

December, 2017

MAINTENANCE MANAGEMENT REPORT



Monthly Gas Odor Inspection

Date	Test Location	Gas Odor Detected				SCC Called @ 1-804-351-4100 (Immediately if gas odor is not detected)	Inspector Name
		<u>strong</u>	<u>Good</u>	<u>scant</u>	<u>none</u> ● →		
1/2/17	Maint Yard		Yes				Alonzo Alexander
2/2/17	Maint Yard		Yes				Alonzo Alexander
3/2/17	Maint Yard		Yes				Alonzo Alexander
4/1/17	Maint Yard		Yes				Alonzo Alexander
5/1/17	Maint Yard		Yes				Alonzo Alexander
6/1/17	Maint Yard		Yes				Alonzo Alexander
7/1/17	Maint Yard		Yes				Alonzo Alexander
8/3/17	Maint Yard		Yes				Alonzo Alexander
9/1/17	Maint Yard		Yes				Alonzo Alexander
10/1/17	Maint Yard		Yes				Alonzo Alexander
11/2/17	Maint Yard		Yes				Alonzo Alexander
12/1/17	Maint Yard		Yes				Alonzo Alexander

Gutter Cleaning 2017

Completed /

STREET ADDRESS LEGEND

#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	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EMERGENCY DUTY SCHEDULE 2018

Onsite Duty Person/ Onsite Back Up/ Manager Back Up Person

JANUARY 29 Wright/ A.J./ Alexander 5 A.J./ Wright/Clark 12 Amenuvor/Conaway/Alexander 19 Conaway/Amenuvor/Clark 26 Wright/ A.J./ Alexander	MAY 4 Amenuvor/Conaway/Alexander 11 Conaway/Amenuvor/Clark 18 Wright/ A.J./ Alexander 25 A.J./ Wright/Clark	SEPTEMBER 31 Conaway/Amenuvor/Clark 7 Wright/ A.J./ Alexander 14 A.J./ Wright/Clark 21 Amenuvor/ Conaway /Alexander 28 Conaway/Amenuvor/Clark
FEBRUARY 2 A.J./ Wright/Clark 9 Amenuvor/Conaway/Alexander 16 Conaway/Amenuvor/Clark 23 Wright/ A.J./ Alexander	JUNE 1 Amenuvor/Conaway/Alexander 8 Conaway/Amenuvor/Clark 15 Wright/ A.J./ Alexander 22 A.J. / Wright/Clark	OCTOBER 5 Wright/ A.J./ Alexander 12 A.J./ Wright/Clark 19 Amenuvor /Conaway/Alexander 26 Conaway /Amenuvor/Clark
MARCH 2 A.J./ Wright/Clark 9 Amenuvor/Conaway/Alexander 16 Conaway/Amenuvor/Clark 23 Wright/ A.J./ Alexander	JULY 29 Amenuvor/Conaway/Alexander 6 Conaway/Amenuvor/Clark 13 Wright/ A.J./ Alexander 20 A.J. Wisdom/Clark 27 Amenuvor/Conaway/Alexander	NOVEMBER 3 Wright/ A.J./ Alexander 10 A.J. / Wright/Clark 17 Amenuvor/ Conaway /Alexander 24 Conaway /Amenuvor/Clark
APRIL 30 A.J./ Wright/Clark 6 Amenuvor/Conaway/Alexander 13 Conaway/Amenuvor/Clark 20 Wright/ A.J./ Alexander 27 AJ/Wright/Clark	AUGUST 3 Amenuvor/Conaway/Clark 10 Conaway/Amenuvor/Alexander 17 Wright/ A.J./ Clark 24 A.J./ Wright/Alexander	DECEMBER 1 Wright/ A.J./ Alexander 8 A.J./ Wright/Clark 15 Amenuvor/ Conaway /Alexander 22 Conaway /Amenuvor/Clark 29 Wright/AJ/Alexander

2018 Holidays as Scheduled	
Jan 1	Wright/AJ/Alexander
Jan 15	Amenuvor/ Conaway /Clark
Feb 15	Amenuvor/ Conaway /Alexander
May 30	Wright/ A.J./ Clark
Jul 4	Amenuvor/ Conaway /Alexander
Sep5	Amenuvor/ Conaway /Alexander
Nov 11	Wright/A.J./Clark
Nov 24	Amenuvor/ Conaway /Alexander
Dec 25	Coaway/ Amenuvor /Alexander

Remember to notify Alonzo Alexander or your on-call manager, prior to making any changes to this duty schedule!

S. Clark 703-967-5987

A. Alexander 703-772-2924

N. Wright 703-379-0286
 Cell 571-435-4064

A.J. Morton 310-869-3148

W. Amenuvor 703-485-5821

D. Conaway 804-824-8102

PARKFAIRFAX CONDOMINIUM EMERGENCY DUTY SCHEDULE

Updated 12/26/2018

Norman Wright	A.J. Morton	Wisdom Amenuvor	Dexter Conaway
Dexter Conaway	Wisdom Amenuvor	A.J. Morton	Norman Wright

