

## Watertown Housing Authority Annual Plan for Fiscal Year 2024 For State-Aided Public Housing

The Annual Plan is a document compiled by housing authority staff in advance of each new fiscal year. The plan serves as both a tool for the Local Housing Authority (LHA) to reflect upon the prior fiscal year, and as an opportunity to develop a clear and transparent plan that builds on successes, identifies needs, and corrects any issues that have arisen in prior years. Additionally, the Annual Plan is an important tool for tenants, who may use the document to better understand the operations and needs of their housing authority, advocate for changes to policies and procedures, access data about the housing authority, and participate in their housing authority's governance.

In addition to the physical document, the Annual Plan is also a process of public engagement. Throughout the Annual Plan process, the LHA executive director or their designee will be expected to review the Plan with any Local Tenant Organizations (LTO's) and Resident Advisory Board (RAB) before the LHA presents the plan to the LHA Board of Commissioners; make a draft available for review to all residents and the general public; post on the website and make a copy available to each LTO at least 30 business days before the public hearing; hold a hearing on the document; and collect, integrate, and report back on substantive comments. Additionally, the Board will read, offer recommendations, and approve the Annual Plan in advance of its submission to DHCD.

The law that mandates the Annual Plan is [An Act Relative to Local Housing Authorities, Massachusetts General Laws, Chapter 121B Section 28A](#). The regulation that expands upon Section 28A is [760 CMR 4.16](#). The regulations that address Local Tenant Organization (LTO) and resident participation in the Annual Plan are [760 CMR 6.09 \(3\)\(h\)](#) and [760 CMR 6.09\(4\)\(a\)\(4\)](#).

The Watertown Housing Authority's Annual Plan for their 2024 fiscal year includes the following components:

1. Overview and Certification
2. Capital Improvement Plan (CIP)
3. Maintenance and Repair Plan
4. Operating Budget
5. Narrative responses to Performance Management Review (PMR) findings
6. Policies
7. Waivers
8. Glossary
9. Other Elements
  - a. Lexington Gardens Tenants Association
  - b. MATA
  - c. McSherry Gardens Tenants Association
  - d. AP FY 24 Public Hearing
  - e. Cover sheet for tenant satisfaction surveys
  - f. Tenant Satisfaction Survey 200 and 705 Program
  - g. Tenant Satisfaction Survey 667 Program
  - h. Performance Management Review

### **State-Aided Public Housing Developments**

The following table identifies the state-aided public housing units with developments of more than 8 units listed separately. Units in developments of 8 or fewer units are aggregated as noted. Units that the LHA provides to assist clients of the Department of Mental Health (DMH), the Department of Developmental Services (DDS), or other agencies are also aggregated separately.

<b>Dev No</b>	<b>Type</b>	<b>Development Name</b>	<b>Num Bldgs</b>	<b>Year Built</b>	<b>Dwelling Units</b>
200-01	Family	LEXINGTON GARDENS - BRICKS 200-01	6	1948	24
200-03	Family	LEXINGTON GARDENS - WOODS 200-03	25	1950	140
667-01	Elderly	MCSHERRY GARDENS 667-01	5	1960	40
705-01	Family	POPLAR STREET 705-01	4	1960	10
667-03	Elderly	WARREN STREET 667-03	1	1983	72
200-02	Family	WILLOW PARK 200-02	6	1948	60
667-02	Elderly	WOODLAND TOWERS 667-02	1	1967	164
	Other	Special Occupancy units	3		7
	Family	Family units in smaller developments	0		2
<b>Total</b>			<b>51</b>		<b>519</b>

### **Federally Assisted Developments**

Watertown Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 210 households.

### **LHA Central Office**

Watertown Housing Authority  
55 Waverley Avenue, Watertown, MA, 02472  
Michael Lara, Executive Director  
Phone: 617-923-3950  
Email: mlara@watertownha.org

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Thomas P. Beggan	Treasurer	State Appointee	05/01/2011	05/07/2026
Allen Gallagher	Chair		01/19/2017	05/15/2025
Cynthia Galligan	Vice-Chair	Labor Appointee	01/19/2017	05/15/2026
Shannon Lawn	Member		06/04/2019	05/15/2024
Patricia Santos		Federal Tenant Rep	06/04/2019	05/15/2023

Local Tenant Organizations

	<u>Date of Recognition by LHA</u>	<u>Date LHA Reviewed Draft AP with LTO</u>
Lexington Gardens Tenants Associati	01/10/2022	08/15/2023
McSherry Tenants Association	10/11/2022	08/23/2023
E. Joyce Munger Apartments Tenant:	04/11/2022	08/22/2023

Plan History

The following required actions have taken place on the dates indicated.

REQUIREMENT	DATE COMPLETED
A. Advertise the public hearing on the LHA website.	07/21/2023
B. Advertise the public hearing in public postings.	07/21/2023
C. Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	07/21/2023
D. Post draft AP for tenant and public viewing.	07/21/2023
E. Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	08/23/2023
F. Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	09/05/2023
G. Executive Director presents the Annual Plan to the Board.	09/11/2023
H. Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	09/11/2023

## Certification

### CERTIFICATION OF LHA USER AUTHORIZATION FOR DHCD CAPITAL SOFTWARE AND HOUSING APPLICATIONS

I, Michael Lara, Executive Director of the Watertown Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Watertown Housing Authority users of DHCD Capital Software applications and Housing Applications and that all current LHA users are authorized to use the systems and have the appropriate level of user access based on their job responsibility. I approve all system access and access levels for all Watertown Housing Authority users.

This certification applies to the following applications:

- Capital Planning System (CPS)
- Consolidated Information Management System (CIMS)
- Cap Hub
- DHCD Housing Management Systems

### CERTIFICATION FOR SUBMISSION OF THE ANNUAL PLAN

I, Michael Lara, Executive Director of the Watertown Housing Authority, certify on behalf of the Housing Authority that: a) the above actions all took place on the dates listed above; b) all facts and information contained in this Annual Plan are true, correct and complete to the best of my knowledge and belief and c) that the Annual Plan was prepared in accordance with and meets the requirements of the regulations at 760 CMR 4.16 and 6.09.

The Board and Executive Director further certify that LHA operations and all LHA Board-adopted policies are in accordance with M.G.L. c. 121B and all Massachusetts state-aided public housing regulations, including, but not limited to 760 CMR 4.00; 5.00; 6.00; 8.00; and 11:00, as well as adhere to Department-promulgated guidance.

Date of certification: 10/26/2023

The Department of Housing and Community Development (DHCD) completed its review of this Annual Plan (AP) on November 16, 2023. Review comments have been inserted into the plan.

**Capital Improvement Plan (CIP)****Capital Improvement Plan****DHCD Description of CIPs:**

The Capital Improvement Plan (CIP) is a five year plan which identifies capital projects, provides a planning scope, schedule and budget for each capital project and identifies options for financing and implementing the plan. The CIP identifies anticipated spending for each Department of Housing and Community Development (DHCD) fiscal year (July 1 to June 30) based on the project schedules.

