

January, 2016

MAINTENANCE MANAGEMENT REPORT



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	11/3/2014	Sump pump working		
110	1/6/2016	Sump pump working		Replaced 1 pump
111	1/6/2016	Sump pump working		Replaced 1 pump
114	11/3/2014	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	11/24/2014	Sump pump working		
218	11/24/2014	2 Sump pump working in boiler room		
223	9/17/2015	Sump pump working		Pump Works
224	12/3/2014	Sump pump working		
Bldg#	Last Insp.	Notes		
228	12/3/2014	Sump pump working Pit cleaned		
307	2/5/2014	One pump working in boiler room		
308	12/21/2014	Installed new pump cleaned pit		
310	12/16/2014	Sump pump working		
312	1/21/2014	Sump pump working		
Bldg#	Last Insp.	Notes		
401-2	1/6/2016	Installed 2 new sump pumps	1/6/2016	Pump Works
404-2	1/6/2016	2 pumps both working	1/6/2016	Pump Works
405	6/18/2015	Installed 2 new sump pumps		Installed new check valve
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	1/21/2014	Sump pump working			
520	1/21/2014	Installed new pump			
527	9/17/2015	Sump pump working			Pump Works
528	5/23/2014	Sump pump working			
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)	10/30/2014	Both working good		2	Both sump pumps are working
523 (2)	10/30/2014	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	9/18/2015	Pump working on photo cell			
537	9/18/2015	Sump pump working			
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	1/30/2015	Replaced sump pump in boiler room			
602	5/23/2014	One new installed			
603					
604	7/14/2014	No sump pump. Crawlspace dry			
605 (1)	7/14/2014	Sump pump working good			
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)	10/29/2014	One pump working		
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)	7/14/2015	Two pumps in boiler room, both working		
829 (2)	6/17/2015	Both sump pumps working. Replaced one pump		
830	2/24/2015	Two pumps work		
835	3/5/2015	One pump working		
836	3/3/2015	One pump working		
Bldg#	Last Insp.	Notes		
842	10/10/2014	Sump pump working		
904 (2)	3/25/2015	Sump pumps working		
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)	1/27/2014	Sump pump working		
955	7/14/2014	No sump pump		

SUMP PUMP INSPECTIONS

Updated:3/5/2014

957-2	7/14/2014	Sump pump working good			
965	7/14/2014	Sump pump working good			
968	7/14/2014	Sump pump working good			
970	7/14/2014	Sump pump working good			

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 inspections, sealing plumbing chases, sump pump checks, boiler room inspections, drainage work and follow up repairs from ongoing inspections.
Landscaper Crew	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.
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 awarness, weekly inspections being performed. Also cleaning storage areas and checking l
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 c
Contractors	Contractors continue to work on property as needs are identified and work is authorized.
Emergency Duty	Fully staffed.
January, 2016 mgt	

