

ACCOUNT DESCRIPTIONS

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Computer/Technology	53031	
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Electric Usage - Exterior	61052	7
Electric Usage - Interior	61051	6
Electrical Repairs - Exterior	60504	3
Electrical Repairs - Interior	60503	2
Elevator/Escalator	60508	3
Equipment Rental GM	61071	7
Exterior Repair	60502	2
Exterior Repair - Parking Deck	<u>60502 PK DECK</u>	2
Food Court Housekeeping Labor	63011	8
Food Court Repair and Maintenance	63071	9
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Gas - Common Area	61054	7
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Housekeeping Contracted Labor	60573	5
Housekeeping Labor	60571	5
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HVAC - Tenant Repairs & Usage	62511	8
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Insurance Claim Rebillable	56573	1
Interior Repair	60501	1
Landscaping - Exterior	60552	4
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Rubbish Removal Common Area	60505	3
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Sanitary System	60511	4
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Security Gas, Oil & Towing	61036	6
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Security Systems (CCTV/Alarm)	61033	6
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Sewer (CAM)	61057	7
Shuttle Bus Service	52513	1
Snow Plowing	60531	4
Snow Plowing Equipment Repair	60533	4
Telephone/Telepage	61055	7
Uniform Rental	61072	8
Vehicle and Equipment Repair (GM ONLY)	56653	9
Water - Vacant Space	56553	1
Water (CAM)	610-56	7
Window washing	60574	5

ACCOUNT DESCRIPTIONS

52513 SHUTTLE BUS SERVICE

FOR SHOPPINGTOWN SHUTTLE BUS USE ONLY.

52572 CAROUSEL EXPENSE - REPAIRS

INCLUDES ALL REPAIRS AND PURCHASES FOR THE CAROUSEL. ALSO INCLUDES MUSIC FEES.

56551 ELECTRIC

USED FOR VACANT TENANT SPACE ONLY WHEN THE MALUSITE IS BILLED ON A PER SPACE BASIS.

56552 GAS

USED FOR VACANT TENANT SPACE ONLY WHEN THE MALUSITE IS BILLED ON A PER SPACE BASIS.

56553 WATER

USED FOR VACANT TENANT SPACE ONLY WHEN THE MALUSITE IS BILLED ON A PER SPACE BASIS.

56573 INSURANCE CLAIM REBILLABLE

EXPENSES INCURRED TO REPAIR DAMAGE THAT WILL BE REIMBURSED BY INSURANCE CLAIM.

60501 INTERIOR REPAIR

ALL GM LABOR, MATERIAL, AND CONTRACTOR EXPENSE TO MAKE REPAIRS TO THE INTERIOR OF THE COMMON AREAS. INCLUDING INTERIOR PAINTING (COST CODE PAINTING) AND WOOD RE-FINISHING, TILE REPAIRS, DRYWALL REPAIRS (i.e. SPACKLING) INTERIOR DOOR RERAIRS, REPAIR/REPLACEMENTS OF CARPETING, MISCELLANEOUS SUPPLIES (i.e. NUTS/BOLTS). ALL TOOLS/EQUIPMENT LESS THAN \$1000. ALSO CHARGE ALL FOUNTAIN MAINTENANCE & CLEANING SUPPLIES TO THIS ACCOUNT. EXCLUDES ALL ELECTRIC AND HVAC (SEE 60503, 60504 & 60506). EXPENSES TO REPAIR OR MAINTAIN THE CAROUSEL SHOULD BE CHARGED TO ACCOUNT 52572. MAINTENANCE/FACILITY SUPERVISOR LABOR ONLY (COST CODE SUPRVR).

60501 INTERIOR REPAIR - CONTINUED

IN ADDITION, CENTRAL OFFICE MAINTENANCE STAFF PRO-RATED TO EACH LOCATION.

60502 EXTERIOR REPAIR

ALL GM LABOR, MATERIAL, AND CONTRACTOR EXPENSE TO MAKE REPAIRS TO THE EXTERIOR OF THE BUILDING. INCLUDING EXTERIOR PAINTING (COST CODE PAINTING), EXTERIOR DOORS, GUTTERS, TUCK-POINTING, MAIN PROJECT SIGN (EXCLUDING ELECTRICAL) ETC. DOES NOT INCLUDE POTHOLE, CURB, OR SIDEWALK REPAIRS (SEE 60509) OR ELECTRICAL (SEE 60504). EXCLUDES ALL HVAC (SEE 60506). EXCLUDES PARKING DECK (SEE PK DECK 60502).