Local Housing Authorities (LHAs) receive yearly awards from DHCD (Formula Funding Awards) which they target to their most urgent capital needs in their CIP. They may also receive special awards from DHCD for specific projects which meet specific criteria. Special awards may be given for certain emergency, regulation compliance, energy and water conservation, and other projects. The first three years of the CIP are based on actual awards made to the LHA, while years four and five are based on estimated planning amounts, not actual awards.

LHAs may sometimes secure other sources of funding and assistance that you will note in their CIP, such as: Community Preservation Act (CPA) funding, Community Development Block Grant (CDBG) funding, Local Affordable Housing Trust Funds (AHTF), HOME grants, income from leasing a cell tower on their property, savings from net meter credit contracts with solar developers, utility rebates and contracted work from utility providers, and Sheriff's Department work crews. However, not all of these funding sources are available every year, or in all communities.

The CIP includes the following parts:

- A table of available funding sources and amounts
- A list of planned capital projects showing spending per fiscal year
- A table showing special awards and other funding for targeted projects, if any, which supplements Formula Funding awarded to the LHA
- A 'narrative' with a variety of additional information.

**Capital Improvement Plan (CIP)****Additional Remarks by Watertown Housing Authority**

The WHA has communicated to our PM and Senior PM that we urgently need to fund two transformer projects at two state 667 high rise apartment buildings: CPS #321-667-03-0-23-727, and CPS #321-667-02-0-23-726. There was a total electrical loss to the 667-02 development during the arctic freeze earlier in 2023. It was truly miraculous that we were able to restore power within 24 hours thanks to the efforts of staff and the utility company. The property is highly dependent on electricity as the eight-story building utilizes electric heat (via panels on the ceilings). To prevent future catastrophic failures of our expired components, we are requesting a compliance reserve award for both projects.

## Capital Improvement Plan (CIP)

## Aggregate Funding Available for Projects in the First Three Years of the CIP:

Category of Funds	Allocation	Planned Spending	Description
Balance of Formula Funding (FF)	\$3,627,132.29		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$544,069.84		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$3,083,062.45	\$2,515,793.07	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$13,695.04	\$13,695.04	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$80,653.90	\$80,653.90	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$2,988,713.51	\$2,421,444.13	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$5,266,818.65	\$5,266,818.65	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$0.00	\$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city or town for specific projects.
Operating Reserve(OR) Funds	\$0.00	\$0.00	Funds from the LHA's operating budget.
Other Funds	\$249,986.21	\$249,986.21	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$8,599,867.31	\$8,032,597.93	Total of all anticipated funding available for planned projects and the total of planned spending.

**Capital Improvement Plan (CIP)****Additional notes about funding:**

The WHA may require state emergency reserve financing to help with costs associated with FISH #321089 (basement waterproofing project). The WHA has already dedicated ALL \$704k of its own ARPA (non-target award) funds to this project. With the \$250k earmark, the TDC is over \$954k (without any formula funds). The site contains 168 family units. The residents, local health department, and other local leaders have expressed their concerns. They are very supportive and are hopeful that EOHLC can assist the WHA. We have already selected a designer and are investigating the root cause of the problem, but reasonably anticipate an escalation in construction cost estimates before being approved to bid.

**Capital Improvement Plan (CIP)****CIP Definitions:**

**ADA Set-aside** is funding allocated within the Formula Funding (FF) for use on projects that improve accessibility for people with disabilities. 10% of FF awards are designated for this purpose.

**Available State Bond Funding** is the amount of State Bond Funding available to the LHA for the first three years of the CIP. It is calculated by totaling all of FF and Special Awards granted to the LHA through the end of the third year of the plan and subtracting the amount of these funds spent prior to July 1 of the first year of the plan.

**Amount spent prior to the plan** is the total amount of Formula Funding (FF) and Special Awards spent prior to July 1 of the first year of the plan.

**Capital project** is a project that adds significant value to an asset or replaces building systems or components. Project cost must be greater than \$1000.

**CDBG** stands for Community Development Block Grant, a potential source of project funds.

**CPA** stands for Community Preservation Act, a potential source of project funds.

**CapHub Project Number** is the number given to projects entered into DHCD's project management system known as CapHub.

**DMH Set-aside** is funding allocated within the Formula Funding (FF) for use on facilities leased to the Department of Mental Health (DMH) program vendors, if any exist at this LHA.

**DDS Set-aside** is funding allocated within the Formula Funding (FF) for use on facilities leased to the Department of Developmental Services (DDS) program vendors, if any exist at this LHA.

**Formula Funding (FF)** is an allocation of state bond funds to each LHA according to the condition (needs) of its portfolio in comparison to the entire state-aided public housing portfolio.

**Operating Reserve** is an account, funded from the LHA operating budget, primarily used for unexpected operating costs, including certain extraordinary maintenance or capital projects.

**Other Funds** could include other funding by the city or town or from other sources.

**Special Awards** are DHCD awards targeted to specific projects. Award programs include funds for emergencies beyond what an LHA can fund, for complying with regulatory requirements, for projects that will save water or energy use, and various other programs the department may run from time to time.

**Total Cost** is the sum of investigation, design, administration, permitting, and construction costs for a project

**Unrestricted Formula Funding (FF)** is money awarded to the LHA by DHCD under the Formula Funding program other than amounts set aside (restricted) for accessibility improvements or for facilities operated by DMH or DDS.

**Capital Improvement Plan (CIP)**

Formula Funding and Special DHCD Award Planned Spending - Other funding not included

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
321069	FF: Asphalt walkway and parking lot improvements	WOODLAND TOWERS 667-02	\$1,050,556	\$1,046,176	\$0	\$0	\$0	\$0	\$0	\$0
321075	Kitchen and Bath Mod	Union (705-1) & Green (689-Y) Streets	\$88,676	\$87,745	\$0	\$931	\$0	\$0	\$0	\$0
321080	FF: Screen Door Replacement	LEXINGTON GARDENS - WOODS 200-03	\$166,279	\$155,916	\$0	\$2,257	\$0	\$0	\$0	\$0
321081	FF: Courtyard repairs	WILLOW PARK 200-02	\$57,429	\$0	\$0	\$55,424	\$2,006	\$0	\$0	\$0
321082	FF: Kitchen Rehab, Flooring and ADA Compliance Upgrade -McSherry	MCSHERRY GARDENS 667-01	\$5,217,815	\$194,432	\$107,150	\$4,928,994	\$0	\$0	\$0	\$0
321085	Learning Center Interior Improvements (O.R.)	LEXINGTON GARDENS - WOODS 200-03	\$619,111	\$3,465	\$0	\$3,900	\$0	\$0	\$0	\$0
321086	Driveway and Walkway Replacement - Green St.	Union Street 689-X	\$84,686	\$80,474	\$0	\$4,213	\$0	\$0	\$0	\$0
321088	ARPA Targeted-Watertown Fed Pac Panel and Fire Alarm System	WARREN STREET 667-03	\$644,640	\$0	\$0	\$508,862	\$120,554	\$0	\$0	\$0

Capital Improvement Plan (CIP)