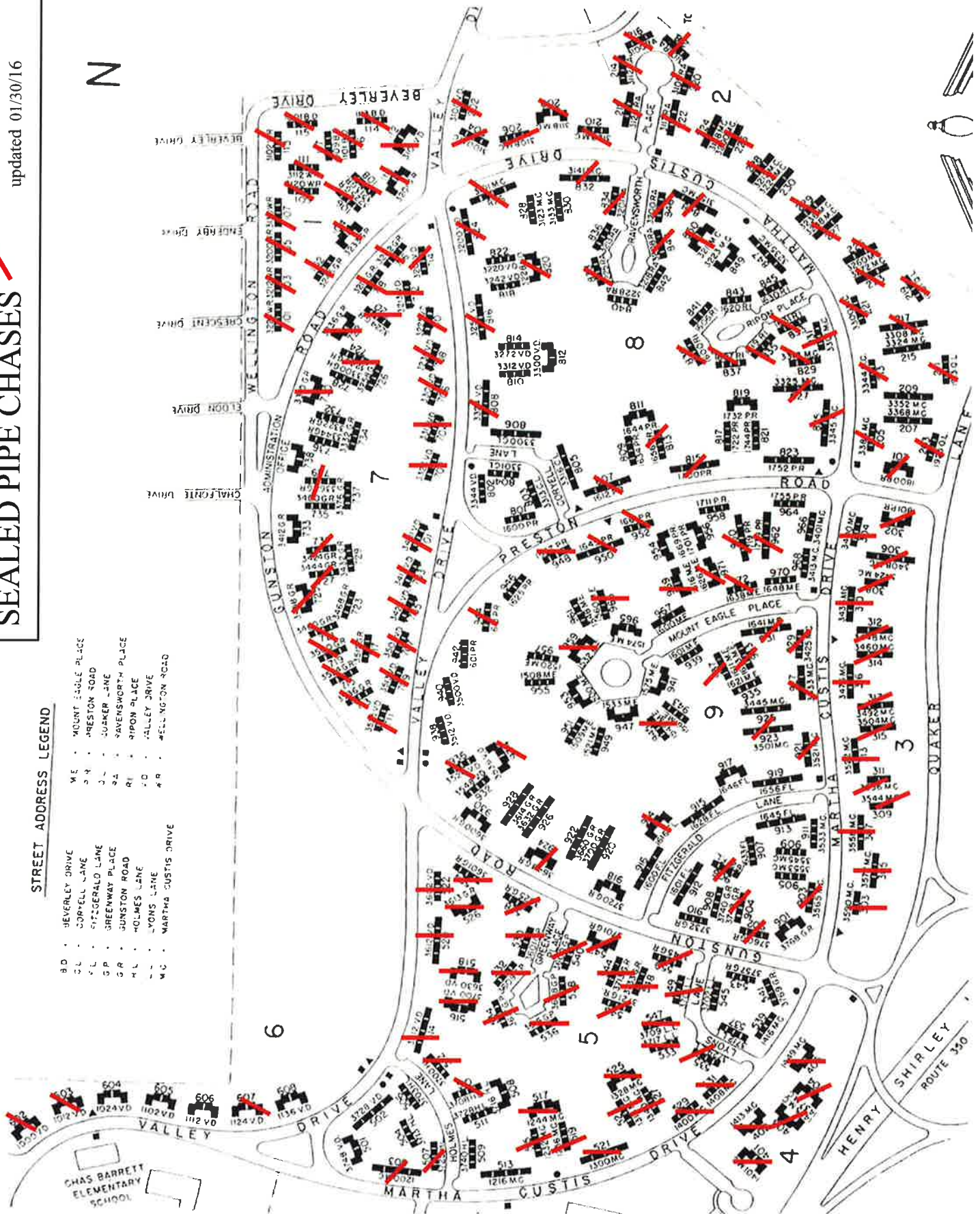
2/10/2016

SEALED PIPE CHASES

updated 01/30/16

STREET ADDRESS LEGEND

BD	BEVERLY DRIVE	ME	MOUNT EAGLE PLACE
CL	CORPUS LANE	PR	PRESTON ROAD
FL	FITZGERALD LANE	UN	UNION LANE
GP	GREENWAY PLACE	RA	RAVENSWORTH PLACE
GR	GUNSTON ROAD	RI	RIPON PLACE
HL	HOLMES LANE	VO	VALLEY DRIVE
LY	LYONS LANE	AR	ARLINGTON ROAD
MC	MARTHA CUSTIS DRIVE		



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

*** 9/28 Put viscosis fluid in smaller cutter head while using on 6" drains @ 142.8 hrs. due again @ 182-192***

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
211	X		sm/le/jp	10/16/2014	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	1/6/2016	Snaked stack - 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	2/6/2014	Snaked with jetter
548	X		sm/wm/le	2/6/2014	Snaked with jetter
965	X	X	sm/wm/le	2/6/2014	Snaked with jetter
936		X	sm/wm/le	10/16/2014	Snaked with jetter
224	X		sm/wm/le	9/3/2015	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
313	X		sm/wm/le	3/24/2014	Snaked inside and out
316	X		sm/le/nc	3/24/2014	Snaked with jetter

