

December 2019

MAINTENANCE MANAGEMENT REPORT



Monthly Contractor Work Calendar AA

December 2019

NORTHERN VA. ROOFING

525 / 1328 Martha Custis Drive - re-secured tiles at rake board on front of building, 545 / 3708 Lyons Lane - Replace missing roof tile right, rear side of building, 516 / 3708 Valley Drive - Replace missing roof tiles, 516 / 3708 Valley Drive - replaced missing roof tiles, 305 / 3578 Martha Custis Drive – replaced 3 broken roof tiles, 540 / 3604 Greenway Place – repaired pin hole leak and replaced 1 broken roof tile, 114 / 1115 Beverly Drive - replaced paper; Re-secured 1 tile; Replaced 1 tile, 802 / 3346 Valley Drive - repaired sheathing on the rear side of the building; replaced 4 broken roof tiles, 824 / 3212 Valley Drive - replaced sheathing on the rear of the building; replaced 5 broken tiles. 207 / 3374 Martha Custis Drive – replaced roof cap and broken roof tiles, 940 / 3502 Valley Drive – replaced 2 deck boards and 4 broken roof tiles, 803 / 3317 Coryell Lane – rescued 1 roof tile and replaced 1 broken roof tile, 215 / 3328 Martha Custis Drive - replace stack pipe ,plywood, replaced 5 decking boards, ½ roll Ice & Water Shield, installed Lifetime Pipe Collar, and replaced 30 tiles.

INDUSTRIAL DISPOSAL SERVICE Maint. Yard

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

E & G LLC

Building 715: Water Main

CAPITOL TRASH SERVICE

Ongoing: Property wide residential door to door trash removal.

ALMO CONSTRUCTION

Building 215: Chimney Repair

WASTE MANAGEMENT

Ongoing: Recycle collections continue to be very successful...currently dumping 8 yd. containers twice weekly, brush and metal on as needed basis.

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 crawl/space inspections, sealing plumbing chases, sump pump checks, boiler room inspections, drainage work and follow up repairs from ongoing inspections.
Landscape 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 awariness, 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 Duty	Fully staffed.
December, 2019 mgt	

1/9/2020

Rhino Guard Install

November 12, 2019

Building	Front	Rear	Left side	Right side
101	x	x		
102	x	x		
103	x	x		
104	x	x		
105	x	x		
106	x	x		
107	x	x		
108	x	x		
109	x	x		
110	x	x		
111	x	x		
112	x	x		
113	x	x		
114	x	x		
115	x	x		
116	x	x		
117	x	x		
201	x	x		
202	x	x		
203	x	x		
204	x	x		
205	x	x		
206	x	x		
207	x	x		
208	x	x		
209	x	x		
210	x	x		
211	x	x		
212	x	x		
213	x	x		
214	x	x		
215	x	x		
216	x	x		
217	x	x		

Rhino Guard Install

November 12, 2019

218	x	x		
219	x	x		
220	x	x		
221	x	x		
222	x	x		
223	x	x		
224	x	x		
225	x	x		
226	x	x		
227	x	x		
228	x	x		
229	x	x		
230	x	x		
302	x	x		
303	x	x		
304	x	x		
305	x	x		
306	x	x		
307	x	x		
308	x	x		
309	x	x		
310	x	x		
311	x	x		
312	x	x		
313	x	x		
314	x	x		
315	x	x		
316	x	x		
317	x	x		
401	x	x		
402	x	x		
403	x	x		
404	x	x		
405	x	x		
502	x	x		
504	x	x		
508	x	x		
510	x	x		

Rhino Guard Install

November 12, 2019

511	x	x		
512	x	x		
602	x	x		
603	x	x		
604	x	x		
605	x	x		
606	x	x		
607	x	x		
701	x	x		
712	x	x		
715	x	x		
716	x	x		
718	x	x		
723	x	x		
725	x	x		
726	x	x		
727	x	x		
731	x	x		
735	x	x		
738	x	x		
739	x	x		
805	x	x		
813	x	x		
814	x	x		
817	x	x		
819	x	x		
822	x	x		
824	x	x		
826	x	x		
828	x	x		
830	x	x		
831	x	x		
832	x	x		
833	x	x		
835	x	x		
840	x	x		
842	x	x		
845	x	x		
847	x	x		
848	x	x		
849	x	x		
850	x	x		
934	x	x		
937	x	x		
946	x	x		
947	x	x		
948	x	x		