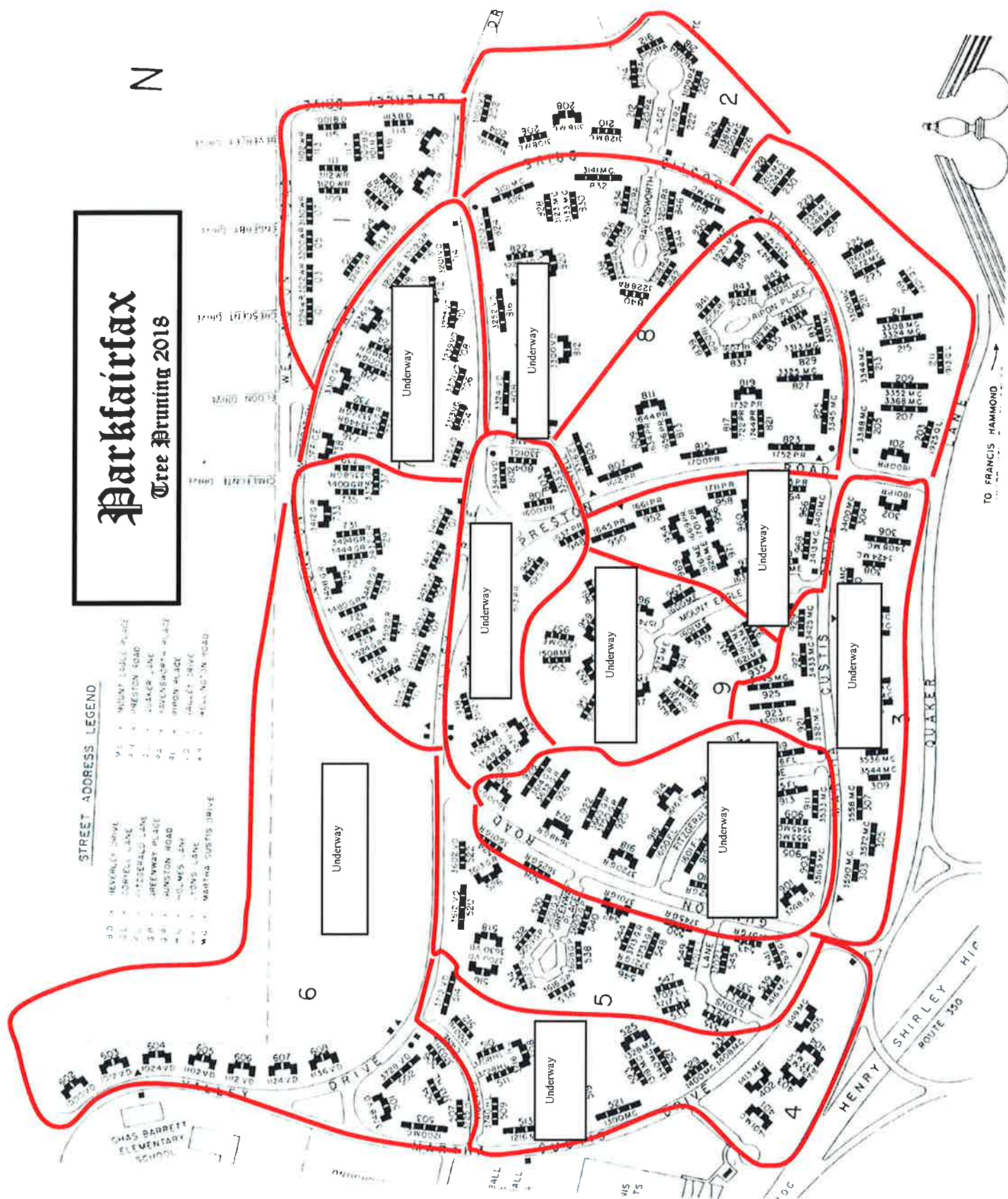
**PROJECT STATUS REPORT
Management**

BB

Plumbing Crew	Upgrading water heaters, pulling DHW lines, cleaning sewer lines/storm drains, replacing exterior faucets, repairing/replacing broken water lines, doing crawlspace inspections, sealing plumbing chases, sump pump checks, boiler room inspections, drainage work and follow up repairs from ongoing inspections.
Landscap	Re-landscaping for drainage correction, etc. Inspecting and cleaning of grounds, cutting, cleaning pruning, planting.
Painting Crew	Performing plaster repairs/painting, attic inspections for separated ceilings, paint failure, water intrusion, settlement issues and etc. 1 Temp employee
Exterior Crew	Fully staffed, doing attic inspections as needed, squirrel tickets, masonry repointing, concrete and exterior repairs.
Carpenter Crew	Fully staffed, doing repairs throughout the property as identified and authorized. attic inspections ongoing
Cleaning Crew	Fully staffed. Working toward higher quality of cleanliness and awareness, weekly inspections being performed. Also cleaning storage areas and checking lighting.
Supply	Fully staffed, tracking and procurement of inventory and tools.
Other	Continued property wide limb pickup and drain checks as needed. Attic inspections
Building Settlement	Site wide settlement survey has identified critical and priority buildings which are being prioritized. Several building being on watch list, approved work continues.
Contractors	Contractors continue to work on property as needs are identified and work is authorized.
Emergency	Fully staffed.
December, 2017 mgt	

1/10/2018

Tree Pruning 2018

[illegible]

SUMP PUMP INSPECTIONS

Updated:3/5/2014

Bldg#	Last Insp.	Notes	New Inspection	Notes
102-2	1/6/2016	Sump pump working		Replaced 1 pump
104	4/18/2017	Sump pump working		Pump Works
110	5/18/2016	Sump pump working		Pump Works 2 pumps work
111	1/6/2016	Sump pump working		Replaced 1 pump
114	2/23/2017	Two Sump pumps working		Replaced 1 pump
Bldg#	Last Insp.	Notes		
215	9/10/2015	Boiler Room/crawlspace both work		Installed new pump in crawlspace
216-2	1/13/2017	Sump pump working		Installed new pump in crawlspace
218	2/16/2016	2 Sump pump working in boiler room		
223	3/17/2017	Sump pump working		Pump Works
224	2/16/2016	Sump pump working		Pump Works
Bldg#	Last Insp.	Notes		
228	4/12/2017	Sump pump working Pit cleaned		Pump works
307	4/12/2017	One pump working in boiler room		Pump works
308	5/18/2016	Installed new pump cleaned pit		Pump works
310	10/10/2017	Sump pump working		Pump works
312	11/15/2016	Sump pump working		Pump works
Bldg#	Last Insp.	Notes		
401-2	7/18/2017	Installed 2 new sump pumps		Pump Works
404-2	1/6/2016	2 pumps both working		Pump Works
405	8/15/2017	Installed 1 new sump pumps		Both pumps work
504	1/6/2016	Pump working cleaned out pit	1/6/2016	Pump Works
508	5/21/2012	no pump crawl space dry		
Bldg#	Last Insp.	Notes		