Formula Funding and Special DHCD Award Planned Spending - Other funding not included

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
321089	ARPA FF: Basement waterproofing	LEXINGTON GARDENS - WOODS 200-03	\$1,210,001	\$0	\$0	\$0	\$692,638	\$267,363	\$0	\$0
321091	KITCHEN & BATH ASBESTOS TILE REMOVAL	WOODLAND TOWERS 667-02	\$68,063	\$0	\$0	\$65,668	\$2,396	\$0	\$0	\$0
321092	Fire Pump Replacement	WARREN STREET 667-03	\$237,229	\$4,500	\$0	\$232,729	\$0	\$0	\$0	\$0
•	Building Electrical Transformer	WOODLAND TOWERS 667-02 & WARREN STREET 667-03	\$2,268,750	\$0	\$0	\$29,494	\$176,479	\$1,067,760	\$995,018	\$0
•	Rear Courtyard Site Improvements	WARREN STREET 667-03	\$121,265	\$0	\$0	\$121,265	\$0	\$0	\$0	\$0
•	Wasteline replacement	WOODLAND TOWERS 667-02	\$732,514	\$0	\$0	\$0	\$0	\$0	\$76,057	\$656,458
•	Domestic water riser isolation valves	WOODLAND TOWERS 667-02	\$680,625	\$0	\$0	\$0	\$0	\$0	\$70,669	\$609,957

Capital Improvement Plan (CIP)

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustainability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
321069	FF: Asphalt walkway and parking lot improvements	underground oil tank removal	\$0	\$26,349	\$10,000	\$0	\$0	\$0	\$0	\$0
321082	FF: Kitchen Rehab, Flooring and ADA Compliance Upgrade -McSherry	asbestos removal	\$0	\$2,680,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
321085	Learning Center Interior Improvements (O.R.)		\$0	\$0	\$0	\$0	\$0	\$0	\$611,746	\$0
321088	ARPA Targeted-Watertown Fed Pac Panel and Fire Alarm System	ARPA Formula Funding	\$0	\$0	\$0	\$644,640	\$0	\$0	\$0	\$0
321089	ARPA FF: Basement waterproofing	ARPA Formula Funding	\$0	\$0	\$0	\$704,461	\$0	\$0	\$0	\$250,000
321091	KITCHEN & BATH ASBESTOS TILE REMOVAL	asbestos removal	\$0	\$68,063	\$0	\$0	\$0	\$0	\$0	\$0
321092	Fire Pump Replacement	fire alarm panel control replacement	\$237,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## **Capital Improvement Plan (CIP) Narrative** **Including Requests to DHCD & Supporting Statements**

### **1. Request for increased spending flexibility.**

DHCD designates a spending target (cap share) and an allowable spending range for each year of the CIP. A Housing Authority may request to shift the cap shares of the first three years in order to increase scheduling flexibility. A CIP utilizing this flexibility is called an Alternate CIP. The total spending over three years and over five years must continue to meet the limits set by DHCD. DHCD will approve an Alternate CIP only with acceptable justification and only if funding is available.

Watertown Housing Authority has submitted an Alternate CIP with the following justification:

- Projected spending on projects currently in bidding or construction exceeds Cap Share in one or more years of the CIP.

Projected spending on projects currently in bidding or construction exceeds Cap Share in year 1 pertaining to FISH #321082

### **2. Request for additional funding.**

A Housing Authority may request additional funding from DHCD for projects that qualify as emergencies, required legal compliance upgrades, or sustainability improvements.

Watertown Housing Authority has requested \$1,168,750.00 in DHCD Emergency Reserve funding for project #321-667-02-0-23-726\ 321-667-03-0-23-727, Building Electrical Transformer. Reason: A catastrophic failure would render the building without power for a long time frame. Senior residents, some with serious disabilities, would be displaced. Recently the building had an issue at the utility pole at the street which caused the building to necessitate bringing in mobile backup power. Utility company recommended replacement of the transformer as it is outdated and potentially compromised.

Watertown Housing Authority has requested \$57,000.00 in DHCD Compliance Reserve funding for project #321-200-02-0-23-330, ARPA Earmark: Redevelopment Feasibility Study. Reason: This is not an actual request it is a work around in order to close the project. Discussed with Avalon as solution for the moment

### **3. Overall goals of the Housing Authority's CIP**

667: Construction officially began to create the WHA's first fully accessible units and to improve overall site accessibility. Hoping to obtain further award funding to complete Phase 2 which would address original interiors in urgent need of replacement. Design is underway at 667-3 to address electrical fire hazards for one selection of components and we hope to be able to receive assistance and award monies to initiate design to address another major electrical component which includes 667-2 where catastrophic failure could mean long term displacement of our elderly residents. Also, hoping to be able to address issues at 667-2 that affect building water use issues.

200: Looking forward to receiving further project design direction at 200-1 & 3 to address basement water infiltration issues causing mold/mildew remediation and ongoing local Board of Health violations. Further investigation on possibility of major redevelopment at 667-2 development with 60 units.

#### **4. Changes from the Housing Authority's previous CIP**

Every new CIP differs from the previous CIP because projects have been completed and a new year has been added with new projects. These changes and other significant changes to the content of the CIP are highlighted below:

New CIP includes several new projects that have been reprioritized and included. At 667-2 & 667-3 issues with the buildings' electrical service occurred where emergency tenant relocation was narrowly averted. Replacement of the original building electrical transformers to both sites have been included and request for EOHLC emergency funding have been made. Also, building water isolation valves that serve 667-2 exceed end of life and do not operate, causing flooding when touched. Cannot service tenant unit fixtures without the need to shut down the entire building. A project to replace the building isolation valves has been prioritized in this CIP.

#### **5. Requirements of previous CIP approval**

There were no special conditions attached to the approval of our previous CIP.

#### **6. Quarterly capital reports**

Our most recent quarterly capital report (form 80 and 90) was submitted on 05/08/2023.

#### **7. Capital Planning System (CPS) updates**

Our CPS facility data has been updated with current condition information, including changes resulting from projects completed in the past year, as of 05/15/2023.

#### **8. Project priorities**

All the projects in our CIP are high priority (Priority 1 and 2 projects).

**9. High priority deficiencies**

We have not been able to include all of our high priority (CPS priority 1 and 2) projects in our CIP:

We have depleted our funding resources at this time. We will address further deficiencies when additional funds become available.

**10. Accessibility**

We have identified the following accessibility deficiencies in our portfolio:

The WHA's state public housing portfolio had zero accessible units until 2018 when we constructed two fully accessible family units. We are currently beginning construction of two new 667 accessible units. However, this means even after we've constructed two brand new 667 accessible units, the WHA will still have less than .5% accessible units.

We have incorporated the following projects in our CIP to address accessibility deficiencies: FISH #321066, FISH #321069, FISH #321082, and FISH #321085 are all related to accessibility. We have allocated millions to improving these deficiencies, yet until two years ago, we received approximately \$600k / year in capital funding. Without a significant increase to capital financing, the WHA will continue to struggle with addresses these deficiencies.

