

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

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

BOARD DIRECTIVES 1415 bldgs.			
Code	Start Date	Priority (ABC)	Description
Assigned To	Target Finish	Actual Finish	
wo		A	1st floor Cwing oil door closer on lobby door
wo		A	4th floor Cwing door is Maint not closing
wo		A	4th floor Cwing stairs Maint near garbage room, light is flickering
wo		A	4th floor Cwing -wise Maint black smudge near 417
wo		B	finish paint on Partch Maint in 4th floor stairwell repair near 422
L		A	Remove Doll outside 2408 AD
			Paint/clean black smudge Maint

Code Key:

WO=Work Order WL=Warning Letter V=Violation C=Phone Call B=Bid Out
L=Approval Letter D=Disapproval Letter F=Follow Up

Assigned to Code Key:

PM=Property Manager ADM = Admin V=Vendor A=Accounting CS=Customer Service

Outside # 402

LIEBERMAN MANAGEMENT SERVICES, INC.
MONTHLY PROPERTY ACTION LIST

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			Stuff in 1415 Social Rm			
wo		A	3rd floor B wing doors to lobby does not close	Maint		
wo		A	Check & repair water damage 3rd floor hall ceiling near 322 C	Maint		
wo		A	Repair stress crack 3rd floor C wing near stairs to subway rm.	Maint		
wo		A	3rd floor elevator sign fell off, put back up over ball buttons	Maint		

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

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Property: DP Manager: LR Date: 2/8/13 Page 4 of 5

BOARD DIRECTIVES							
Code	Start Date	Priority (ABC)	Description	Assigned To	Target Finish	Actual Finish	
WO		A	Remove all Hallway oil plugin airfreshners (fire hazard)	Maint			
FLWL		A	HS B has kickplate on door Pm				
WO		A	1st floor Busing to stairs near #115 does not close properly	Maint			
WO		A	Cwing Oil Busing first floor to lobby	Maint			
WO		A	hall light out near 119C, replace Maint				
WO		A	finish paint on 4th floor Cwing stairs (under stair) near 121C	Maint			
WO		B	Repair gouges in 1st fl Aning Maint.				

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New garbage day

LIEBERMAN MANAGEMENT SERVICES, INC.
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Property: DP

Manager: Cf

Date: 2/8/13 Page 6 of 5

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Work Order

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WO Work Order

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**A-Approval Letter B-
Assigned to Code Key:**

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