DOES NOT INCLUDE MAINTENANCE VEHICLE GAS, OIL AND MAINTENANCE STAFF TRAVEL EXPENSE TO VISIT NON-ROCHESTER PROPERTIES (SEE 61012).

ALL GM LABOR AND CONTRACTOR EXPENSE TO SWEEP (VIA MACHINE OR BY HANO) THE PAVED AREAS OF THE EXTERIOR (COST CODE SWEEPING). THE PICK-UP OF DEBRIS FROM LANDSCAPED AREAS IS NOT INCLUDED IN THIS ACCOUNT (SEE 60552).

PK DECK 60502 PARKING DECK MAINTENANCE

ALL GM LABOR, MATERIALS, AND CONTRACTOR EXPENSE TO MAINTAIN/REPAIR THE PARKING DECK INCLUDING SWEEPING, LIGHT BULBS (NOT ELECTRIC USAGE), WASHING, ELEVATOR, ESCALATOR, STRIPING, PATCHING, PAINTING, AND SPRINKLERS.

60503 INTERIOR ELECTRICAL REPAIRS

ALL GM LABOR, MATERIALS AND CONTRACTOR EXPENSE TO REPAIR OR REPLACE ALL INTERIOR LIGHT FIXTURES, BULBS, AND BALLASTS. INCLUDES LIFT RENTAL. INCLUDES ALL INTERIOR LIGHTING, POWER FEEDS TO ANY COMMON AREA EQUIPMENT - INCLUDING ELECTRICAL PANELS, EXIT LIGHTING, EMERGENCY LIGHTING, AND EMERGENCY BACK-UP GENERATOR MAINTENANCE. EXCLUDES REPAIRS TO MOTORS WITH A NON-ELECTRICAL END USE (i.e. FOUNTAIN PUMPS SEE 605-01 OR HVAC SEE 60506). EXCLUDES EMS MAINTENANCE (SEE 60506). **DOES NOT INCLUDE ELECTRIC USAGE (SEE 61051).** FORWARD ALL UTILITY INVOICES DIRECTLY TO ACCOUNTS PAYABLE.

60504 EXTERIOR ELECTRICAL REPAIRS

ALL GM LABOR, MATERIALS AND CONTRACTOR EXPENSE TO REPAIR OR REPLACE ALL EXTERIOR WIRING, LIGHT FIXTURES, POLES, BULBS, AND BALLASTS. INCLUDES BUCKET TRUCK OR LIFT RENTAL. INCLUDES ELECTRICAL FOR EXTERIOR SIGNAGE, TRANSFORMERS, PARKING LOT LIGHTING, EXTERIOR ENTRANCE AND BUILDING LIGHTING, AND ENTER/EXIT SIGN LIGHTING. DOES NOT INCLUDE TRAFFIC SIGNAL MAINTENANCE (SEE 61034). EXCLUDES EMS MAINTENANCE (SEE 60506) AND PARKING DECK REPAIRS (SEE PK DECK 60502). **DOES NOT INCLUDE ELECTRIC USAGE (SEE 61052).** FORWARD ALL UTILITY INVOICES DIRECTLY TO ACCOUNTS PAYABLE.

60505 RUBBISH REMOVAL COMMON AREA

ALL GM LABOR TO REMOVE RUBBISH FROM COMMON AREA CONTAINERS AND TRANSPORT TO DUMPSTERS/COMPACTORS. CONTRACTOR HAULING FEES TO HAUL TRASH FROM DUMPSTER/COMPACTORS TO LANDFILLS, ETC. INCLUDES LANDFILL FEES ALSO. INCLUDES PRO-RATA SHARE OF COMPACTOR/DUMPSTER RENTAL FEES FOR% OF COMMON AREA RUBBISH DUMPED IN DUMPSTER/COMPACTORS. DOES NOT INCLUDE TENANT/STORE RUBBISH CHARGES (SEE 64011 LABOR & 64031 CONTRACT) AND DOES NOT INCLUDE FOOD COURT COMMON AREA RUBBISH (63031).