SUMP PUMP INSPECTIONS

Updated:3/5/2014

515-2	5/18/2016	Sump pump working		2 Pumps work	
520	1/21/2014	Installed new pump			
527	9/17/2015	Sump pump working		Pump Works	
528	4/18/2017	Sump pump working		Pump Works	
529	5/23/2014	Sump pump working			
Bldg#	Last Insp.	Notes			
533	10/30/2014	Sump pump working	2	Both sump pumps are working	
535-2	10/30/2014	Sump pump working	2	Both sump pumps are working	
506 (2)	8/8/2017	Both working good	2	Both sump pumps are working	
523 (2)	8/8/2017	Sump pump working	2	Both sump pumps are working	
535 (2)	10/30/2014	Both working good	2	Both sump pumps are working	
Bldg#	Last Insp.	Notes			
536	8/18/2017	Pump working on photo cell		Pump Works	
537	8/18/2017	Sump pump working		Pump works	
539	9/18/2015	Sump pump working			
541	1/11/2015	Replaced sump pump			
542	2/10/2014	Sump pump working			
Bldg#	Last Insp.	Notes			
544	4/18/2017	Replaced sump pump in boiler room			
602	2/23/2017	One new installed		Pump Works	
603					
604	7/14/2014	No sump pump. Crawlspace dry			
605 (1)	8/14/2017	Sump pump working good		Pump Works	
Bldg#	Last Insp.	Notes			
606	5/28/2015	Installed new pump			

SUMP PUMP INSPECTIONS

Updated:3/5/2014

709	5/27/2015	Both pumps work		
711	7/16/2015	Sump pump working		
726	9/11/2013	No pump in this building, area dry		
Bldg#	Last Insp.	Notes		
803	7/14/2015	Two pumps in boiler room, both working		
817 (1)	4/20/2016	One pump working		Pump Works
820	5/28/2015	Pump working		
822	2/4/2015	One new pump working		
826	2/12/2015	One pump working		
Bldg#	Last Insp.	Notes		
828 (1)	2/27/2017	Two pumps in boiler room, both working		Pump Works
829 (2)	6/17/2015	Both sump pumps working. Replaced one pump		
830	2/27/2017	Two pumps work		
835	4/12/2017	One pump working		Pump Works
836	4/12/2017	One pump working		Pump Works
Bldg#	Last Insp.	Notes		
842	5/19/2016	Sump pump working		Pump Works
904 (2)	2/27/2017	Sump pumps working		Both Pumps Work
928	5/26/2015	Sump pump working		
937	5/26/2015	Sump pump working		
941 (2)	3/18/2015	Sump pumps working		
931 (2)	3/18/2015	Both pumps working		
Bldg#	Last Insp.	Notes		
944 (1)	6/4/2016	Sump pump working		Pump Works
955	2/23/2017	Sump pump working		Pump Works

SUMP PUMP INSPECTIONS

Updated: 3/5/2014

957-2	11/21/2016	Sump pump working good		Both pumps work
965	6/14/2016	Sump pump working good		Pump Works
968	6/14/2016	Sump pump working good		Pump Works
970	11/21/2016	Sump pump working good		Pump Works

Highlighted buildings are
jetted semi-annually in
Sept. and March

Preventative Maintenance / Sewer Jetting for clean outs

Note: add syringe fluid to wart hog every 40-50 hrs.

Updated:6/9/14

EQUIPMENT USED				Completed by	DATE	Notes/comments
Building	JET	CAM				
514	X			sm/nc	6/16/2015	Snaked with jetter
543	X			sm/wm/jp	6/16/2015	Snaked with jetter
960	X			sm/wm/jp	06/23/015	Snaked with jetter
401	X			pl/le	10/17/2017	Snaked with jetter
904	X			sm/le/jp	8/5/2014	Snaked out drain line
603	X			sm/le/jp	8/5/2014	Snaked with jetter
801	X			sm/le/jp	8/5/2014	Snaked with jetter
111	X			sm/le/jp	9/3/2015	Snaked with jetter
302	X			sm/jp/le	7/2/2014	Snaked out line
201	X			sm/le/jp	11/9/2016	Snaked slack -Jetted
214	X			sm/le/jp	7/2/2014	Snaked with jetter
219	X			sm/le/jp	7/2/2014	Snaked with jetter
848	X			sm/le/jp	7/2/2014	Snaked out line (could not find outside cleanout)
701	X			sm/le/jp	7/2/2014	Snaked with jetter
703	X			sm/le/jp	7/2/2014	Snaked with jetter
705	X			sm/le/jp	7/2/2014	Snaked with jetter
707	X			sm/le/jp	7/2/2014	Snaked with jetter
720	X			sm/le	8/5/2014	Snaked with jetter. This is a storm drain not a sewer line
730	X			sm/le	8/5/2014	Snaked with jetter
736	X			sm/le	5/22/2015	Snaked with jetter
722	X			sm/le	10/4/2013	Snaked with jetter
948	X			sm/wm/le	5/22/2015	Snaked with jetter , added cap and extended cleanout
950	X			sm/wm/le	5/22/2015	Snaked with jetter
946	X			sm/wm/le	5/22/2015	Snaked with jetter
928	X			sm/wm/le	10/16/2014	Snaked with jetter
926	X			sm/wm/le	10/16/2014	Snaked with jetter
213	X			sm/le/jp	10/16/2014	Snaked with jetter
810	X			sm/wm/jp	1/23/2014	Repaired sewer line
842	X			sm/le/jp	1/26/2014	Snaked out drain line (snake from crawl space or boiler room)
717	X			sm/wm/le	2/6/2014	Snaked with jetter
727	X			sm/wm/le	2/6/2014	Snaked with jetter
723	X			sm/wm/le	4/12/2017	Snaked with jetter
548	X			sm/wm/le	2/6/2014	Snaked with jetter
965	X	X		sm/wm/le	2/15/2017	Snaked with jetter
936		X		sm/wm/le	10/16/2014	Snaked with jetter
224	X			sm/wm/le	9/12/2017	Snaked with jetter
113	X			sm/wm/le	2/6/2014	Snaked with jetter
602	X			sm/wm/le	1/20/2015	Snaked main sewer, Installed cleanout
207	X			sm/le/jp	3/19/2014	Snaked with jetter, caught jetter head, had to use 1500 due to joint off set.
203	X			sm/le/jp	3/19/2014	Snaked with jetter

*** 06/17 Put viscovis fluid in smaller cutter head while using on 6" drains @ 142.8 hrs. due again @ 182-192***

Highlighted buildings are
jetted semi-annually in
Sept. and March

Preventative Maintenance / Sewer Jetting for clean outs

Note: add syringe fluid to wart hog every 40-50 hrs.