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Updated:6/9/14

*** 9/28 Put viscovis fluid in smaller cutter head while using on 6" drains @ 142.8 hrs. due again @ 182-192***

EQUIPMENT USED				Completed by	DATE	Notes/comments
Building	JET	CAM				
215	X			sm/lnc	9/3/2015	Snaked with jetter
221	X			sm/lnc	3/27/2014	snaked with jetter from crawl space
827	X			sm/lnc	3/27/2014	snaked with jetter from crawl space
841	X			sm/lnc	3/27/2014	Concrete covering pipe. Have to clean from crawl space
103	X			sm/lnc	3/27/2014	Snaked out line with wart hog.
116	X			sm/lnc	3/27/2014	Snaked 6" cleanout
116	X			sm/lnc	3/27/2014	Snaked 6" Cleanout
304	X			sm/lnc	3/27/2014	Snaked out line
306	X			sm/lnc	3/27/2014	Snaked out line
308	X			sm/lnc	3/27/2014	Snaked out line
310	X			sm/lnc	3/27/2014	Snaked out line added root x
731	X			le/lnc	4/1/2014	snaked with jetter
206	X			wa/lnc/sar	1/19/2015	Snaked main sewer. Scheduled replacement sewer pipe due to damage and back-up
737	X			sm/al/le	5/8/2014	Snaked out line
818	X			sm/al/le	5/8/2014	Snaked main sewer 6" (cleanout in back under stone at end of patio)
820	X			sm/al/le	5/8/2014	Snaked main sewer 6"
822	X			sm/al/le	5/8/2014	Snaked main sewer 4"
826	X			sm/al/le	9/3/2015	Snaked main sewer 6"
222	X			sm/al/le	5/22/2015	Snaked out drain line
726	X			sm/al/le	5/22/2015	Snaked with jetter
832	X			sm/al/le	5/8/2014	Snaked out line
830	X	X		sm/al/le	5/8/2014	Used camera found roots, used wart hog and root-x
711	X			sm/al/le	5/8/2014	Cleaned sewer line
729	X			sm/al/le	5/8/2014	Snaked out line
839	X			sm/al/le	5/8/2014	Placed on yearly list. Snaked from crawl space
847	X			sm/al/le	5/8/2014	Snaked everything is okay.
833	X	X		sm/al/le	5/8/2014	Snaked with jetter
103	X			sm/al/le	5/8/2014	Snaked with jetter

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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		
117	X		sm/aj/le	5/8/2014	Snaked with jetter
112	X		sm/aj/le	5/8/2014	Snaked with 1500
114	X		sm/aj/le	5/8/2014	Snaked with jetter may need to camera
835	X		sm/le/aj	9/25/2015	Snaked out line
828	X		sm/le/aj	5/8/2014	Snaked with jetter
716	X		sm/nc	10/2/2015	Snaked stack -Jetted
202	X		sm/nc/jp	1/6/2016	Snaked with jetter
712	X		sm/nc/wm	5/22/2014	Snaked with jetter
228	X		sm/nc	9/3/2015	Snaked with jetter
738	X		sm/nc	3/27/2015	Replaced section of sewer line
843	X		sm/nc	5/22/2014	Snaked out line with wart hog
849	X	X	sm/nc	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	5/29/2014	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		sm/wm/jp	9/3/2015	Snaked out drain line
218	X		sm/wm/jp	9/3/2015	Snaked out drain line
805	X		sm/wm/jp	5/30/2014	Snaked main sewer 6 "
223	X		sm/wm/jp	6/6/2014	Snaked out line
225	X		sm/wm/jp	6/6/2014	Snaked out line
813	X		sm/nc	1/15/2015	snaked main sewer
733	X		sm/le/jp	6/6/2014	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
530	X		sm/wm/jp	0317/2015	Replaced sewer line
206	X		sm/nc	3/15/2015	Replaced sewer line
708	X		sm/le/jp	3/10/2015	Replaced sewer line
503	X		sm/wm/jp	12/3/2014	Snaked out line, Installed red clean-out cap
903	X		sm/le/jp	1/6/2016	Snaked stack -Jetted
903	X		sm/wm/jp	1/6/2016	