60506 HVAC REPAIRS

ALL GM LABOR, MATERIALS AND CONTRACTOR EXPENSE ASSOCIATED WITH REPAIRS, MAINTENANCE AND REPLACEMENT OF COMMON AREA HVAC EQUIPMENT AS ITEMIZED BELOW.

INCLUDES REPLACEMENT/REPAIR AND PREVENTATIVE MAINTENANCE PERFORMED ON ALL **NON-TENANT** OWNED HVAC EQUIPMENT INCLUDING BOILERS, CHILLERS, ROOFTOPS, FILTERS, FAN-COIL UNITS, VAV BOXES, COOLING TOWERS, CHEMICAL TREATMENTS, AND EMS. EXCLUDES DEPARTMENT STORE UNIT MAINTENANCE (SEE 62511).

60507 ROOF REPAIRS

INCLUDES ALL ROOF AND SOFFIT REPAIRS FOR MALLS AND STRIP CENTERS.

60508 ELEVATOR/ESCALATOR

CONTRACTOR PREVENTATIVE MAINTENANCE AND REPAIRS TO ALL ELEVATORS AND ESCALATORS WITHIN THE BUILDING (EXCLUDES PARKING DECK ELEVATORS SEE PK DECK 60502). INCLUDES VANDALISM REPAIRS AND ALL PERMIT AND INSPECTION FEES.

60509 PAVING & PATCHING

ALL GM LABOR, MATERIAL, AND CONTRACTOR EXPENSE TO PAVE, PATCH POTHOLES, REPLACE/REPAIR CURBING, LINE STRIPING, SEALING, CRACK-FILLING, AND SIDEWALK REPAIR/REPLACEMENT.

60511 SANITARY SYSTEM

CONTRACTOR AND SUPPLIES TO MAINTAIN THE SANITARY SEWER SYSTEM WITHIN THE MALL EXCLUDING THE FOOD COURT (SEE 63071). FOR STORM SEWER (SEE 60502).

60531 PLOWING

ALL GM LABOR, CONTRACTOR EXPENSE, AND EQUIPMENT RENTAL (WHETHER BY FIXED PRICE CONTRACT OR TIME AND MATERIALS) FOR SNOW REMOVAL INCLUDING PARKING LOT, MALL ENTRANCES & SIDEWALKS, INCLUDES PARKING DECK.

60532 SALTING

ALL GM LABOR, MATERIAL, AND CONTRACTOR EXPENSE TO DE-ICE EXTERIOR SURFACES INCLUDING SIDEWALKS AND PARKING AREAS. INCLUDES PARKING DECK.

60533 REPAIRS TO SNOW PLOWING EQUIPMENT

REPAIRS TO SNOW PLOWING EQUIPMENT (INCLUDING SNOW BLOWERS). USE THIS ACCOUNT ONLY IF THE EQUIPMENT IS OWNED BY THE MALL

60551 INTERIOR LANDSCAPING

CONTRACTOR AND MATERIALS TO MAINTAIN AND OR REPLACE INTERIOR COMMON AREA PLANTINGS INCLUDING FLOWERS ON FOOD COURT TABLES, INTERIOR PLANTER FLOWER ROTATION, ARTIFICIAL, SEASONAL FLOWERS (i.e. POINSETTIAS) AND PLANT CONTAINERS.

60552 EXTERIOR LANDSCAPING

ALL GM LABOR, MATERIAL AND CONTRACTOR EXPENSE TO REPLACE/MAINTAIN NON-PAVED EXTERIOR AREAS INCLUDING LAWN, FLOWER BEDS, TREES, PLANTINGS. ALSO INCLUDES LAWN-CUTTING, FERTILIZING, WEEDING, MULCHING, TRIMMING, WATERING, AND

60552 EXTERIOR LANDSCAPING - CONTINUED

REPLACEMENT/INSTALLATION OF NEW PLANT MATERIAL, SOD, AND MULCH. ALSO INCLUDES SPRINKLER SYSTEM REPAIR AND MAINTENANCE. PICK UP OF DEBRIS FROM LANDSCAPED AREAS.