Updated:6/9/14

*** 06/17 Put viscosis fluid in smaller cutter head while using on 6" drains @ 142.8 hrs. due again @ 182-192***

EQUIPMENT USED					Notes/comments
Building	JET	CAM	Completed by	DATE	
313	X		sm/wm/le	3/24/2014	Snaked inside and out
504	X		p/le	7/13/2017	Snaked with jetter
215	X		sm/nc	9/14/2017	Snaked with jetter
221	X		sm/nc	3/27/2014	snaked with jetter from crawl space
827	X		sm/nc	3/27/2014	snaked with jetter from crawl space
841	X		sm/nc	3/27/2014	Concrete covering pipe. Have to clean from crawl space
103	X		sm/nc	3/27/2014	Snaked out line with wart hog.
216	X		le/pj	1/10/2017	Snaked out line
116	X		sm/nc	3/27/2014	Snaked 6" Cleanout
304	X		sm/nc	8/27/2016	Snaked out line
306	X		sm/nc	8/27/2016	Snaked out line
308	X		sm/nc	8/27/2016	Snaked out line
310	X		sm/nc	8/27/2016	Snaked out line
731	X		le/nc	4/1/2014	snaked with jetter
206	X		wa/nc/sar	1/10/2017	Snaked main sewer
737	X		sm/a/le	5/8/2014	Snaked out line
818	X		sm/a/le	5/8/2014	Snaked main sewer 6" (cleanout in back under stone at end of patio)
820	X		sm/a/le	5/8/2014	Snaked main sewer 6"
823	X		p/le	7/8/2017	Snaked with jetter
826	X		sm/a/le	9/3/2015	Snaked main sewer 6"
222	X		sm/a/le	5/22/2015	Snaked out drain line
726	X		sm/a/le	5/22/2015	Snaked with jetter
832	X		sm/a/le	5/8/2014	Snaked out line
830	X	X	sm/a/le	5/8/2014	Used camera found roots, used wart hog and root-x
711	X		sm/a/le	5/8/2014	Cleaned sewer line
729	X		sm/a/le	5/8/2014	Snaked out line
839	X		sm/a/le	3/15/2017	Snaked main sewer
847	X		sm/a/le	5/8/2014	Snaked everything is okay.
833	X	X	sm/a/le	5/8/2014	Snaked with jetter
103	X		sm/a/le	5/8/2014	Snaked with jetter
117	X		sm/a/le	5/8/2014	Snaked with jetter
112	X		sm/a/le	5/8/2014	Snaked with 1500

*** 06/17 Put viscovis fluid in smaller cutter head while using on 6" drains @ 142.8 hrs. due again @ 182-192***

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Sept. and March

Preventative Maintenance / Sewer Jetting for clean outs

Note: add syringe fluid to wart hog every 40-50 hrs.

Updated:6/9/14

EQUIPMENT USED				DATE	Notes/comments
Building	JET	CAM	Completed by		
114	X		sm/al/le	8/27/2016	Snaked with jetter
835	X		sm/le/aj	9/25/2015	Snaked out line
529	X		sm/le/aj	9/14/2017	Snaked stack -Jetted
716	X		sm/hc	10/2/2015	Snaked stack -Jetted
202	X		sm/hc/jp	1/6/2016	Snaked with jetter
712	X		sm/hc/wm	5/22/2014	Snaked with jetter
228	X		sm/hc	9/3/2015	Snaked with jetter
738	X		sm/hc	3/27/2015	Replaced section of sewer line
843	X		sm/hc	5/22/2014	Snaked out line with wart hog
849	X	X	sm/hc	5/22/2014	Snaked out line with wart hog
844	X		sm/jp/nc	5/22/2014	Line clear
708	X		sm/jp/le	7/1/2015	New sewer line installed
710	X		sm/jp/le	5/22/2014	Snaked with jetter
803	X		sm/le/jp	5/22/2014	Snaked main sewer 6"
846	X		sm/jp/nc	9/12/2017	Snaked with jetter
834	X		sm/jp/nc	5/29/2014	Snaked with jetter
838	X		sm/jp/nc	5/29/2014	Snaked with jetter
102	X		sm/wm/jp	5/29/2014	Used root cutter in 6" drain line, followed by Root X in afternoon
216	X		le/pj	1/10/2017	Snaked out drain line
218	X		sm/wm/jp	9/3/2015	Snaked out drain line
805	X		sm/wm/jp	10/9/2017	Snaked main sewer 6 "
223	X		sm/wm/jp	6/6/2014	Snaked out line
911	X		am/hw	5/24/2017	Snaked out line
813	X		sm/hc	1/15/2015	snaked main sewer
733	X		le/jp	1/10/2017	Snaked out line
837	X		sm/wm/jp	6/6/2014	Snaked out line, 6" both sides to middle then to main
532	X		sm/le/jp	3/28/2015	Replaced sewer line
803	X		sm/wm/jp	4/6/2016	Replaced sewer line
959	X		sm/hc	4/6/2016	Snaked sewer line
829	X		sm/le/jp	9/12/2017	Snaked sewer line
831	X		sm/wm/jp	4/6/2016	Installed clean-out,Snaked
936	X		sm/le/jp	4/6/2016	Snaked stack -Jetted
534	X		sm/le	7/14/2016	Snaked main sewer line
114	X		sm/le	7/14/2016	Snaked main sewer line
536	X		sm/le	8/27/2016	Snaked with Jetter
828	X		sm/le	11/9/2016	Snaked sewer line
824	X		sm/le	1/10/2017	Snaked underground gutter
208	X		dr/wm	2/24/2017	Snaked with Jetter
940	X		dr/wm	2/24/2017	Snaked with Jetter