**11. Special needs development**

Watertown Housing Authority has one or more special needs (167 or 689 programs) development. We have completed the service provider input process according to the required procedures detailed in the lease agreement and held an annual meeting with the service provider staff at all special needs developments as of 04/26/2023.

**12. Energy and water consumption**

Our 12 most recent monthly energy reports are for months 8/2022 to 7/2023.

The following table lists the DHCD thresholds for Per Unit Monthly (PUM) expense for electricity, natural gas, oil, and water use and the developments at the Housing Authority that have expenses in excess of the thresholds, if any.

	<b>Electric PUM &gt; Threshold</b>	<b>Gas PUM &gt; Threshold</b>	<b>Oil PUM &gt; Threshold</b>	<b>Water PUM &gt; Threshold</b>
Threshold PUM:	\$100	\$80	\$50	\$60
	667-03	705-01		200-03
				705-01
				667-01
				200-01
				667-03
				200-02
				667-02
				705-02

As our capital funds are extremely limited, we must prioritize projects such as accessibility, health and safety, emergency generators, etc. Note: City of Watertown's water/sewer rate is extremely high and the City is working to use ARPA Funds to address the growing consumer cost.

The WHA takes great pride in its sustainability and resiliency efforts. We partnered with LEAN to replace all outdated boiler systems at a savings of over \$4million. We locked in utility pricing that led to \$200k+ in savings. We previously had an energy performance contract through Ameresco that led to millions in energy savings. We currently have two solar credit projects through Pout Rock LLC and Lodestar Energy.

Our residents would benefit greatly from further education on utility usage. We are working with the City of Watertown to engage residents. The WHA would appreciate the assistance of DHCD by offering webinars or on-site training directed at public housing residents.

**13. Energy or water saving initiatives**

Watertown Housing Authority is not currently pursuing any energy or water-saving audits or grants that could affect CIP project scope, costs or timing of projects.

**14. Vacancy rate**

Our unadjusted vacancy rate reported to DHCD is as follows. (The unadjusted vacancy rate captured in these figures is the percentage of ALL housing units that are vacant, including both offline units being used for other purposes and units with DHCD vacancy waivers.)

4% c. 667 (DHCD Goal 2%)

4% c. 200 (DHCD Goal 2%)

0% c. 705 (DHCD Goal 2%)

Watertown Housing Authority will address the excess vacancies in the following manner:

WHA suggests that DHCD implement changes to the CHAMP Tenant Selection system, within the legislative intent of chp. 235 . We often wait on 667 applicants to accept housing offers. It would be helpful to see if other Housing Authorities are also working with applicants, not to offend fair housing, but to minimize administrative overlap.

# CIP Approval For Watertown Housing Authority for FY 2024

## Formula Funding Capital Improvement Plan (CIP), WorkPlan 5001

11/16/2023

Congratulations! The CIP-2024 submitted by Watertown Housing Authority is approved, subject to the following conditions:

There are no projects to be managed independently by the LHA.

Projects for which the Primary PM is DHCD or RCAT - Large\*\*

CPS Number	FISH #	Project Name	TDC Amount *	Other Funding	DHCD Staff Arch/ Eng	WO/RFS Date
321-667-02-0-23-726\ 321-667-03-0-23-727	321094	Building Electrical Transformer	\$2,268,750.00	\$0.00	Mdumit	12/20/2023

Going forward, if you need to add a project that is not in your approved CIP you will need to submit a revision through CIMS. Instructions for revising your CIP can be found on the CIMS Forms menu.

Details of the Approved CIP can be found at the link to 'Approved & Active CIP Reports' on the CIMS forms page in the CIP Reports section. Projects may utilize funding from multiple sources. The 'Original Approved' report details the proposed funding as submitted by the LHA. Please feel free to call DHCD Project Manager Horacio Valdez at (617) 573-1100 with any questions.

\* Where the TDC is followed by an asterisk the project has been indicated as 'Complex' by DHCD.

\*\*Primary PM' is used to identify the agency responsible for updating a project's budget and schedule.

This document was created on 11/16/2023 by Cindy Zabriskie-PMD, Project Management Director

Maintenance and Repair Plan

**Maintenance Objective**

The goal of good property maintenance at a public housing authority is to serve the residents by assuring that the homes in which they live are decent, safe, and sanitary.

**About This Maintenance and Repair Plan**

This Maintenance & Repair Plan consists of several subsections describing maintenance systems followed by charts showing typical preventive maintenance, routine maintenance, and unit inspection tasks and schedules. These subsections are:

- a. **Classification and Prioritization of Maintenance Tasks** - Defines and prioritizes types of work to be accomplished by maintenance staff and vendors. Explains how the housing authority is expected to respond to work orders (tasks or requests) based on the work order classification.
- b. **Emergency Response System** - Defines what constitutes an emergency and how to notify staff of an emergency.
- c. **Normal Maintenance Response System** - How to contact the maintenance staff for a non-emergency request.
- d. **Work Order Management** - Description of the housing authority's system for managing work orders (tasks and requests).
- e. **Maintenance Plan Narrative & Policy Statement** - Self-assessment, basic information, and goals for the coming year, along with a description of the housing authority's maintenance program.
- f. **Preventive Maintenance Schedule** - A listing and schedule of tasks designed to keep systems and equipment operating properly, to extend the life these systems and equipment, and to avoid unexpected breakdowns.
- g. **Routine Maintenance Schedule** - A listing and schedule of ordinary maintenance tasks such as mopping, mowing, raking, and trash collection required to keep the facilities in good condition.
- h. **Unit Inspections** - Scheduling of annual unit inspections.

### **Classification and Prioritization of Maintenance Tasks**

Maintenance items are tracked as “work orders” and are classified in the following categories. They are prioritized in the order listed. The following classifications and prioritization are required by the Department of Housing and Community Development (DHCD).

- I. **Emergencies** - Emergencies are only those conditions which are **immediately threatening** to the life or safety of our residents, staff, or structures.
  - **Goal: initiated with 24 to 48 hours.**
- II. **Vacancy Refurbishment - Work necessary to make empty units ready for new tenants.**
  - After emergencies, the refurbishment of vacancies for immediate re-occupancy has the highest priority for staff assignments. **Everyday a unit is vacant is a day of lost rent.**
  - **Goal: vacancy work orders are completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.**
- III. **Preventive Maintenance** - Work which must be done to **preserve and extend the useful life** of various elements of your physical property and avoid emergency situations.
  - A thorough Preventive Maintenance Program and Schedule that deals with all elements of the physical property is provided later in the document.
  - The Preventive Maintenance Program is reviewed and updated annually and as new systems and facilities are installed.
- IV. **Programmed Maintenance** - Work which is important and is completed to the greatest extent possible within time and budget constraints. Programmed maintenance is grouped and scheduled to make its completion as efficient as possible. Sources of programmed maintenance include:
  - Routine Work includes those tasks that need to be done on a regular basis to keep our physical property in good shape. (Mopping, Mowing, Raking, Trash, etc.)
  - Inspections are the other source of programmed maintenance.
    - o Inspections are visual and operational examinations of parts of our property to determine their condition.
    - o All dwelling units, buildings and sites must be inspected at least annually.
    - o **Goal: Inspection-generated work orders are completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue).**
- V. **Requested Maintenance** - Work which is requested by residents or others, does not fall into any category above, and should be accomplished as time and funds are available.
  - Requests from residents or others for maintenance work which does not fall into one of the other categories has the lowest priority for staff assignment.
  - **Goal: Requested work orders are completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task is added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.**

**Emergency Request System**

For emergency requests call the numbers listed here. Qualifying emergency work requests are listed below.