60571 HOUSEKEEPING LABOR

ALL GM LABOR TO CLEAN COMMON AREAS INCLUDING PUBLIC AND PRIVATE RESTROOMS, ALL FLOORS, (INCLUDING FOOD COURT FLOOR), BACK CORRIDORS, RAILINGS, ELEVATORS, VESTIBULE FLOORS, DOOR HARDWARE, DOOR GLASS, MANAGEMENT OFFICES, RAILINGS, PAY TELEPHONES, GENERAL DUSTING, AIR VENTS, ETC.

60572 HOUSEKEEPING SUPPLIES

SUPPLIES TO CLEAN AND OR MAINTAIN ALL COMMON AREAS AS LISTED IN 605-71. EXCLUDES FOOD COURT TRASH BAGS AND SUPPLIES USED TO CLEAN TABLES AND FOOD COURT TRAYS (SEE 63051). EXCLUDES FOUNTAIN CLEANING SUPPLIES (SEE 605-01). INCLUDES PEST CONTROL.

60573 HOUSEKEEPING CONTRACTED LABOR

THIS ACCOUNT FOR HOUSEKEEPING CONTRACTED SERVICES PROVIDED BY AN OUTSIDE VENDOR.

60574 WINDOW WASHING

CONTRACTOR AND SUPPLIES FOR THE CLEANING/WASHING OF ALL GLASS SURFACES EXCLUDING RAILINGS BUT INCLUDING ELEVATOR, SKYLIGHTS, ENTRY GLASS AND CANOPY GLASS.

61012 GAS, OIL - MAINTENANCE

MAINTENANCE VEHICLE GAS, OIL AND FILTERS ETC. MAINTENANCE STAFF TRAVEL EXPENSE TO VISIT NON-ROCHESTER PROPERTIES.

61031 INTERIOR SECURITY

ALL GM LABOR FOR SECURITY OF THE INTERIOR PREMISES. INCLUDES CHARGES FROM LOCAL POLICE AGENCIES FOR PATROLLING THE SITE.

61032 EXTERIOR SECURITY

ALL GM LABOR FOR SECURITY OF THE EXTERIOR PREMISES INCLUDING SECURING PARKING DECK FACILITIES. ALSO INCLUDES CHARGES FROM LOCAL POLICE AGENCIES FOR PATROLLING THE SITE.

61033 SECURITY SYSTEM

THIS ACCOUNT IS FOR MAINTENANCE CONTRACTS AND REPAIRS NOT UNDER CONTRACT FOR THE ALARM SYSTEMS (BURGLARY, FIRE AND EMERGENCY PHONE). ALSO INCLUDES REPLACEMENT OF SMOKE HEADS AND INSPECTION. INCLUDES RENTAL OF CCTV CAMERAS FROM GENESEE MANAGEMENT AND CONTRACTS TO MAINTAIN THE CAMERAS.

61034 SECURITY SUPPLIES

THIS ACCOUNT IS USED FOR ALL PURCHASES OF EQUIPMENT FOR THE SECURITY DEPARTMENT INCLUDING (BUT NOT LIMITED TO) PORTABLE RADIOS AND ANTENNAS, FIRE EXTINGUISHERS (PURCHASE REFILLS & INSPECTION), BATTERIES FOR RADIOS AND PAGERS, WHEELCHAIR REPLACEMENT AND/OR REPAIR, SECURITY OFFICE SUPPLIES, FIRST AID KITS FOR SECURITY AND MAINTENANCE (PURCHASE & REFILLS), LOCK-OUT TOOLS, FILM, FLAGS, TRAFFIC AND HANDICAP SIGNS ETC. ALSO INCLUDES TRAFFIC SIGNAL REPAIRS AND ACCESS LINE FEES FOR 911 SYSTEMS ARE INCLUDED AS WELL AS ALL TRAINING MATERIAL, PARKING TICKETS, PROTECTIVE SERVICES REPORTS, ADDENDUMS, DOOR DECALS, DETEX SYSTEM (PURCHASING AND REPAIRS) AND TIME CLOCK MAINTENANCE.

61035. SECURITY UNIFORM

PURCHASE, ALTERATION AND CLEANING OF SECURITY PERSONNEL UNIFORMS INCLUDING FLASHLIGHTS, BELT ACCESSORIES AND PATCHES.