*** 06/17 Put viscovis fluid in smaller cutter head while using on 6" drains @ 142.8 hrs. due again @ 182-192***

Rhino Guard Install

August 11, 2015

Building	Front	Rear	Left side	Right side
105	x	x		
112	x	x		
210	x	x		
211	x	x		
305	x	x		
308	x	x		
315	x	x		
508	x	x		
510	x	x		
515	x	x		
519	x	x		
528	x	x		
530	x	x		
531	x	x		
537	x	x		
541	x	x		
542	x	x		
731	x	x		
738	x	x		
739	x	x		
814	x	x		
819	x	x		
828	x	x		
831	x	x		
833	x	x		
845	x	x		
922	x			
927	x			
947	x	x		
949	x	x		
544	x			
961	x	x		

Rhino Guard Install

August 11, 2015

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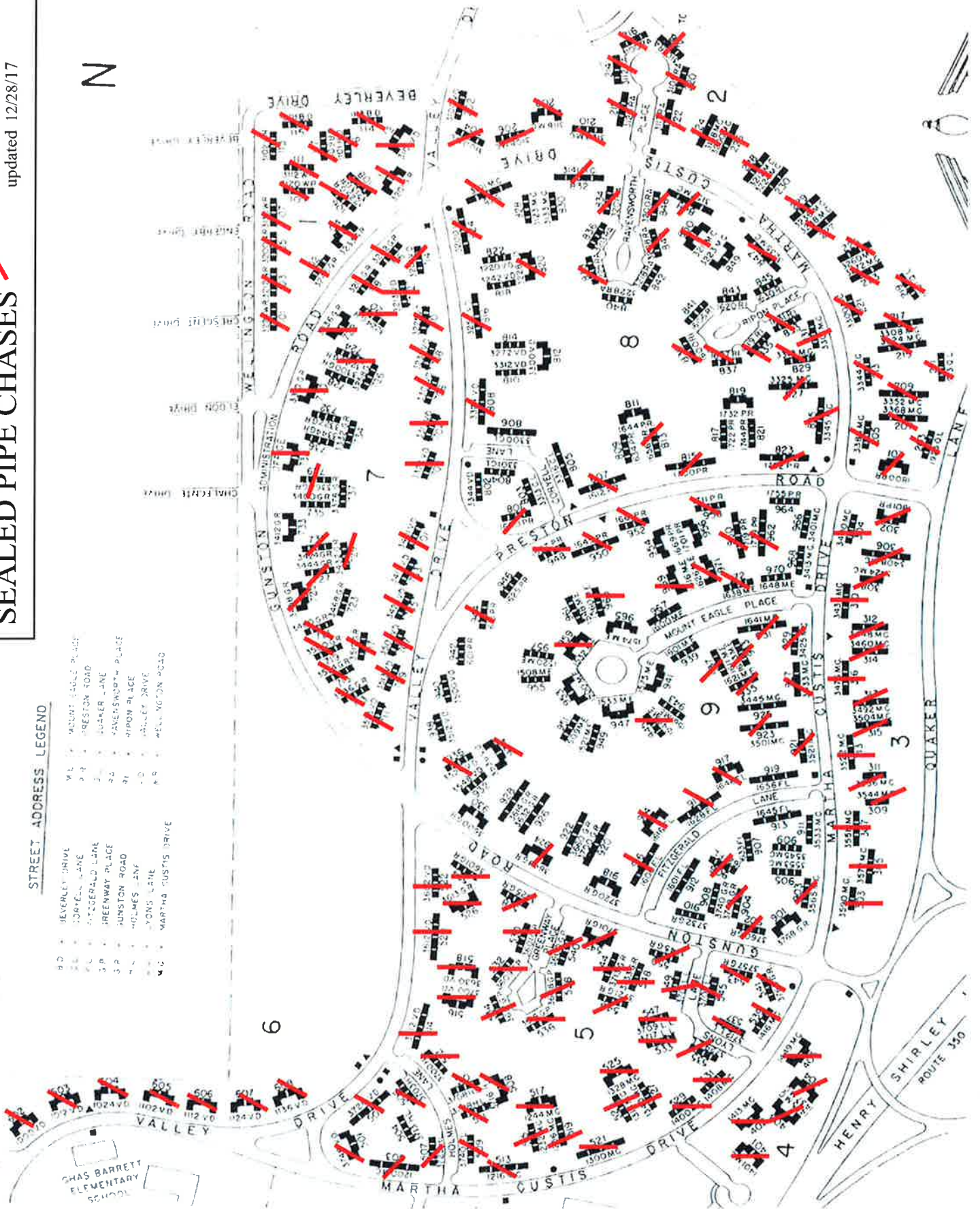
SEALED PIPE CHASES

updated 12/28/17

N

STREET ADDRESS LEGEND

80	BEVERLY DRIVE	10	MOUNT EAGLE PLACE
81	CORRELL LANE	11	PRESTON ROAD
82	GREENWAY LANE	12	HUNTER LANE
83	GREENWAY PLACE	13	GREENWAY PLACE
84	HUNTER ROAD	14	HUNTER PLACE
85	HOLMES LANE	15	VALLEY DRIVE
86	LYONS LANE	16	WELLINGTON ROAD
87	MARTHA CUSTIS DRIVE		



LAUNDRY AND BOILER ROOM INSPECTION

Month of December 2017

LAUNDRY ROOM INSPECTIONS				
5 Weekly				
# of W.O open at the beginning of month	Inspection Dates. Week of Dec 4-8 Dec 11-15 Dec 18-22 Dec 25-29	New W.O made from Inspection	# of W.O completed during month	Total Open W.O At end of month
20	Dec 4-29	20	20	20

