

December, 2015

MAINTENANCE MANAGEMENT REPORT



INSTALLED/REPLACED BTH A.O. SMITH WATER HEATERS

Updated 10/9/2014

	3/29/2013	2	1224m0001947			gas supply not enough to operate heater upon initial installation, meter to be changed
	4/10/2013	3	1224M0001950			
708	6/5/2014	1	1325M0001027	y		Removed one heater last year
	6/5/2014	2	1325M000997	n		
	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	1224M0001961	yes		
	9/22/2013	2	1224M0001962	no		Two abandoned water heaters in this room
	9/22/2013	3	1224M000178	no		
843	5/8/2014		1158m000764	y		
	5/8/2014		1328M0001036	n		
	5/8/2014		1325M0001035	n		
941	2/15/2015	1	1325M0001024	n		
		2	1325M0001025			
911	7/28/2014	1	1418M000657	n		
	7/28/2014	2	1325M0001023	n		
829	9/17/2014	1	1429M000535	n		Three abandoned heaters
	9/17/2014	2	1335M000146	n		
	9/17/2014	3	1429M000325	n		

INSTALLED/REPLACED BTH A.O. SMITH WATER HEATERS

Update 5/9/2014

944	12/15/2014	1	1437MOO1001	n		
	12/15/2014	2	1437MOO0998	n		
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		

LAUNDRY AND BOILER ROOM INSPECTION

Month of December 2015

LAUNDRY ROOM INSPECTIONS				
5 Weekly				
# of W.O open at the beginning of month	Inspection Dates. Week of Dec 1-4 Dec 7-11 Dec 14-18 Dec 21-25 Dec 28-31	New W.O made from Inspection	# of W.O completed during month	Total Open W.O At end of month
20	Dec 1-31	20	20	20

BOILER ROOM INSPECTIONS				
5 Weekly				
# of W.O open at the beginning of month	Inspection Dates. Week of Dec 1-4 Dec 7-11 Dec 14-18 Dec 21-25 Dec 28-31	New W.O made from Inspection	# of W.O completed during month	Total Open W.O At end of month
20	Dec 1-31	20	20	20

Highly used 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 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			
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	7/2/2014	Snaked out line, 6"
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

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

*** 9/28 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

*** 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			
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/hc	10/2/2015	Snaked sewer line
202	X		sm/hc/jp	5/22/2014	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/hc	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/hc	5/29/2014	Snaked with jetter
834	X		sm/jp/hc	5/29/2014	Snaked with jetter
838	X		sm/jp/hc	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/hc	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	03/17/2015	Replaced sewer line
206	X		sm/hc	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 ned clean-out cap
706	X		sm/le/jp	3/10/2015	Replaced sewer line
501	X		sm/wm/jp	5/22/2015	Snaked out line

December 2015

NORTHERN VA ROOFING

315/3510-Broken roof tile in the front; 313/3528-Preplae several broken tiles in the front; 317/3492-Ck/replace roof tiles entire front; 102/3251-Re-secure tile at porch; 207/3380-Replace broken roof tile & ck stack pipe flashing & tiles; 210/3130-Replace stack pipe flashing/ck for leak low side; 847/3253-Replace pipe flashing in the front; 608/1140-Broken roof tile in the front; 917/1646-Broken roof tiles in the front; 516/3710-Broken roof tiles; 532/3613-Broken roof tiles in the rear; 915/1630-cracked tile in the front; 306/3416-Replace roof tile in the rear; 311/3536-Replace roof tile; 226/3204-Broken roof tile in the rear; 230/3228-Broken roof tile in the front; 710/3235-Repair roof & ck the whole roof over in the rear; 542/3705-Ck for leak ASAP; 532/3615-Missing tile in the rear; 313/3530-Replace 6 broken tiles; 105/3208-Replace roof in the rear; 715/3526-Replace or repair gutter in the front; 734/3340-Ck for leak in the rear ASAP; 971/1630-Ck front rear for any damage & replace broken roof tiles in the rear; 548/3735-Broken roof tiles in the front & back; 831/3311-ck step flashing in the front; 960/replace broken tiles; 838/3229-hole in the roof in the rear

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 726: PEX pipe, Building 101: PEX pipe, Building 103: PEX pipe, Building 728: Waterproof

ENVIROTEX

Building 916/1614: Air sample, Building 837: Crawlspace Abatement, Building 817/1726: Mold Abatement, Building 817/1728: Mold Abatement.