<b>METHOD</b>	<b>CONTACT INFO.</b>	<b>TIMES</b>
Call Answering Service	617-923-3950	24/7
Call LHA at Phone Number	617-923-3950	24/7
Other	617-923-3961	24/7

WHA informs residents to call 911 when they have immediate fears of health and safety to them or others. It should be noted that the local fire department, police department, health department, etc. all have the director contact information of 1) our on-call service/maintenance office, 2) the Director of Maintenance & Modernization, and 3) the Executive Director.

List of Emergencies - Emergencies are those conditions which are immediately threatening to the life or safety of our residents, staff, or structures. The following is a list of typical conditions that warrant an emergency response. If there is an emergency condition whether or not enumerated on this list please notify the office or answering service at the numbers listed above. If you have any questions regarding this list or other matters that may constitute an emergency, please contact the Watertown Housing Authority main office.

<b>QUALIFYING EMERGENCY WORK REQUESTS</b>
Fires of any kind (Call 911)
Gas leaks/ Gas odor (Call 911)
No electric power in unit
Electrical hazards, sparking outlets
Broken water pipes, flood
No water/ unsafe water
Sewer or toilet blockage
Roof leak
Lock outs
Door or window lock failure
No heat
No hot water
Snow or ice hazard condition
Dangerous structural defects
Inoperable smoke/CO detectors, beeping or chirping
Elevator stoppage or entrapment

**Normal Maintenance Request Process**

Make normal (non-emergency) maintenance requests using the following methods:

<b>METHOD</b>	<b>CONTACT INFO.</b>	<b>TIMES</b>
Text Phone Number		
Call Answering Service	617-923-3950	24/7
Call Housing Authority Office	617-923-3950	24/7
Submit Online at Website		
Email to Following Email	sallen@watertownha.org,	24/7
Other		

*24/7 Maintenance line*

**Work Order Management**

A. DHCD review of this housing authority’s operations shows that the authority uses the following system for tracking work orders:

Type of work order system:

Work order classification used:

Emergency	
Vacancy	
Preventative Maintenance	
Routine	
Inspections	
Tenant Requests	

B. We also track deferred maintenance tasks in our work order system.

C. Our work order process includes the following steps:

Step	Description	Checked steps are used by LHA
1	Maintenance Request taken/submitted per the standard procedures listed above for the Emergency Request System and the Normal Maintenance Request Process.	<input checked="" type="checkbox"/>
2	Maintenance Requests logged into the work system	<input checked="" type="checkbox"/>
3	Work Orders generated	<input checked="" type="checkbox"/>
4	Work Orders assigned	<input checked="" type="checkbox"/>
5	Work Orders tracked	<input checked="" type="checkbox"/>
6	Work Orders completed/closed out	<input checked="" type="checkbox"/>
7	Maintenance Reports or Lists generated	<input checked="" type="checkbox"/>

D. Additional comments by the LHA regarding work order management:

Converted from PHA.net to PHA.web in early 2022.

**Maintenance Plan Narrative**

Following are Watertown Housing Authority’s answers to questions posed by DHCD.

A. Narrative Question #1: How would you assess your Maintenance Operations based on feedback you’ve received from staff, tenants, DHCD’s Performance Management Review (PMR) & Agreed Upon Procedures (AUP), and any other sources?

Very proud of the maintenance operations given its limited resources. PMR and facilities management review need to analyze whether the LHA has the proper resources to meet the legislative mandate of chp. 235 public housing reform. Each LHA is different, both in terms of properties and financing. EOHLC should review how to provide leniency to small, medium, and large LHAs when reviewing day-to-day maintenance, especially LHAs that only have state aided public housing (which is a chronically underfunded program compared to its federal counterpart).

B. Narrative Question #2: What changes have you made to maintenance operations in the past year?

We have centralized our procurement processes for contracts and materials. We have a renewed focus on vacancy turnaround and have weekly meetings to discuss and plan. We review work orders weekly and make a priority-based plan (including inspections). We are also trying to minimize disruptions to our own staff by triaging emergency calls throughout the day.

C. Narrative Question #3: What are your maintenance goals for this coming year?

Grow the maintenance team by one more laborer/mechanic (pending new budget guidelines and ANUEL increase), lower vacancy turnaround time, and increase work order productivity by digitizing our processes.

D. Maintenance Budget Summary

The budget numbers shown below are for the consolidated budget only. They do not include values from supplemental budgets, if any.

	Total Regular Maintenance Budget	Extraordinary Maintenance Budget
Last Fiscal Year Budget	\$1,260,932.00	\$268,040.00
Last Fiscal Year Actual Spending	\$1,339,446.00	\$308,940.00
Current Fiscal Year Budget	\$1,399,593.00	\$50,000.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	45
Average time from date vacated to make Unit "Maintenance Ready"	0 days
Average time from date vacated to lease up of unit	1 days

F. Anything else to say regarding the Maintenance Plan Narrative?

WHA strives to meet the expectations of its Executive Director and Board of Commissioners. WHA must insist on additional resources, specifically staff, within its Maintenance department, to meet the mandate of chp. 235 housing reform and the PMR criteria.

As stated in previous Annual Plans, the Watertown Housing Authority is a large public housing authority by State standards with over 500 units. We are ineligible for RCAT assistance and have 6 full-time employees and 2 part-time employees. However, lack of proper financing for aging properties will continue to put the WHA residents at risk.

EOHLC should consider providing additional ANUEL to LHAs with over 75% state public housing on their portfolio, as these are the agencies that struggle compared to those with more federal funds.

**Attachments**

These items have been prepared by the Watertown Housing Authority and appear on the following pages:

Preventive Maintenance Schedule - a table of preventive maintenance items showing specific tasks, who is responsible (staff or vendor), and the month(s) they are scheduled

Deferred Maintenance Schedule - a table of maintenance items which have been deferred due to lack of resources.