BOILER ROOM INSPECTIONS				
5 Weekly				
# of W.O open at the beginning of month	Inspection Dates. Week of Dec 4-8 Dec 11-15 Dec 18-22 Dec 25-29	New W.O made from Inspection	# of W.O completed during month	Total Open W.O At end of month
20	Dec 4-29	20	20	20

January 2018

Anniversaries-

Asbestos O & M Training- review/set schedule

Completed

Attendance Evaluation 2018

Attic Inspections- Alarms yearly/(Structural/Electrical in '19 done every 3 years in phases)

Scheduled

Exercise Room Painting and Carpet Cleaning (as required)

Underway

Gas Odorant Inspection

Completed

Heat Pump Filters Cleaned; ice machine filter cleaned

Underway

Holiday Tree-Remove Lights

Underway

Hot water systems done with boiler room inspections

Ongoing

Management Report 1st

Complete

Newsletter 1st (snow removal/heat; resident gas emergency education)

Complete

Safety & HazCom Plans Reviewed

PEX Piping

Ongoing

Storm Sewer Program (weather permitting)

Ongoing

INSTALLED/REPLACED BTH 199 A.O. SMITH WATER HEATERS

Updated: 6/9/2014

BOILER

Old htr out

ROOM #	DATE	W. H. #	SERIAL #	NOTES
722	2008?	1	F07M010734	SEVERAL PROBLEMS OFF AND ON IGNITERS EXHAUST...FINALLY REMOVED HEAD AND REATTACHED BURNER PLATE 10/2011
		2	FOM010729	REPLACED BURNER HEAD AND BLOWER
542	2/2/2012	1	1146M000176	HAD LEAK AT BOTTOM NIPPLE WHEN FIRST INSTALLED, REFITTED NIPPLE
		2	175	
		3	179	
904	3/12/2012	1	1146M000177	12-May
511	10/12/2013	1	1224M0001958	Y
		2	1224M0001967	Y
		3	1224M0001948	Y
224	2/13/2013	1	1224M0001955	had some problem at first, believed it could be a gas problem, will be shortening the drip leg to see if it helps. Any one heater works fine by itself.
	2/13/2013	2	1224M0001966	Y
	2/13/2013	3	1224M0001957	Screen went out, replaced cat 5 cable 3/12(?), still problems 3/15, Replaced screen
518	4/11/2014	1	1325M0001020	n
107	11/15/2013		1325M0001021	Y
	11/15/2013		1013	n
	11/15/2013		1014	n
				Two abandoned water heaters in this room
308	3/26/2013	1	1224M0001953	Main gas pressure was low, Washington gas made adjustments. (sm, le)
	3/29/2013	2	1224m0001947	gas supply not enough to operate heater upon initial installation, meter to be changed
	4/10/2013	3	1224M0001950	

INSTALLED/REPLACED BTH 199 A.O. SMITH WATER HEATERS

Updated: 6/9/2014

708	6/5/2014	1	1325M0001027				Removed one heater last year	
	6/5/2014	2	1325M0000997			y		
	6/5/2014	3	1325M0001055			n		
725	4/13/2013	1	1224M0001951			y	Heater removed	
	4/13/2013	2	1224M0001954			y	Heater removed	
965	5/13/2013	1	1224M0001956			n		
828	9/22/2013	1	1224M001961			yes		
	9/22/2013	2	1224M001962			no		
	9/22/2013	3	1224M000178			no		
843	5/8/2014		1158m000764			y		
	5/8/2014		1328M001036			n		
	5/8/2014		1325M001035			n		
941	2/15/2015	1	1325M0001024			n		
		2	1325M0001025					
911	7/28/2014	1	1418M0000657			n		
	7/28/2014	2	1325M001023			n		
829	9/17/2014	1	1429M0000535			n	Three abandoned heaters	
	9/17/2014	2	1335M0000146			n		
	9/17/2014	3	1429M0000325			n		
944	12/15/2014	1	1437M001001			n		
	12/15/2014	2	1437M0000998			n		