*** 9/28 Put viscovis fluid in smaller cutter head while using on 6" drains @ 142.8 hrs. due again @ 182-192***

Monthly Contractor Work Calendar AA

January 2016

Northern Va Roofing

966/3401- Repair/replace porch gutter;907/1639-replace gutter in front and back 100ft;550/3753-replaced 3 ridge tiles in the front;538/3614- replace broken tiles in the rear;214/3118- reset edge tiles in the rear and check roof over;207/3380- replaced 2 broken tiles in front and cracked tile at stack; 945/1551- replaced broken tile in the front;923/3501- missing tile in the front;709/3515- broken tile in the rear;814/3274-resecure 4 tiles in the rear; 913/1645- rotten wood in the rear;604/1024- re-nail gutter, replace flashing at stack pipe and replace rear gutter; 215-3324- replaced rear gutter;923/3515- check for leak/ tiles in rear;966/3403- replaced flashing at stack pipe in front;312/3454- replaced gutter 130ft;213/3350- loose tiles on the edge in the rear;115/1005- replace gutter in front 40ft; 848/3205- re-secure gutter in front;913/1655- replace gutter in the front; 227/3248-replace gutter in front 130ft; 543-3761- replaced gutter in front 60ft; 229/3238- gutter has fallen down; 227/3250- gutter has fallen down; 840/3230-inspect roof, mold in closet; 738/3360 -cut asbestos pipe out; 543/3761- Gutter hanging.

INDUSTRIAL DISPOSAL SERVICE Maint. Yard

Ongoing: Trash and brush dumpster removal services continue at the Maintenance Yard

JEFFERY TRASH SERVICE

Ongoing: Property wide residential door to door trash removal.

E & G SERVICES

Building 103: PEX pipe, Building 105: PEX pipe, Building 107: PEX pipe, Building 109 PEX pipe, Building 831: Waterproof, Building 801/1602: Waterproof

ENVIROTEX

Building 401/1403: Building 916: Crawlspace abatement

POTOMAC DISPOSAL SERVICE (PDS)

Ongoing: Recycle collections continue to be very successful... currently dumping three 8 yd. containers twice weekly.

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> ● →		
1/2/16	Maint Yard		Yes				Alonzo Alexander
2/2/16	Maint Yard		Yes				Alonzo Alexander
3/2/16	Maint Yard						
4/1/16	Maint Yard						
5/1/16	Maint Yard						
6/1/16	Maint Yard						
7/1/16	Maint Yard						
8/3/16	Maint Yard						
9/1/16	Maint Yard						
10/1/16	Maint Yard						
11/2/16	Maint Yard						
12/1/16	Maint Yard						