61036 GAS, OIL & TOWING

INCLUDES TOWING ABANDONED CARS, GAS & OIL FOR SECURITY VEHICLES, TRAVEL COSTS AND DIRECTOR/REGIONAL MANAGER VEHICLE EXPENSES. ALSO INCLUDES CENTRAL OFFICE SECURITY STAFF TRAVEL EXPENSES TO NON-ROCHESTER PROPERTIES. PARKING FEES FOR THOSE PROPERTIES DESIGNATED.

61051 INTERIOR ELECTRIC

THIS ACCOUNT IS FOR ELECTRIC USAGE TO HEAT AND LIGHT THE COMMON MALL AREA. **USAGE ONLY - DOES NOT INCLUDE REPAIRS.**

61052 EXTERIOR ELECTRIC

THIS ACCOUNT IS FOR ELECTRIC USAGE FOR PARKING LOT LIGHTS, TRAFFIC LIGHTS AND THE MAIN SIGN. **USAGE ONLY-DOES NOT INCLUDE REPAIRS TO THE ABOVE.**

61053 HVAC

THIS ACCOUNT IS FOR THE ELECTRIC USAGE TO RUN THE AIR CONDITIONING AND CHILLED WATER SYSTEMS TO MAINTAIN THE COMMON AREA.

61054 COMMON AREA GAS

GAS USAGE FROM THE LOCAL UTILITY COMPANY, IF ANY, FOR THE COMMON AREA.

61055 TELEPHONE/TELEPAGE

ALL COMMON AREA TELEPHONE EXPENSE. INCLUDES MALL OFFICE, SECURITY, MAINTENANCE, LOCAL AND LONG DISTANCE CHARGES, TELEPHONE SYSTEM PURCHASE, MAINTENANCE, FAX MACHINE PURCHASE AND SUPPLIES, SECURITY, MALL MANAGEMENT AND MAINTENANCE PAGER EXPENSE.

61056 CAM WATER

COMMON AREA WATER USAGE FOR FIRE LINES AND SPRINKLERS, ETC. COMMON AREA WATER USAGE FOR FOUNTAINS, BATHROOMS, ETC. NOTE: FOR CERTAIN CENTERS, COST CODES INT (INTERIOR) AND EXT (EXTERIOR) MUST BE USED.

61057 CAM SEWER

COMMON AREA SEWER USAGE.

61071 EQUIPMENT RENTAL

THE RENTAL FEE FOR EQUIPMENT **RENTED FROM GM ONLY**. ALL OTHER EQUIPMENT RENTED FROM OUTSIDE SOURCES IS TO BE CHARGED TO THE MATERIAU CONTRACT ACCOUNT FOR THE STATED PURPOSE (I.E. BUCKET TRUCK RENTAL FOR PARKING LOT LIGHTS TO BE CHARGED TO 60504). THE GM RENTAL FEE FOR GM-OWNED CCTV SECURITY EQUIPMENT SHOULD BE CHARGED TO 61033 AND GM-OWNED BACKGROUND MUSIC SHOULD BE

61071 EQUIPMENT RENTAL- CONTINUED

CHARGED TO 61073. GM OWNED MAINTENANCE/HOUSEKEEPING UNIFORMS SHOULD BE CHARGED TO 61072.

61072 UNIFORMS RENTAL - MAINTENANCE

ALL MAINTENANCE/HOUSEKEEPING UNIFORM EXPENSE WHETHER DIRECTLY PURCHASED BY THE PROPERTY OR CHARGED TO THE PROPERTY VIA RENTAL FROM GM. DOES NOT INCLUDE MOP/MAT RENTAL (SEE 60572). CLEANING, ALTERATION EXPENSE, ETC. SHOULD BE CHARGED TO THIS ACCOUNT, ACTUAL PURCHASE OF NEW UNIFORMS BY GM FOR RENTAL TO PROPERTIES CHARGED TO GMI GENM 56591.

61073 BACKGROUND MUSIC

RENTAL FEE FOR GM-OWNED BACKGROUND MUSIC SYSTEMS, BACKGROUND MUSIC EQUIPMENT/LEASES FROM AEI AND MUZAK, ETC. MONTHLY BACKGROUND MUSIC FEES AND MISCELLANEOUS EQUIPMENT REPAIRS AND SEASONAL MUSIC FORMAT CHANGE FEES. EXCLUDES CAROUSEL MUSIC FEES (SEE 52572).