POTOMAC DISPOSAL SERVICE (PDS)

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

DOMESTIC HOT WATER REPLACEMENT SCHEDULE

(updated map of attempts and completions being updated weekly.)

UPDATE /9/2014

This work as well as sump pump inspections has b

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 REPLACEMENT SCHEDULE
(updated map of attempts and completions being updated weekly.)

UPDATE 9/2014

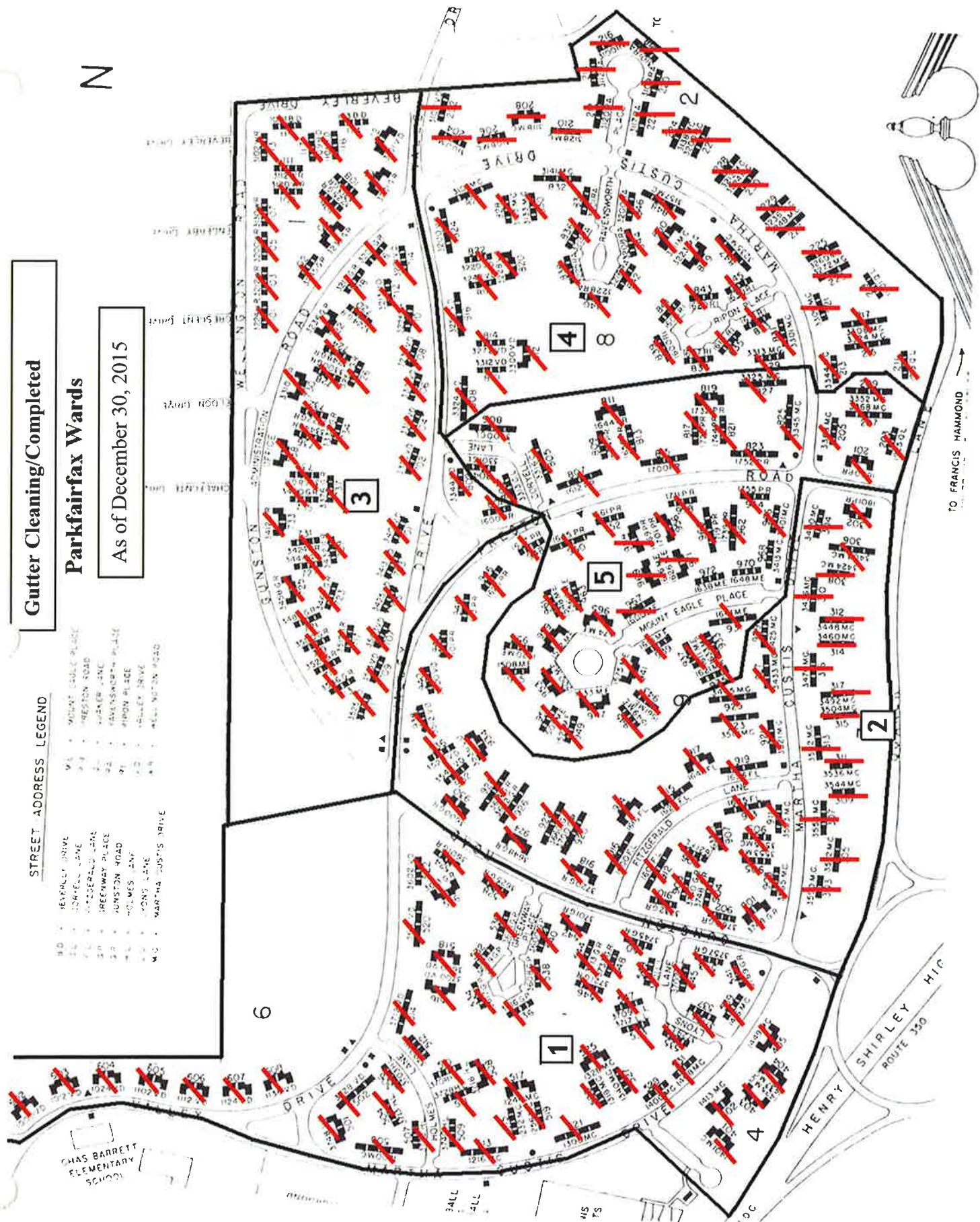
been preempted by other pressing work

NOTES
Replaced cold feed between building 706-708 July 2015
)
Being reviewed for scheduling
Replaced recirc line and 3/4 pex
Replaced hot feed H2O between building 504-507 (1"Pex Line)
Replaced hot feed H2O between building 401-402 (1"Pex Line)