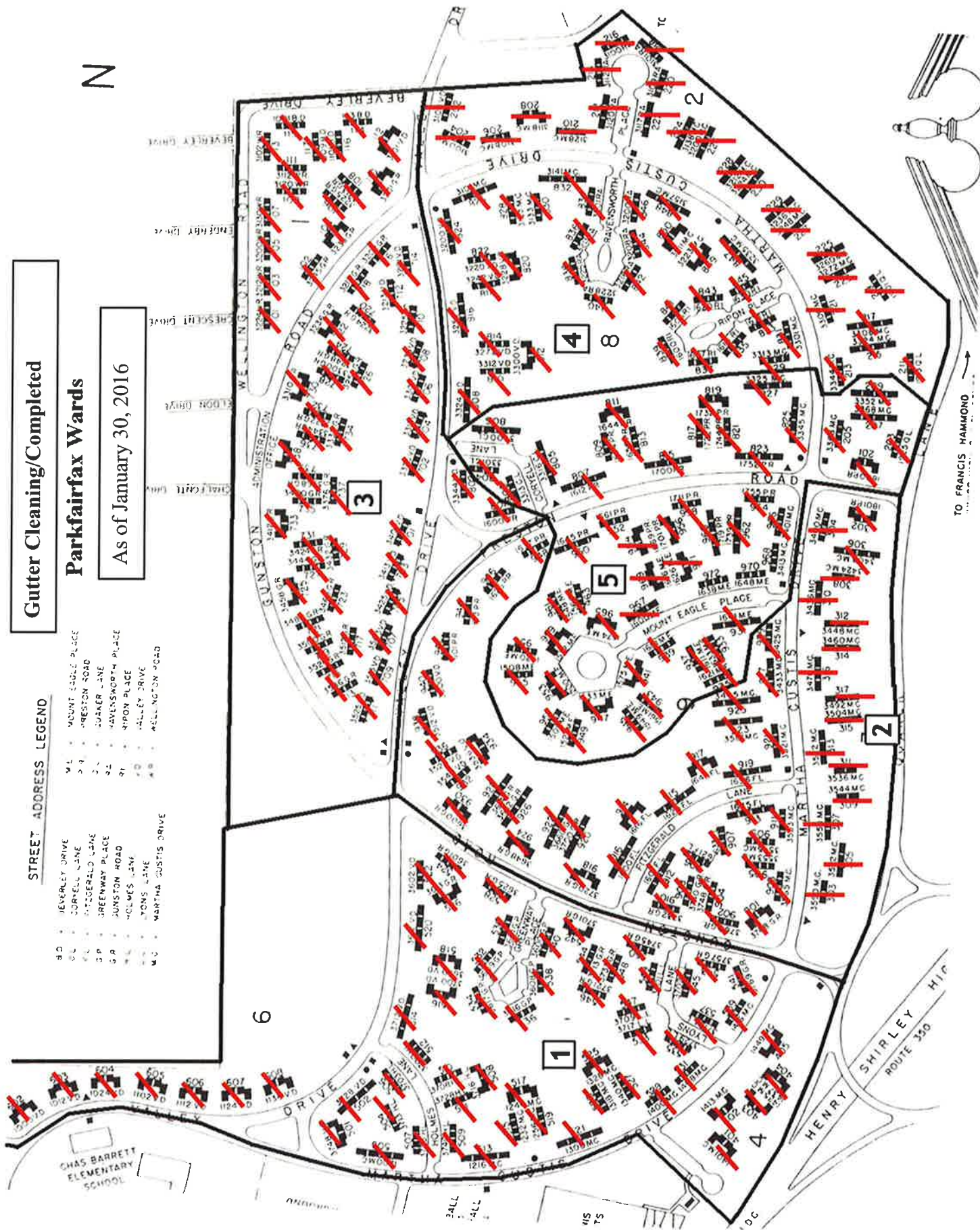
Gutter Cleaning/Completed

Parkfairfax Wards

As of January 30, 2016

STREET ADDRESS LEGEND

- | | | | |
|----|---------------------|----|-------------------|
| RD | JEVREY DRIVE | W1 | MOUNT EAGLE PLACE |
| CL | CORNELL LANE | 5A | WRESTON ROAD |
| EL | FITZGERALD LANE | 2C | CUAKER LANE |
| GP | GREENWAY PLACE | 42 | RAVENSWORTH PLACE |
| GA | JUNSTON ROAD | 91 | RIPOON PLACE |
| WA | HOLMES LANE | 40 | ALLEY DRIVE |
| MC | LYONS LANE | 48 | WELLINGTON ROAD |
| | MARTHA CUSTIS DRIVE | | |



DOMESTIC HOT WATER LINE REPLACEMENT SCHEDULE
(updated map of attempts and completions being updated weekly.)

UPDATED:7/9/2014

This work as well as sump pump inspections has t

SECTION	SECTION START DATE	REPLACEMENTS TO BE DONE	ABLE	UN ABLE	THIS WEEK	DONE SO FAR	TO DO LATER	PROJECTED DATE OF COMPLETION
700	Feb, 12	34	22	12		22	12	Jul-15
100	April, 12	16	9	7		9	7	Sept. 7 '12
900	May, 12	60				19		
800	May . 15	44				5		
500	Oct. 15	43				8		Oct, 2015
200	April, 13	25				10		
300	June, 13	5				1		
400	Feb, 15	4				1		Feb,2015
600	July, 13	6				0		

DOMESTIC HOT WATER LINE REPLACEMENT SCHEDULE
(updated map of attempts and completions being updated weekly.)