62511 TENANT HVAC / CONDITIONED AIR

FOR ELECTRICITY TO RUN THE TENANT CONDITIONED AIR SYSTEM. INCLUDES A PORTION OF THE MAINTENANCE CONTRACTS TO REPAIR/SERVICE THE SYSTEM. ALSO INCLUDES SPECIFIC TENANT REPAIRS.

FOR ELECTRICITY TO RUN THE TENANT CHILLED WATER SYSTEM.

63011 FOOD COURT HOUSEKEEPING LABOR

ALL GM LABOR TO CLEAN/CLEAR FOOD COURT FIXTURES, TABLES, CHAIRS, UMBRELLAS, SINKS, TRASH CANS, PLANTERS, HIGH CHAIRS, TENANT CANOPIES, TRAYS. EXCLUDES REST ROOM CLEANING LABOR (SEE 60571).

63031 FOOD COURT RUBBISH

GM LABOR TO REMOVE RUBBISH FROM **COMMON AREA FOOD COURT** CONTAINERS TO DUMPSTERS/COMPACTORS. DOES NOT INCLUDE FOOD COURT TENANT TRASH (SEE 64011 & 64031). INCLUDES CONTRACTOR FEES

63031 FOOD COURT RUBBISH- CONTINUED

TO HAUL FOOD COURT TRASH FROM DUMPSTER/COMPACTOR TO LANDFILL.
INCLUDES DUMPSTER/COMPACTOR EQUIPMENT RENTAL FEES FOR SAME.

63051 FOOD COURT SUPPLIES

ALL SUPPLIES FOR FOOD COURT HOUSEKEEPING (i.e. TRASH BAGS, TABLE TOP WIPES, TOWELS AND RAGS, TABLE AND CHAIR CLEANING SUPPLIES, ETC. DOES NOT INCLUDE MOPS, FLOOR CHEMICALS, OR OTHER GENERAL CLEANING SUPPLIES (SEE 60572).

63071 FOOD COURT REPAIR AND MAINTENANCE MATERIAL

PURCHASE OF PARTS FOR REPAIR OR PURCHASE OF NEW FOOD COURT FIXTURING (i.e. CHAIRS, TABLES, TRASH CANS, SINKS, HIGH CHAIRS, TRAYS, UMBRELLAS, ETC.). ALL GM LABOR, MATERIAL, AND CONTRACTOR EXPENSE TO MAINTAIN COMMON AREA FOOD COURT SANITARY LINES.

63072 FOOD COURT REPAIRS AND MAINTENANCE LABOR

GM LABOR TO REPAIR/RE-FINISH FOOD COURT FIXTURES (i.e. TABLES, CHAIRS, UMBRELLAS, TRASH CANS, ETC.).

64011 RUBBISH LABOR

GM LABOR TO REMOVE TENANT RUBBISH FROM STORES TO CENTRAL PROPERTY DUMPSTER/COMPACTOR.

64031 RUBBISH CONTRACT

CONTRACTOR FEES TO REMOVE TENANT STORE RUBBISH FROM DUMPSTERS/COMPACTORS TO LANDFILL INCLUDING LANDFILL FEES. INCLUDES RENTAL FEE ON DUMPSTERS/COMPACTORS TO STORE TENANT RUBBISH PRIOR TO REMOVAL BY HAULER FROM PROPERTY.

GM ONLY 56653 VEHICLE AND EQUIPMENT REPAIR

ALL REPAIRS TO GM-OWNED VEHICLES AND OTHER EQUIPMENT (i.e. TRACTORS, FLOOR MACHINES, MOWERS ETC.) RENTED TO PROPERTIES INCLUDING TIRES, ENGINES, BRAKES, BODY WORK AND OTHER MECHANICAL COMPONENTS.

GAS, OIL, FILTERS, WIPER BLADES AND WINDSHIELD FLUID ARE PAID BY THE PROJECT AND CHARGED TO ACCOUNT 610-12 FOR MAINTENANCE OR 61036 FOR SECURITY.