## Watertown Housing Authority Recurring Work Orders Report

Filter Criteria Includes: 1) Program: All Programs, 2) Project: All Projects, 3) Priority: Preventive

Description	Priority	Start Date	End Date	Last Processed	Type	Frequency
<i>Program: Public Housing Project: Public Housing</i>						
100 WARREN STREET "A" AND 2/14/2022 1:21:08 PM	Preventive	02/14/2022	-	07/10/2023	Weekly	Days: M
ADT TO PERFORM ANNUAL INS 1/24/2022 12:44:17 PM	Preventive	09/01/2022	-	09/01/2022	Monthly	Every 12th month on the 1st day
AMERICAN ALARM QUARTERLY 1/24/2022 12:31:31 PM	Preventive	01/25/2022	-	04/25/2023	Monthly	Every 12th month on the 1st day
ASSOCIATED ELEVATOR PERFO 1/24/2022 1:00:35 PM	Preventive	01/19/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
CLEAN AROUND ALL WASHERS, 1/21/2022 3:42:58 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
Inspect Boiler RoomMont 1/21/2022 3:05:58 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
KEANE FIRE & SAFETY TO PE 1/24/2022 12:24:15 PM	Preventive	12/03/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
<i>Program: State 200 Project: 200-1</i>						
check humidity levels	Preventive	01/12/2023	02/02/2023	02/02/2023	Weekly	Days: Th
LEXINGTON GARDENS 1-6CHE 7/25/2022 8:24:18 AM	Preventive	07/25/2022	-	07/14/2023	Weekly	Days: M, T, F
LEXINGTON GARDENS BUILDIN 1/21/2022 2:08:36 PM	Preventive	01/24/2022	07/12/2022	07/22/2022	Weekly	Days: M, T, F
<i>Program: State 200 Project: 200-2</i>						
EVERY TUESDAY MORNING AND 1/25/2022 4:29:38 PM	Preventive	01/31/2022	-	07/11/2023	Weekly	Days: T
EVERY WEEK CHANGE TRASH B 5/27/2022 1:28:58 PM	Preventive	05/30/2022	-	07/10/2023	Weekly	Days: M
Inspect Boiler RoomMont 1/21/2022 3:01:31 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
KEANE FIRE & SAFETY TO PE 1/24/2022 12:29:18 PM	Preventive	12/03/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
MONTHLY CLEAN HALLWAYS OF 4/7/2022 3:36:07 PM	Preventive	04/11/2022	-	07/01/2023	Monthly	Every month on the 1st day
Turn water off in garden, 11/1/2022 1:35:48 PM	Preventive	11/01/2022	-	11/01/2022	Monthly	Every 12th month on the 1st day
WILLOW PARKCHECK ENTIRE 1/21/2022 2:10:16 PM	Preventive	01/24/2022	-	07/14/2023	Weekly	Days: M, T, F
WILLOW PARKCHECK ENTIRE 1/21/2022 2:16:11 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
<i>Program: State 200 Project: 200-3</i>						
21 ROBERT FORD ROADVISUA 1/21/2022 2:52:48 PM	Preventive	01/24/2022	-	07/12/2023	Weekly	Days: W
ANNUAL INSPECTIONS AND CL 11/17/2022 1:19:53 PM	Preventive	11/17/2022	-	11/17/2022	Monthly	Every 12th month on the 17th day
Every Wednesday: clean learning center	Preventive	01/31/2023	-	07/12/2023	Weekly	Days: W
KEANE FIRE & SAFETY TO PE 1/24/2022 12:28:01 PM	Preventive	12/03/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
LEXINGTON GARDENS & BRICK 1/21/2022 2:17:19 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
LEXINGTON GARDENS 1-31CH 1/24/2022 2:02:35 PM	Preventive	01/24/2022	-	07/14/2023	Weekly	Days: M, T, F
<i>Program: State 667 Project: 667-1</i>						
AMERICAN ALARM QUARTERLY 1/24/2022 12:30:23 PM	Preventive	01/25/2022	-	04/25/2023	Monthly	Every 12th month on the 1st day
CLEAN AROUND ALL WASHERS, 1/21/2022 3:41:53 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
FILL 1 BUCKETS WITH ICE M 1/21/2022 3:33:40 PM	Preventive	11/01/2022	02/15/2023	02/13/2023	Weekly	Days: M

## Watertown Housing Authority Recurring Work Orders Report

Filter Criteria Includes: 1)Program: All Programs, 2) Project: All Projects, 3) Priority: Preventive

Description	Priority	Start Date	End Date	Last Processed	Type	Frequency
Inspect Boiler RoomMont 1/21/2022 3:03:25 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
KEANE FIRE & SAFETY TO PE 1/24/2022 12:26:52 PM	Preventive	12/03/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
MCSHERRY GARDENS DAILY GR 8/1/2022 9:46:13 AM	Preventive	08/01/2022	-	07/10/2023	Weekly	Days: M
MCSHERRY GARDENSEVERY WE 1/21/2022 2:11:59 PM	Preventive	01/24/2022	-	07/14/2023	Weekly	Days: M, T, F
<i>Program: State 667 Project: 667-2</i>						
monthly truck maintenance	Preventive	03/21/2023	-	-	Monthly	Every month on the 1st day
ADT TO PERFORM ANNUAL INS 1/24/2022 12:38:43 PM	Preventive	09/01/2022	-	09/01/2022	Monthly	Every 12th month on the 1st day
AMERICAN ALARM QUARTERLY 1/24/2022 12:20:31 PM	Preventive	01/25/2022	-	04/25/2023	Monthly	Every 12th month on the 1st day
Associated Elevator to do 10/26/2022 8:26:39 AM	Preventive	09/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
ASSOCIATED ELEVATOR TO PE 1/24/2022 1:03:15 PM	Preventive	01/19/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
CHECK ROOF EXHAUST FANS, 1/21/2022 3:09:30 PM	Preventive	06/04/2022	-	06/04/2023	Monthly	Every 12th month on the 4th day
CLEAN AROUND ALL WASHERS, 1/21/2022 3:39:19 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
Every Tuesday and Thursda 9/19/2022 4:15:24 PM	Preventive	10/04/2022	-	07/10/2023	Weekly	Days: M
Joe to service winter equ 1/24/2022 1:41:49 PM	Preventive	09/15/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
KEANE FIRE & SAFETY TO PE 1/24/2022 12:22:41 PM	Preventive	12/03/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
RECORD READING OF EXTERIO 1/21/2022 2:59:00 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
WOODLAND TOWERS DAILY GRO 7/25/2022 8:29:21 AM	Preventive	07/25/2022	-	07/14/2023	Weekly	Days: M, T, F
WOODLAND TOWERSCHECK ENT 1/24/2022 1:56:59 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
<i>Program: State 667 Project: 667-3</i>						
100 WARREN STREET "A" AND 1/21/2022 2:26:26 PM	Preventive	01/24/2022	07/19/2022	07/18/2022	Weekly	Days: M
ADT TO PERFORM ANNUAL INS 1/24/2022 12:40:40 PM	Preventive	09/01/2022	-	09/01/2022	Monthly	Every 12th month on the 1st day
AMERICAN ALARM QUARTERLY 1/24/2022 12:34:22 PM	Preventive	01/25/2022	-	04/25/2023	Monthly	Every 12th month on the 1st day
ASSOCIATED ELEVATOR PERFO 1/27/2022 1:41:34 PM	Preventive	01/19/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
ASSOCIATED ELEVATOR TO PE 1/24/2022 12:57:12 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
CLEAN AROUND ALL WASHERS, 1/21/2022 3:43:59 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
FILL 1 BUCKET OF ICE MELT 1/21/2022 3:30:52 PM	Preventive	11/01/2022	02/15/2023	02/13/2023	Weekly	Days: M
Inspect Boiler RoomMont 1/21/2022 3:07:25 PM	Preventive	02/01/2022	-	07/01/2023	Monthly	Every month on the 1st day
KEANE FIRE & SAFETY TO PE 1/24/2022 12:25:45 PM	Preventive	12/03/2022	-	01/01/2023	Monthly	Every 12th month on the 1st day
<i>Program: State 689 Project: 689-1</i>						
109-111 UNION STREETCHEC 1/21/2022 2:35:46 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
<i>Program: State 689 Project: 689-2</i>						
15-17 & 19-21 GREEN STREE 1/21/2022 2:50:24 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M