UPDATED:7/9/2014

been preempted by other pressing work

NOTES
Replaced cold feed between building 706-708 July 2015
)
Being reviewed for scheduling
Replaced recirc line and 3/4 pex
Replaced hot feed H20 between building 504-507 (1"Pex Line)
Replaced hot feed H20 between building 401-402 (1"Pex Line)

LAUNDRY AND BOILER ROOM INSPECTION

Month of January 2016

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

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

February 2016

Anniversaries- Jones 2/14 (26 yrs '16); S. Johnson 2/4 (13 yrs in '16) Luis Escobar 2/4 (8 yrs '16)

Attic Inspections- **Alarms** (+ Structural & Electrical in '16 every 2 years again in '18)

Underway

Emergency Lighting checked @ 738 & 401

Underway

Eye Wash Station Flush- Quarterly

Underway

Gas Odorant Inspection

Completed

Management Report-

Completed

Newsletter

Completed

OSHA 300A Form (2016) Posted 1st

Underway

Sill Cocks Replacements- freezeless wall hydrants

Ongoing

Storm Drain Renovation Program- as weather permits

Ongoing

PEX Piping

Ongoing

Swimming Pool- RFP whitecoat?

TBD

Vacation Schedule Prepared 2016

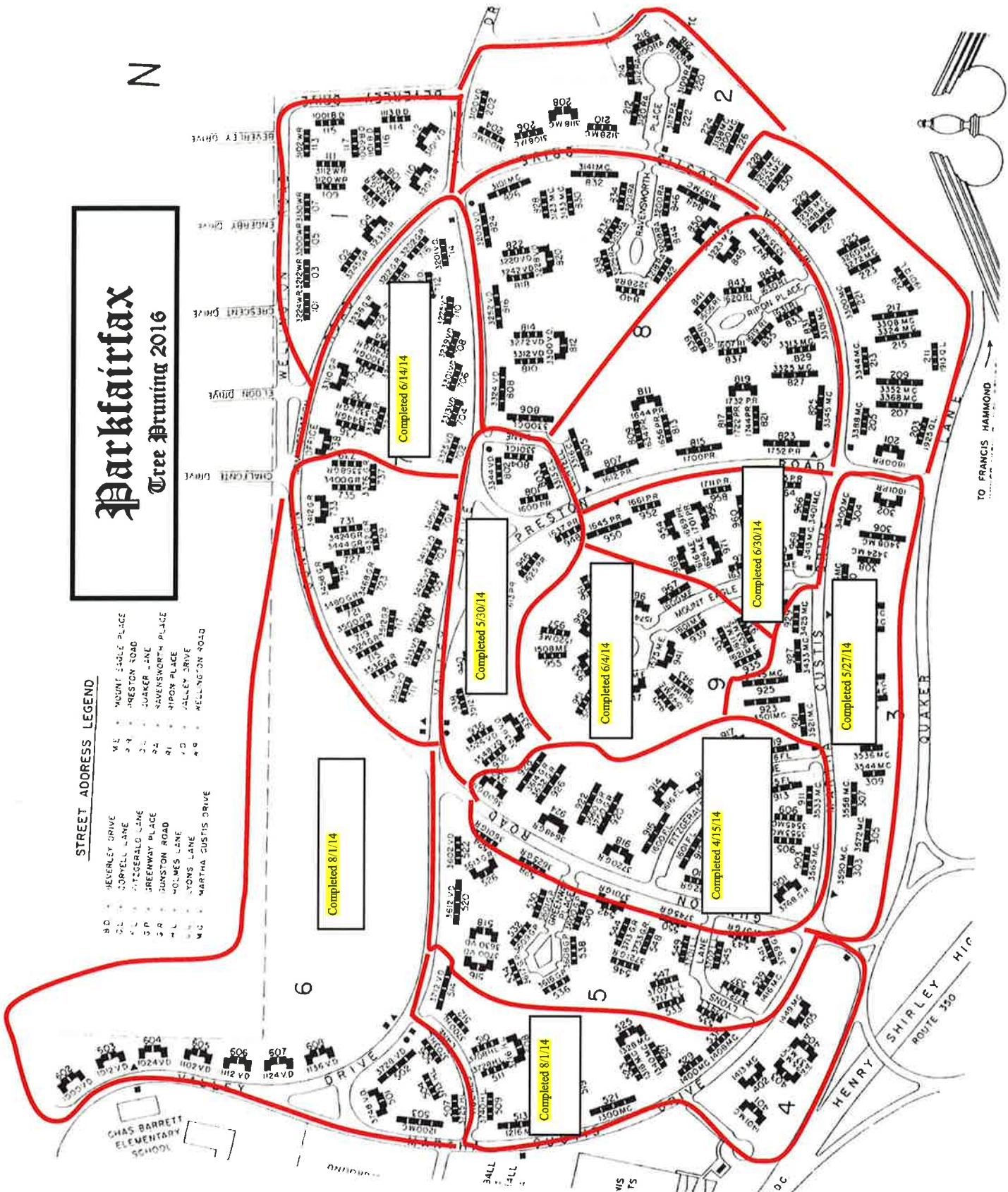
Underway

Markfairfax

Tree Pruning 2016

STREET ADDRESS LEGEND

90	NEVERLEY DRIVE	M	MOUNT EAGLE PLACE
91	JOYELL LANE	34	PRESTON ROAD
92	STIGERLAL LANE	35	QUAKER LANE
93	GREENWAY PLACE	36	NAVENSWORTH PLACE
94	TUNSTON ROAD	37	WIPON PLACE
95	WOLVES LANE	38	VALLEY DRIVE
96	STONS LANE	39	WELLINGTON ROAD
97	MARTHA CUSTIS DRIVE		



EMERGENCY DUTY SCHEDULE 2016

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

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

2016 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 703-768-3230

A. Alexander 703-772-2924

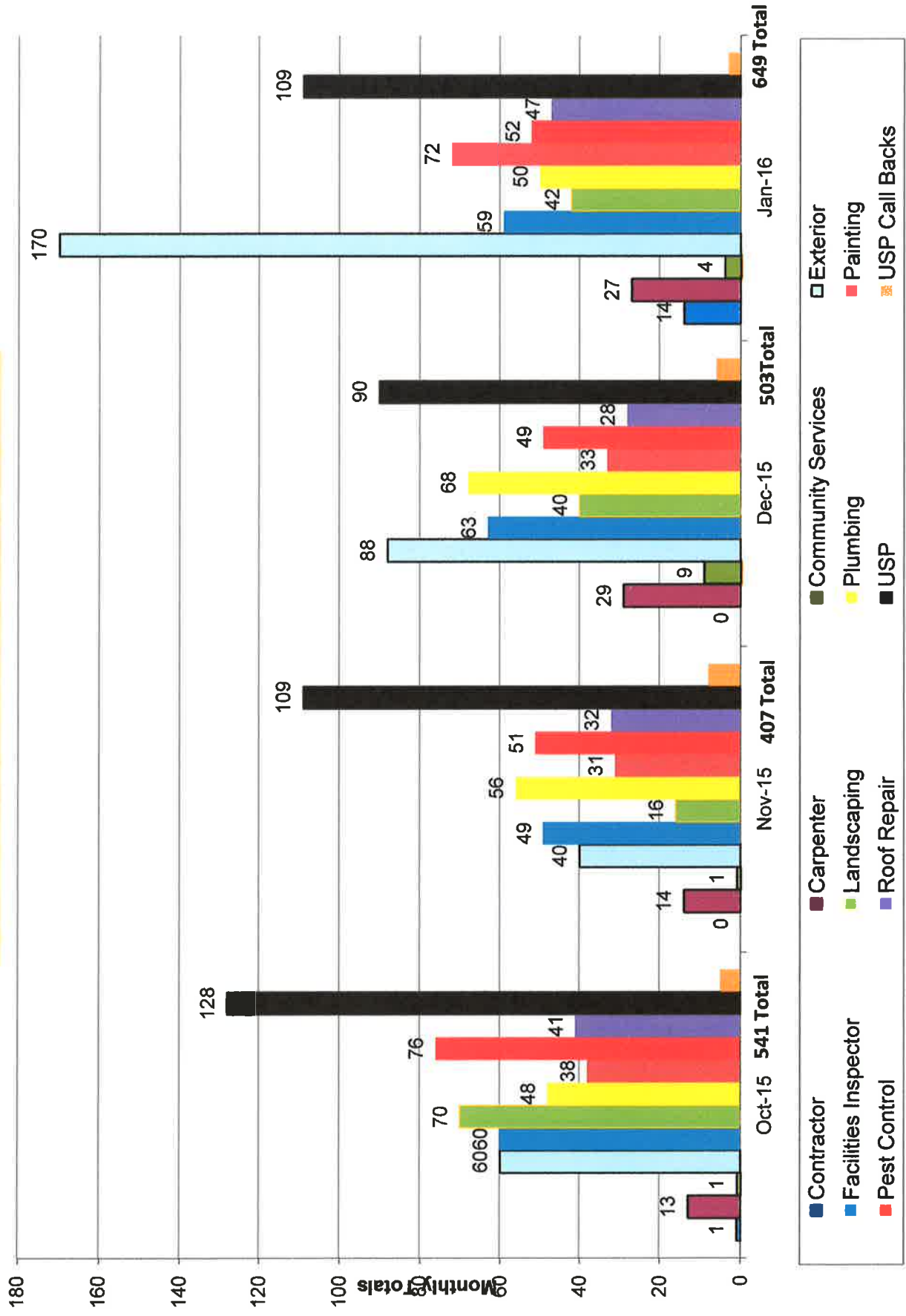
N. Wright 703-379-0286
 Cell 571-435-4064