INSTALLED/REPLACED BTH 199 A.O. SMITH WATER HEATERS

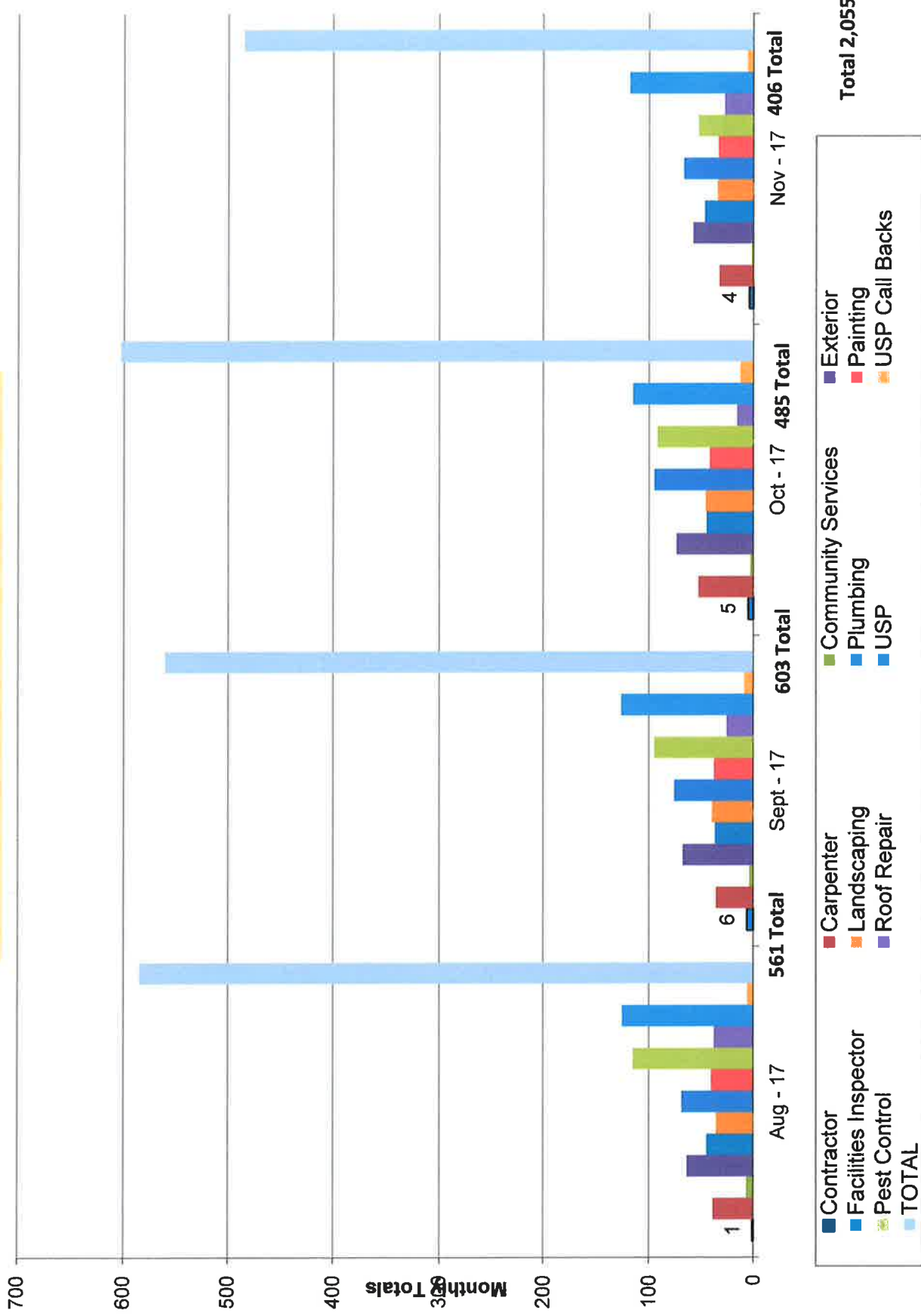
Updated: 6/9/2014

523	3/20/2015	1	1429M000332	n	
	3/20/2015	2	1429M000347	n	
	3/20/2015	3	1442001928	n	
817	3/13/2015	1	1325 M001029	n	
	3/13/2015	2	1437M000973	n	
	3/13/2015	3	1437M001000	n	
215	3/22/2016	1	1508M002277		
	3/22/2016	2	1509M002277	no	Three abandond water heaters in this room
	3/22/2016	3	1509M002277	no	
803	4/26/2016	1	1325M001019	no	
	4/26/2016	2	1429M000334	no	Three abandond water heaters in this room
	4/26/2016	3	1429M000337	no	
842	6/29/2016	1	1505M001969	no	
	6/29/2016	2	1610M000600	no	Three abandond water heaters in this room
	6/29/2016	3	1615M001592	no	
936	8/12/2016	1	1617M002484		
110	8/16/2016	1	1615M001583	no	Three abandonded water heaters in this room
	8/16/2016	2	1615M001586	no	
	8/16/2016	3	1615M002485	no	
810	8/24/2016	1	1617M002484	no	
	8/24/2016	2	1622M000426	no	
	8/24/2016	3	1620M000755	no	
928	10/18/2016	1	1617M002483	no	
	10/18/2016	2	1630M002648	no	
	10/18/2016	3	1630M002647	no	

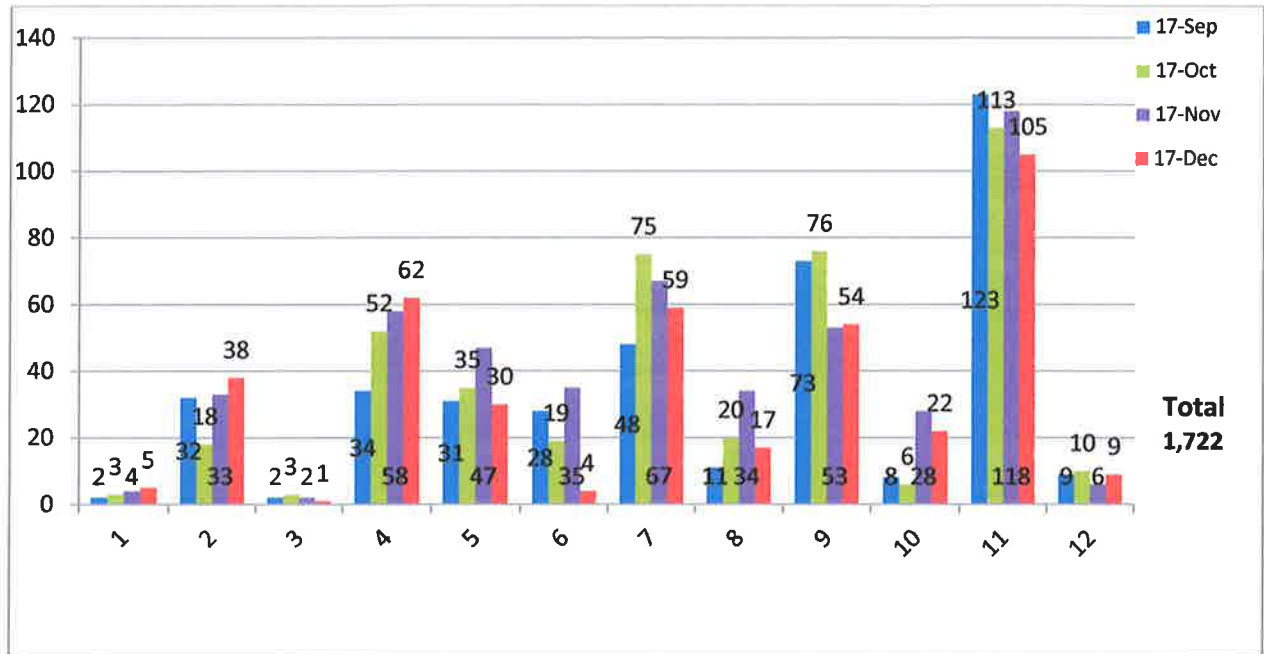
Updated: 6/9/2014

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Work Orders Created (Sept 2017 - December 2017)