## Watertown Housing Authority Recurring Work Orders Report

Filter Criteria Includes: 1)Program: All Programs, 2) Project: All Projects, 3) Priority: Preventive

Description	Priority	Start Date	End Date	Last Processed	Type	Frequency
<i>Program: State 705 Project: 705-1</i>						
113 & 115 POPLAR STREETC 2:31:20 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
6 & 8 KEITH STREETCHECK 2:24:13 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
8 & 10 HERSOM STCHECK EN 2:21:24 PM	Preventive	01/24/2022	05/23/2022	05/23/2022	Weekly	Days: M
ALL SCATTERED SITES: 9 & 2:14:14 PM	Preventive	01/24/2022	07/18/2022	07/22/2022	Weekly	Days: M, T, W, Th, F
<i>Program: State 705 Project: 705-2</i>						
10 LOCUST LANE CHECK EN TI 2:33:28 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M

**Total Recurring Work Orders: 60**

*End of Report*

## Watertown Housing Authority Work Order Complete/Incomplete Report

**Program(s):** Management Program,Public Housing,State 200,State 667,State 689,State 705,WHDC Holding LLC, **Project(s):** 100 Warren Street,200-1,200-2,200-3,667-1,667-2,667-3,689-1,689-2,705-1,705-2,Management Program,Public Housing, **Created From:** 1/1/1900, **Created Through:** 12/31/9999, **Status:** All, **Status Included:**Preventive, **Employee:** All, **Completed From:** 1/1/2023, **Completed Through:** 7/18/2023

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Preventive	987	0	987	3,756.31	3.81
<b>Totals:</b>	<b>987</b>	<b>0</b>	<b>987</b>	<b>3,756.31</b>	<b>3.81</b>

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Anthony DiGiovanni	1	0	1	0.04	0.04
Bob DeLuca	234	0	234	553.69	2.37
Brendan O'Rourke	338	0	338	1,111.25	3.29
Chris Medeiros	48	0	48	315.63	6.58
Joe Caruso	55	0	55	122.63	2.23
Outside Contractor	58	0	58	624.26	10.76
Patrick Breen	128	0	128	223.09	1.74
Ryan Bradbury	126	0	126	805.72	6.39
<b>Totals:</b>	<b>988</b>	<b>0</b>	<b>988</b>	<b>3,756.31</b>	<b>3.80</b>