Parkfairfax Wards

As of December 30, 2015

STREET ADDRESS LEGEND

[illegible]

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						
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						

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.
Landscaping 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
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
Contractors	Contractors continue to work on property as needs are identified and work is authorized.
Emergency Duty	Fully staffed.
December, 2015 mgt	

1/14/2016

SUMP PUMP INSPECTIONS

Updated 3/5/2014

			New		
Bldg#	Last Insp.	Notes	Inspection	Notes	
102-2	11/14/2014	Sump pump working			
104	11/3/2014	Sump pump working			
110	11/3/2014	Sump pump working			
111	11/3/2014	Sump pump working			
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	12/11/2014	Installed 2 new sump pumps			
404-2	06/30/2015	2 pumps both working			
405	6/18/2015	Installed 2 new sump pumps		Installed new check valve	
504	7/14/2014	Pump working cleaned out pit			
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

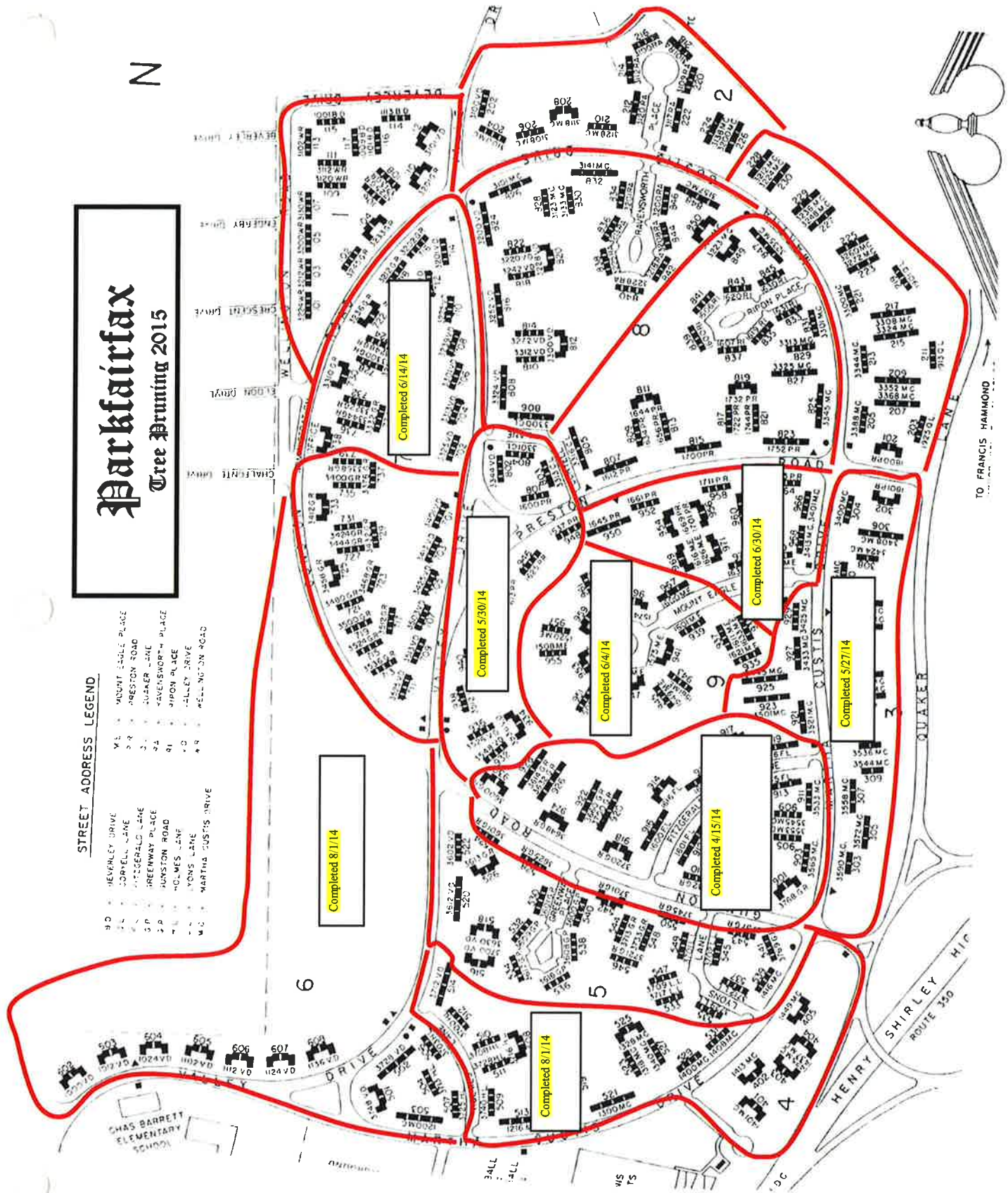
957-2	7/14/2014	Sump pump working good			
965	7/14/2014	Sump pump working good			
968	7/14/2014	Sump pump working good			
970	7/14/2014	Sump pump working good			

