nd floor trashroom door - squeaks and hammer down hinge pins on all common doors	Maint		
wo		A	1st floor Curing door to stairs enter/exit not closing	Maint		
we		A	Apply masonry to cover stress cracks in lobby wall where brick	Maint		
wo		A	Light out in chandelier in lobby & replace ceiling cover on chandelier remove toy from entrance door in lobby roof	Clean		
we		A	¹⁴⁰⁵ 106 - check on bricks ?? check on next walk	AD		

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Property: CRP Manager: DR Date: 5/3/13 Page 5 of 5

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