Closed Work Order Report -December 2017



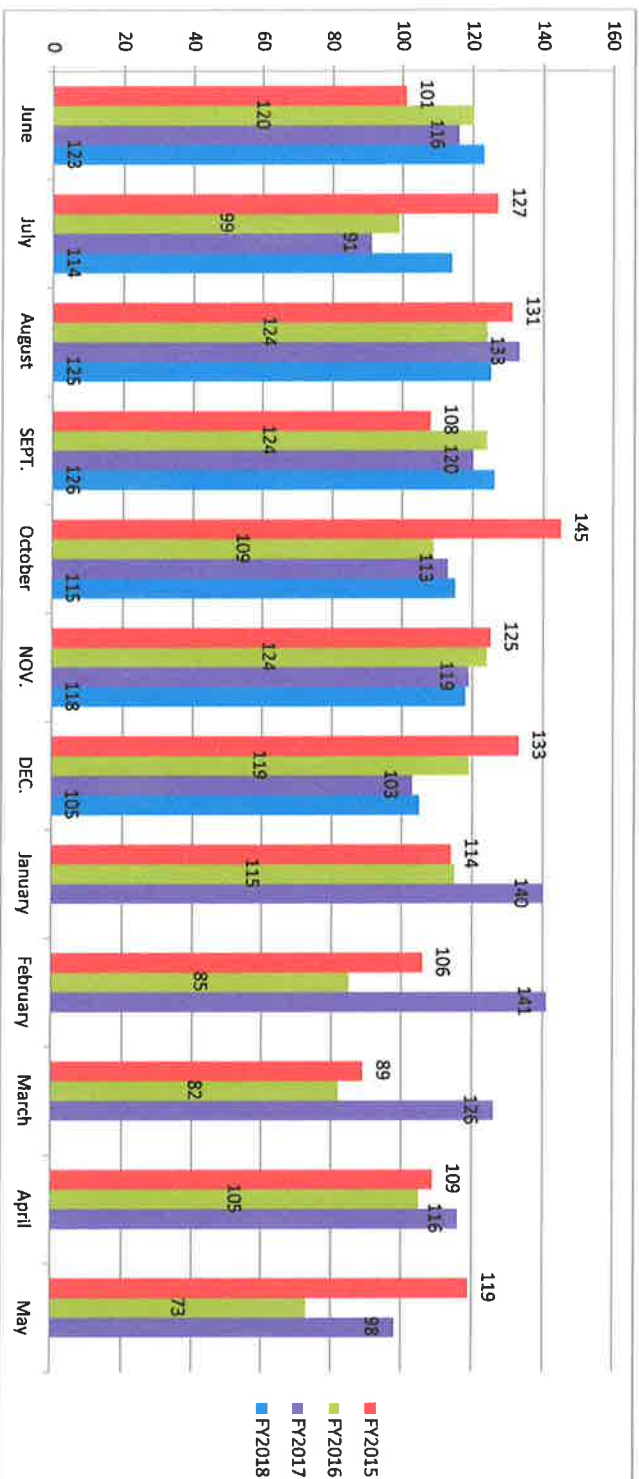
	# Of W/O's Created	# of W/O's Open	# of W/O's Closed
Contractor	5	1	4
Carpenter	38	26	12
Community Services	1	0	1
Exterior	62	35	27
Facilities Inspector	30	13	17
Landscaping	4	3	1
Plumbing	59	19	40
Painting	17	10	7
Pest Control	54	17	37
Roofing	22	18	4
USP	105	7	98
USP Call Backs	10	1	9
Total	406	150	256

U.S.P. Billable W/O Percentage

	FY2015	FY2016	FY2017	FY2018
June	101	120	116	123
July	127	99	91	114
August	131	124	133	125
SEPT.	108	124	120	126
October	145	109	113	115
NOV.	125	124	119	118
DEC.	133	119	103	105
January	114	115	140	
February	106	85	141	
March	89	82	126	
April	109	105	116	
May	119	73	98	

	FY2015		FY2016		FY2017		FY2018	
	Billed	%	Billed	%	Billed	%	Billed	%
June	56	44.0%	78	62.1%	51	46.79%	41	33.33%
July	35	34.6%	75	75.7%	32	35.55%	32	28.07%
August	63	48.1%	76	61.3%	47	35.34%	51	40.80%
SEPT.	60	55.5%	67	52.8%	31	25.83%	43	32.57%
October	55	39.6%	66	60.6%	52	47.27%	56	51.38%
NOV.	60	49.2%	59	49.2%	46	38.65%	51	43.22%
DEC.	53	40.0%	79	66.4%	45	43.69%	48	48.48%
January	44	38.6%	75	65.2%	56	40.00%		
February	29	27.4%	44	51.7%	46	35.11%		
March	39	43.8%	46	56.0%	39	46.42%		
April	58	50.4%	46	43.8%	39	33.62%		
May	59	49.6%	29	39.7%	42	42.86%		

Total Number of U.S.P. Work Orders by Month



December 2017
USP RESPONSE TIME IN WORK DAYS

December 01	4
December 04	5
December 05	8
December 06	6
December 07	6
December 08	4
December 11	8
December 12	6
December 13	3
December 14	6
December 15	2
December 18	11
December 19	5
December 20	5
December 21	6
December 22	4
December 25	0
December 26	5
December 27	5
December 28	2
December 29	4

TOTAL NUMBER OF WORK ORDERS TAKEN.....115
 U.S.P. WORK ORDERS TAKEN.....105
 CALL BACKS.....010
 OPEN WORK ORDERS.....006
 CANCELED WORK ORDERS.....000
 TOTAL NUMBER OF WORK ORDERS COMPLETED.....109
 APPOINTMENTS035

COMPLETED WORK ORDER BREAKDOWN {SANS APPOINTMENTS}

0 Days = 52 work orders --- 81.25%--completed same day
 1 Days = 12 work orders --- 18.75 %--completed in one day
 2 Days = 00 work orders --- 00.00. %--completed in two days
 3 Days = 00 work orders --- 00.00%--completed in three days
 5 Days = 00 work orders --- 00.00%--completed in five days
 6 Days = 00 work orders --- 00.00%--completed in six days