Parkfairfax

Tree Pruning 2015

STREET ADDRESS LEGEND

90	BEVERLY DRIVE	95	MOUNT EAGLE PLACE
91	CORRY LANE	96	PRESTON ROAD
92	WILKES LANE	97	QUAKER LANE
93	GREENWAY PLACE	98	RAVENSWORTH PLACE
94	HUNTON ROAD	99	RIPON PLACE
95	HOLMES LANE	100	VALLEY DRIVE
96	LYONS LANE	101	WELINGTON ROAD
97	MARTHA CUSTIS DRIVE		



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		
960				
961	x	x		

Rhino Guard Install

August 11, 2015

[illegible]

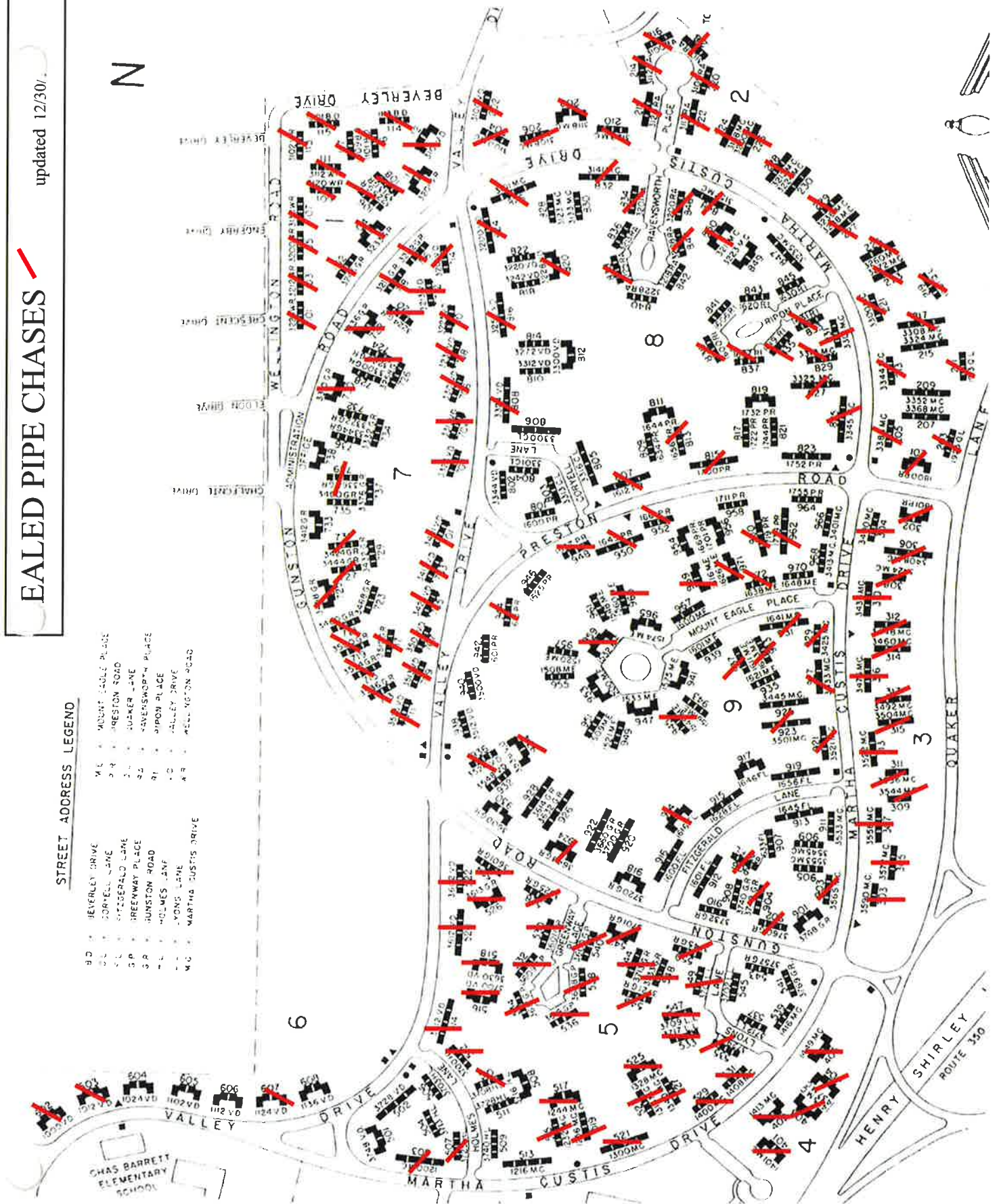
EALED PIPE CHASES

updated 12/30/

STREET ADDRESS LEGEND

90	BEVERLY DRIVE	MC	MOUNT EAGLE PLACE
91	CONVALL LANE	PR	PRESTON ROAD
