

**February 2020**

MAINTENANCE  
MANAGEMENT  
REPORT



## Monthly Contractor Work Calendar AA

February 2020

### NORTHERN VA. ROOFING

965 / 1578 Mount Eagle Place - replaced rotten plywood, 923 / 3507 Martha Custis Drive - removed tiles at front of building and replaced rotten plywood, 226 - 3202 Martha Custis Drive – replaced stack pipe collar, 959 - 1534 Eagle Mount Place - glued down Membrane on front corner of porch roof, 826 - 3101 Martha Custis Drive - installed snowbirds above the HVAC split system, 701 - 3409 Valley Drive - replaced two broken tiles by stack pipe, 923 - 3513 Martha Custis Drive -replaced step flashing on rear of building, 967 - 1604 Mount Eagle Place - installed new piece of copper flashing over gutter, 726 - 3266 Gunston Road - re-secured flashing as needed over miter, 202 - 3102 Valley Drive - replaced miter and eave front left side of building, 928 - 3626 Gunston Road - replaced sheeting where needed and stack collar, 849 - 3229 Martha Custis Drive -replaced rotten plywood front middle of building, replaced cracked tiles and sheeting rear side of building, 114 - 1117 Martha Custis Drive -repaired flashing corner of bedroom, 940 - 3504 Valley Drive - removed 10x10 tiles repair roofing, 939 - 3534 Gunston Road - replaced cracked roof tile rear of building, 940 - 3504 Valley Drive - removed tiles and replace damaged plywood, 715 - 1605 Mount Eagle Place - replaced broken roof tiles rear of building in valley, 939 - 1603 Mount Eagle Place - replaced cracked roof tiles rear of building, 967 - 1610 Mount Eagle Place - Broken roof tiles front side of building, 849 - 3233 Martha Custis Drive – replaced cracked roof tiles rear of building, 842 -3224 Ravensworth Place – replaced broken roof tiles front side of building, 520 - 3626 Valley Drive - replaced stack collar, 115 - 1005 Beverley Drive - patched hole in rake board rear of building, 733 - 3416 Gunston Road Inspect roof for repairs, 934 - 3536 Valley Drive - replaced broken roof tiles and rotten plywood, 959 - 1534 Mount Eagle Place - replaced porch roof, 718 - 3214 Gunston Road - replaced missing roof tile left rear side of building.

### INDUSTRIAL DISPOSAL SERVICE Maint. Yard

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

### E & G LLC

Building 903/3569: Waterproof, Building 734: Sewer Line Replacement

### CAPITOL TRASH SERVICE

Ongoing: Property wide residential door to door trash removal.

### ALMO CONSTRUCTION

Building 726: Tuck point, Building 835/1629, Building 919/1666, Building 716: Sika patch, Building 220/3109: Step replacement, Building 837/1609, Building 738/3360: Infill

### 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

<b>Plumbing Crew</b>	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.
<b>Landscape Crew</b>	Re-landscaping for drainage correction, etc. Inspecting and cleaning of grounds, cutting, cleaning pruning, planting.
<b>Painting Crew</b>	Performing plaster repairs/painting, attic inspections for separated ceilings, paint failure, water intrusion, settlement issues and etc.
<b>Exterior Crew</b>	Fully staffed, doing attic inspections as needed, squirrel tickets, masonry repointing, concrete and exterior repairs.
<b>Carpenter Crew</b>	Fully staffed, doing repairs throughout the property as identified and authorized. attic inspections ongoing
<b>Cleaning Crew</b>	Fully staffed. Working toward higher quality of cleanliness and awareness, weekly inspections being performed. Also cleaning storage areas and checking lig
<b>Supply</b>	Fully staffed, tracking and procurement of inventory and tools.
<b>Other</b>	Continued property wide limb pickup and drain checks as needed. Attic inspections
<b>Building</b>	Site wide settlement survey has identified critical and priority buildings which are being prioritized. Several building being on watch list, approved work con
<b>Contractors</b>	Contractors continue to work on property as needs are identified and work is authorized.
<b>Emergency Duty</b>	Fully staffed.
February, 2020 mgt	

## 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> ● →		
1/2/20	Maint Yard		Yes				Alonzo Alexander
2/2/20	Maint Yard		Yes				Alonzo Alexander
3/2/20	Maint Yard		Yes				Alonzo Alexander
4/1/20	Maint Yard						
5/1/20	Maint Yard						
6/1/20	Maint Yard						
7/1/20	Maint Yard						
8/3/20	Maint Yard						
9/1/20	Maint Yard						
10/1/20	Maint Yard						
11/2/20	Maint Yard						
12/1/20	Maint Yard						

## 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		
218	x	x		
219	x	x		
220	x	x		
221	x	x		
222	x	x		
223	x	x		
224	x	x		

## Rhino Guard Install

November 12, 2019

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		
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		

## Rhino Guard Install

November 12, 2019

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

## LAUNDRY AND BOILER ROOM INSPECTION

Month of February 2020

LAUNDRY ROOM INSPECTIONS				
5 Weekly				
# of W.O open at the beginning of month	Inspection Dates. Week of  February 3-7 February 10-14 February 17-21 February 24-28	New W.O made from Inspection	# of W.O completed during month	Total Open W.O At end of month
20	Feb 3-28	20	20	20

BOILER ROOM INSPECTIONS				
5 Weekly				
# of W.O open at the beginning of month	Inspection Dates. Week of  February 3-7 February 10-14 February 17-21 February 24-28	New W.O made from Inspection	# of W.O completed during month	Total Open W.O At end of month
20	Feb 3-28	20	20	20

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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		
218	x	x		
219	x	x		
220	x	x		
221	x	x		
222	x	x		
223	x	x		
224	x	x		

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225	x	x		
226	x	x		
227	x	x		
228	x	x		
229	x	x		
230	x	x		
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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		
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		
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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		
949	x	x		
950	x	x		
951	x	x		
952	x	x		
961	x	x		
964	x	x		
966	x	x		

Highlighted buildings are  
jetted semi-annually

## Preventative Maintenance / Sewer Jetting for clean outs

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

Updated:02/29/20

[illegible]

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