A.J. Morton 310-869-3148

W. Amenuvor 703-485-5821

D. Conaway 804-824-8102

ON CALL	ON SITE BACK UP	ON CALL	ON SITE BACK UP
Norman Wright	A.J. Morton	Wisdom Amenuvor	Dexter Conaway
Dexter Conaway	Wisdom Amenuvor	A.J. Morton	Norman Wright



FY January 2016
USP RESPONSE TIME IN WORK DAYS

January 04	13
January 05	6
January 06	3
January 07	5
January 08	7
January 11	11
January 12	9
January 13	4
January 14	7
January 15	5
January 18	MLK Day
January 19	16
January 20	5
January 21	7
January 22	2
January 25	0
January 26	6
January 27	2
January 28	4
January 29	6

TOTAL NUMBER OF WORK ORDERS TAKEN.....112
U.S.P. WORK ORDERS TAKEN..... 109
CALL BACKS.....003
OPEN WORK ORDERS.....000
CANCELED WORK ORDERS.....001
TOTAL NUMBER OF WORK ORDERS COMPLETED.....111
APPOINTMENTS036

COMPLETED WORK ORDER BREAKDOWN {SANS APPOINTMENTS}

0 = 66 work orders --- 88.00%--completed same day
1 = 09 work orders --- 12.00%--completed in one day
2 = 00 work orders --- 00.00%--completed in two days
3 = 00 work orders --- 00.00%--completed in three days

	FY2013	FY2014	FY2015	FY2016
	Billed	%	Billed	%
June	92	101	120	141
July	107	127	99	161
August	105	131	124	122
SEPT.	112	108	124	105
October	137	145	109	128
NOV.	108	125	124	109
DEC.	116	133	119	96
January	148	114	115	109
February	89	106	85	
March	102	89	82	
April	119	109	105	
May	112	119	73	

	FY2013	FY2014	FY2015	FY2016
	Billed	%	Billed	%
June	52	46.9%	56	44.0%
July	47	55.1%	35	34.6%
August	53	50.4%	63	48.1%
SEPT.	59	52.7%	60	55.5%
October	64	46.7%	55	39.6%
NOV.	54	50.0%	60	49.2%
DEC.	48	43.6%	53	40.0%
January	73	49.3%	44	38.6%
February	44	49.4%	29	27.4%
March	58	56.8%	39	43.8%
April	59	49.5%	58	50.4%
May	59	52.7%	29	39.7%

Total Number of Work Orders by Month