92	STAGGARD LANE	LN	LUNGER LANE
93	GREENWAY PLACE	PL	RAVENSWORTH PLACE
94	GUNSTON ROAD	PI	PIPHON PLACE
95	HOLMES LANE	VD	VALLEY DRIVE
96	WYONG LANE	AR	WELLINGTON ROAD
MC	MARTHA CUSTIS DRIVE		

N



January 2016

Anniversaries-

Asbestos O & M Training- review/set schedule

Completed

Attendance Evaluation 2016

Attic Inspections- Alarms yearly/(Structural/Electrical in '16 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 1/13

Completed

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

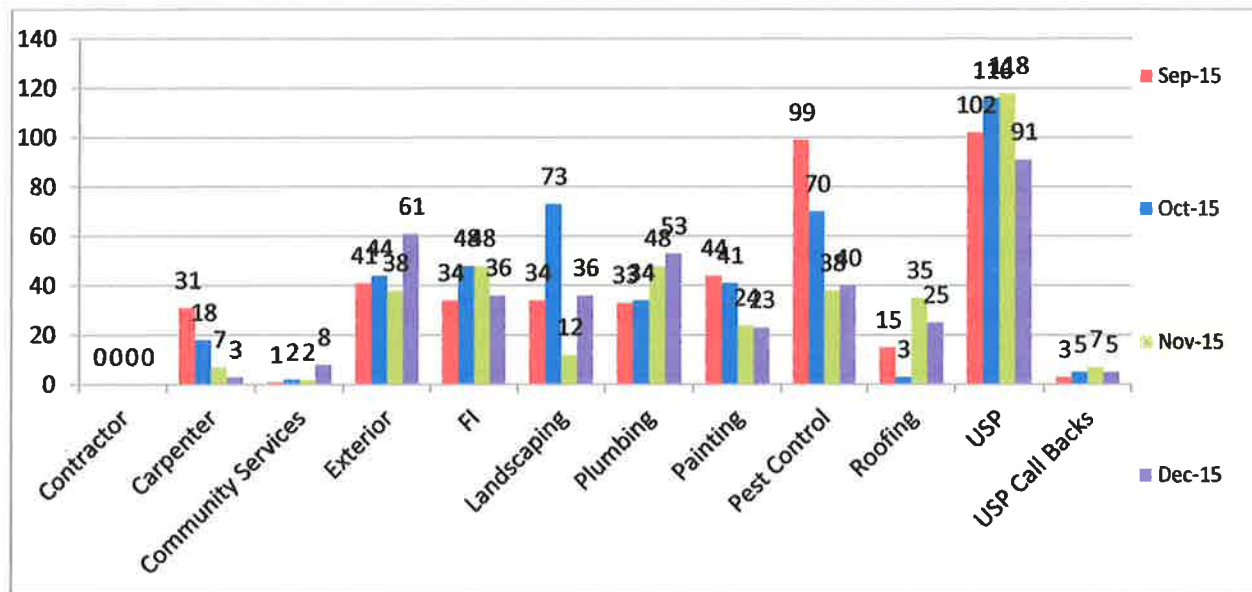
Ongoing

Storm Sewer Program (weather permitting)