Rhino Guard Install

November 12, 2019

949	x	x		
950	x	x		
951	x	x		
952	x	x		
961	x	x		
964	x	x		
966	x	x		

January 2020

Anniversaries-

Asbestos O & M Training- review/set schedule

Completed

Attendance Evaluation 2020

Attic Inspections- Alarms yearly/(Structural/Electrical in '22 done every 3 years in phases)

Scheduled

Exercise Room Painting and Carpet Cleaning (as required)

Underway

Gas Odorant Inspection

Completed

Respirator Fit Test

Underway

Heat Pump Filters Cleaned; ice machine filter cleaned

Underway

Holiday Tree-Remove Lights 1/10

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

[illegible]

Parkfairfax Weekly Update 12.30.19

We Wish Everyone a Safe, Healthy and Happy New Year!!!

Annual Chili Cook off: Will be held on Saturday, February 8th. Please see the Activities Committee notice on page 3 of the January newsletter for more information.

Our offices will be closing at 2:00 pm tomorrow for the New Year's Holiday and will reopen at 8:00 am on Thursday the 2nd. For any emergencies please call the after-hours number at: 877-370-2977

- **Trash Pick-up:** There will be NO trash nor recycling pick up on Wednesday the 1st. Capital will resume pickup on Thursday the 2nd and it will include both trash and recycling. We will resume normal Wednesday recycling next week. The maintenance yard will be open operating on normal hours with your access card 6:00am to 9:00pm.
- **Community Landscaping:** Leaf removal continues today and tomorrow with 4 crews onsite. The focus is on rears and the large open areas. If you see any missed areas, please alert the office and of course remember that any "yellow staked" areas will not be done. We have run into several issues regarding patio areas as many residents have a great deal of furniture and other items stored there. CLS takes pre-cautions on moving personal belongings and in most cases for liability issues will not move furniture. We do ask that residents move their items to one side of their patios to help facilitate the leaf clearing and if you prefer, you can rake the leaves off into the adjacent open areas for removal.
- **VDOT Construction Update:** VDot and TransUrban have begun the construction process for the new sound wall. The steel uprights for the wall are currently being installed. The good news is that much of the drilling is being done during the daytime. We are still awaiting an update as to when the fencing will be removed, and the additional tree work will be performed.
- **Laundry Room Etiquette:** We have been receiving several complaints regarding machine conditions.
 - There are two issues that have come up, first the use of laundry pods:
 - The number one rule to successful use is that the pods must be added to the empty washer drum BEFORE adding clothes and water. If the pod is placed on top of a load of clothes, it may not dissolve properly. This can result in streaks and spotting from deposits of detergent left on the wet clothes. Streaking can also happen if the washer is overloaded with clothes and the pod isn't exposed to enough water to dissolve. The pods and packs work well in standard top load washers and high-efficiency (HE) top-loading and front-loading washers. If the washer has an automatic detergent or fabric softener dispenser, skip them. The pod must be placed directly in the drum; NEVER in a dispenser drawer.
 - Secondly, pet hair, please be courteous and clean the tub, drums and dryer filter from the machines when washing a pet bed or blanket. Please do not leave it for the next user.
- **Dog Waste:** CLS is still reporting that during the leave blowing operations their staff has encountered numerous presents throughout the site, especially in rear areas. The same sentiments have been passed on by our gutter cleaning crews. We again cannot stress that not only is it a Parkfairfax rule but a City of Alexandria Ordinance that you scoop your pets waste. Do not toss your pet waste into the sand barrels, we have pet cans throughout the site and all it takes is a few more steps to dispose of it properly. See attached location map.

**Please remember to alert us to any issues you may see or are concerned about.
Use the buildium app or simply call the office at 703-998-6315.**