Ongoing

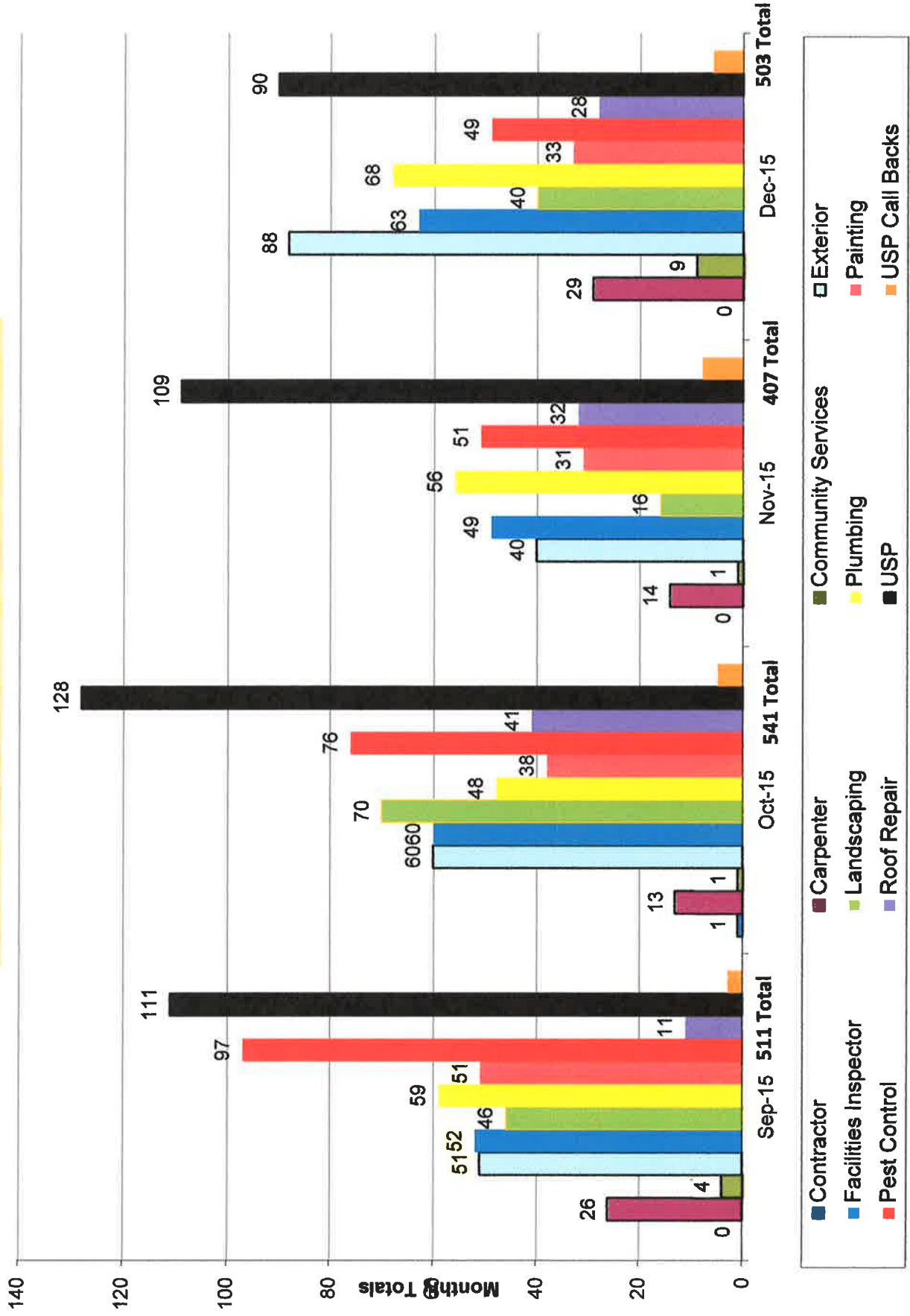
Closed Work Order Report- December 2015

1/5/16



	# of W/o's Created	# of W/o's Closed	# of Remaining W/o's
Contractor	0	0	0
Carpenter	29	3	26
Community Services	9	8	1
Exterior	88	61	27
Facilities Inspector	63	36	27
Landscaping	40	36	4
Plumbing	68	53	15
Painting	33	23	10
Pest Control	49	40	9
Roofing	28	25	3
USP	90	91	-1
USP Call Backs	<u>6</u>	<u>5</u>	<u>1</u>
Totals	503	381	122

Work Orders Created (September 2015- December 2015)



Parkfairfax Condominium Unit Owners Association

Contract Summary

<u>Company</u>	<u>Service</u>	<u>Begin Date</u>	<u>End Date</u>
Almo Construction	Stoop Replacement	3/1/2013	12/31/2015
Chadwick, Washington, etc	Legal Services	10/1/2001	--
Comcast	Cable Agreement	7/1/2014	7/1/2024
Community Landscape Services	Landscape Services	3/1/2015	2/28/2016
DataPrise	Server Maintenance	3/25/2015	3/25/2018
Direct Energy	Natural Gas	1/1/2016	11/30/2018
Dominion Towing, Inc.	Towing Services	5/1/2013	
E & G	Plumbing Installations	12/1/2015	5/30/2016
Envirotex	Crawlspace Abatement (101-117)	6/8/2015	
Goldklang, Cavanaugh	Audit/Income taxes	2/1/2015	2/1/2016
Heartline Fitness	Fitness Equip. Service	4/29/2003	--
High Sierra Pools	Pool Management	3/1/2016	2/28/2017
Industrial Disposal Services	Commerical Trash Disposal	3/2/2009	3/31/2014
J.D. Rellek	Gas Pipe Survey, Inspections	9/7/2012	5/31/2016
Jeffrey Trash Service	Household trash collection	6/1/2014	5/30/2019
JP Lang Consulting	Landscape Services	2/1/2015	1/31/2016
Kesterson Plumbing	Sewer Clean Outs	7/1/2009	5/31/2016
KPA	Management Co.	11/1/2015	10/31/2016
Coin Mac	Laundry Machines	11/5/2013	11/5/2018
Man-U	Employee Health & Dental Insurance	1/1/2015	Month to Month or until the agreement is terminated
Mark Miller	General Manager	10/1/2014	9/30/2015
M-Files	Office System Services	2/1/2015	
Palmer Brothers Painting	Building Exterior Painting	3/1/2013	12/31/2017
Pitney Bowes	Postage Equipment	3/20/2012	9/20/2016
Suburban Pest Control	Pest Control	7/1/2011	12-17-14 Board approved to continue on a month to month basis
SunLife	Life/Disability Insurance	6/1/2013	5/31/2016
Tops IQ	Work Order System	3/1/2015	3/1/2017
VA/NC Laborers' District Council	Union Agreement	6/1/2014	5/30/2017
Weaver Brothers	Worker's Compensation -Property Insurance	6/1/2015 4/1/15	5/30/2016 3/31/16

FY December 2016
USP RESPONSE TIME IN WORK DAYS

December 01	3
December 02	7
December 03	3
December 04	8
December 07	5
December 08	7
December 09	3
December 10	6
December 11	1
December 14	8
December 15	3
December 16	4
December 17	5
December 18	1
December 21	3
December 22	3
December 23	3
December 24	1
December 25	Christmas
December 28	3
December 29	3
December 30	7
December 31	3

TOTAL NUMBER OF WORK ORDERS TAKEN.....096
U.S.P. WORK ORDERS TAKEN.....090
CALL BACKS.....006
OPEN WORK ORDERS.....000
CANCELED WORK ORDERS.....001
TOTAL NUMBER OF WORK ORDERS COMPLETED.....095
APPOINTMENTS018

COMPLETED WORK ORDER BREAKDOWN (SANS APPOINTMENTS)

0 = 76 work orders --- 97.18%--completed same day
1 = 07 work orders --- 02.82%--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	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%	59	49.6%

	FY2013	FY2014	FY2015	FY2016
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	
February	89	106	85	
March	102	89	82	
April	119	109	105	
May	112	119	73	

Total Number of Work Orders by Month