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
101448	Preventive			12/06/2022 08:00 AM	01/19/2023 09:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
101589	Preventive			12/12/2022 08:00 AM	01/19/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
101590	Preventive			12/13/2022 08:00 AM	01/19/2023 09:26 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102163	Preventive			01/01/2023 08:00 AM	01/04/2023 12:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:KEANE FIRE & SAFETY TO PERFORM ANNUAL INSPECTION OF FIRE EXTINGUISHERS Task Description: Fire Alarms								
102165	Preventive			12/28/2022 08:00 AM	01/05/2023 04:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
102166	Preventive			01/04/2023 08:00 AM	01/06/2023 02:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
102169	Preventive			01/02/2023 08:00 AM	01/05/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								
102170	Preventive			12/19/2022 08:00 AM	01/19/2023 09:27 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
102171	Preventive			12/20/2022 08:00 AM	01/19/2023 09:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
102172	Preventive			12/23/2022 08:00 AM	01/19/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
102173	Preventive			12/26/2022 08:00 AM	01/19/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
102174	Preventive			12/27/2022 08:00 AM	01/19/2023 03:57 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
102175	Preventive			12/30/2022 08:00 AM	01/19/2023 03:58 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102176	Preventive			01/02/2023 08:00 AM	01/19/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102177	Preventive			01/03/2023 08:00 AM	01/19/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102178	Preventive			01/06/2023 08:00 AM	01/19/2023 04:01 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102372	Preventive			01/11/2023 08:00 AM	01/12/2023 02:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds							
102373	Preventive			01/09/2023 08:00 AM	01/13/2023 11:31 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds							
102374	Preventive			01/09/2023 08:00 AM	01/18/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102375	Preventive			01/10/2023 08:00 AM	01/18/2023 10:29 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102376	Preventive			01/13/2023 08:00 AM	01/18/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102484	Preventive			01/16/2023 08:00 AM	01/18/2023 10:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102485	Preventive			01/17/2023 08:00 AM	01/17/2023 04:17 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102486	Preventive			01/20/2023 08:00 AM	01/24/2023 10:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102587	Preventive			01/23/2023 08:00 AM	01/24/2023 03:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102588	Preventive			01/24/2023 08:00 AM	02/02/2023 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102589	Preventive			01/27/2023 08:00 AM	02/02/2023 01:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
102717	Preventive			02/01/2023 08:00 AM	02/15/2023 08:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
102721	Preventive			01/30/2023 08:00 AM	02/02/2023 12:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102722	Preventive			01/31/2023 08:00 AM	02/02/2023 12:57 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102723	Preventive			02/03/2023 08:00 AM	02/03/2023 10:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102919	Preventive			02/08/2023 08:00 AM	02/08/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
102923	Preventive			02/06/2023 08:00 AM	02/08/2023 03:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102924	Preventive			02/07/2023 08:00 AM	02/08/2023 03:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102925	Preventive			02/10/2023 08:00 AM	02/13/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103044	Preventive			02/15/2023 08:00 AM	02/15/2023 08:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
103046	Preventive			02/15/2023 08:00 AM	02/21/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
103047	Preventive			02/13/2023 08:00 AM	02/16/2023 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
				Task Description: Grounds					
103048	Preventive			02/13/2023 08:00 AM	02/13/2023 10:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
103049	Preventive			02/14/2023 08:00 AM	02/15/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
103050	Preventive			02/17/2023 08:00 AM	02/17/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
103164	Preventive			02/22/2023 08:00 AM	02/22/2023 11:05 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are.					
				Task Description: Cleaning/General					
103165	Preventive			02/22/2023 08:00 AM	02/22/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.							
		GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS							
		Task Description: Grounds							
103166	Preventive			02/20/2023 08:00 AM	02/22/2023 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE							
		Task Description: Weekly Grounds							
103167	Preventive			02/20/2023 08:00 AM	03/03/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE							
		Task Description: Weekly Grounds							
103168	Preventive			02/21/2023 08:00 AM	03/03/2023 02:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE							
		Task Description: Weekly Grounds							
103169	Preventive			02/24/2023 08:00 AM	03/03/2023 02:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE							
		Task Description: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
103308	Preventive			03/01/2023 08:00 AM	03/01/2023 04:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
103309	Preventive			03/01/2023 08:00 AM	03/03/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
103310	Preventive			02/27/2023 08:00 AM	03/03/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								
103311	Preventive			02/27/2023 08:00 AM	03/03/2023 02:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103312	Preventive			02/28/2023 08:00 AM	03/03/2023 02:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103313	Preventive			03/03/2023 08:00 AM	03/03/2023 02:02 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
103455	Preventive			03/08/2023 08:00 AM	03/09/2023 10:03 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General							
103456	Preventive			03/08/2023 08:00 AM	03/09/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds							
103457	Preventive			03/06/2023 08:00 AM	03/10/2023 11:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds							
103458	Preventive			03/06/2023 08:00 AM	03/22/2023 08:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
103459	Preventive			03/07/2023 08:00 AM	03/22/2023 08:35 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
103460	Preventive			03/10/2023 08:00 AM	03/22/2023 08:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
103579	Preventive			03/15/2023 08:00 AM	03/15/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General							
103580	Preventive			03/15/2023 08:00 AM	03/15/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds							
103581	Preventive			03/13/2023 08:00 AM	03/16/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds  Task Description: Grounds							
103582	Preventive			03/13/2023 08:00 AM	03/22/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103583	Preventive			03/14/2023 08:00 AM	03/22/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103584	Preventive			03/17/2023 08:00 AM	03/22/2023 08:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103735	Preventive			03/22/2023 08:00 AM	03/22/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General					
103736	Preventive			03/22/2023 08:00 AM	03/22/2023 03:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds					
103737	Preventive			03/20/2023 08:00 AM	03/24/2023 11:44 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
103738	Preventive			03/20/2023 08:00 AM	03/22/2023 08:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
103739	Preventive			03/21/2023 08:00 AM	03/22/2023 08:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
103860	Preventive			03/29/2023 08:00 AM	03/31/2023 04:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are.					
				Task Description: Cleaning/General					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
103861	Preventive			03/29/2023 08:00 AM	03/30/2023 03:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
103862	Preventive			03/27/2023 08:00 AM	03/31/2023 11:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								
103863	Preventive			03/27/2023 08:00 AM	03/28/2023 03:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103864	Preventive			03/28/2023 08:00 AM	03/28/2023 03:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103865	Preventive			03/31/2023 08:00 AM	04/11/2023 01:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
103951	Preventive			03/20/2023 01:05 PM	03/20/2023 01:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Secured Environment to perform scheduled pest control service for rats at Lexington Gardens.									
Task Description: Pest Control									
103991	Preventive			04/05/2023 08:00 AM	04/05/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are.									
Task Description: Cleaning/General									
103992	Preventive			04/05/2023 08:00 AM	04/06/2023 03:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.									
GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS									
Task Description: Grounds									
103993	Preventive			04/03/2023 08:00 AM	04/06/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE									
Task Description: Weekly Grounds									
Task Description: Grounds									
103994	Preventive			04/03/2023 08:00 AM	04/11/2023 01:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE									
Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
103995	Preventive			04/04/2023 08:00 AM	04/11/2023 01:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103996	Preventive			04/07/2023 08:00 AM	04/11/2023 01:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104081	Preventive			04/12/2023 08:00 AM	04/14/2023 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
104082	Preventive			04/12/2023 08:00 AM	04/14/2023 04:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
104083	Preventive			04/10/2023 08:00 AM	04/10/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104084	Preventive			04/10/2023 08:00 AM	04/11/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104085	Preventive			04/11/2023 08:00 AM	04/11/2023 02:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104086	Preventive			04/14/2023 08:00 AM	04/14/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104238	Preventive			04/19/2023 08:00 AM	04/19/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General					
104239	Preventive			04/19/2023 08:00 AM	04/19/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds					
104240	Preventive			04/17/2023 08:00 AM	04/21/2023 11:49 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds							
104241	Preventive			04/17/2023 08:00 AM	04/18/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
104242	Preventive			04/18/2023 08:00 AM	04/18/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
104243	Preventive			04/21/2023 08:00 AM	04/21/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
104351	Preventive			04/26/2023 08:00 AM	04/26/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
104352	Preventive			04/26/2023 08:00 AM	04/27/2023 04:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
104353	Preventive			04/24/2023 08:00 AM	04/28/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds								
104354	Preventive			04/24/2023 08:00 AM	04/26/2023 08:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104355	Preventive			04/25/2023 08:00 AM	04/26/2023 08:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
104356	Preventive			04/28/2023 08:00 AM	04/28/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104449	Preventive			04/17/2023 02:27 PM	04/17/2023 02:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats. Task Description: Pest Control								
104515	Preventive			05/03/2023 08:00 AM	05/03/2023 04:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
104516	Preventive			05/03/2023 08:00 AM	05/05/2023 03:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
104517	Preventive			05/01/2023 08:00 AM	05/05/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								
104518	Preventive			05/01/2023 08:00 AM	05/03/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
104519	Preventive			05/02/2023 08:00 AM	05/03/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
104520	Preventive			05/05/2023 08:00 AM	05/05/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
104643	Preventive			05/10/2023 08:00 AM	05/11/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are.					
				Task Description: Cleaning/General					
104644	Preventive			05/10/2023 08:00 AM	05/11/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS					
				Task Description: Grounds					
104645	Preventive			05/08/2023 08:00 AM	05/12/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
				Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
104646	Preventive			05/08/2023 08:00 AM	05/10/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
104647	Preventive			05/09/2023 08:00 AM	05/10/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
104648	Preventive			05/12/2023 08:00 AM	05/15/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
104795	Preventive			05/17/2023 08:00 AM	05/17/2023 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
104796	Preventive			05/17/2023 08:00 AM	05/17/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
104797	Preventive			05/15/2023 08:00 AM	05/19/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								
104798	Preventive			05/15/2023 08:00 AM	05/15/2023 03:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
104799	Preventive			05/16/2023 08:00 AM	05/16/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104800	Preventive			05/19/2023 08:00 AM	05/19/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104917	Preventive			05/24/2023 08:00 AM	05/24/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
104918	Preventive			05/24/2023 08:00 AM	05/24/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
104919	Preventive			05/22/2023 08:00 AM	05/26/2023 12:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								
104920	Preventive			05/22/2023 08:00 AM	05/22/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104921	Preventive			05/23/2023 08:00 AM	05/24/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104922	Preventive			05/26/2023 08:00 AM	05/31/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
105031	Preventive			05/31/2023 08:00 AM	05/31/2023 04:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
105032	Preventive			05/31/2023 08:00 AM	06/01/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
105033	Preventive			05/29/2023 08:00 AM	06/02/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								
105034	Preventive			05/29/2023 08:00 AM	05/31/2023 04:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
105035	Preventive			05/30/2023 08:00 AM	05/31/2023 04:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105036	Preventive			06/02/2023 08:00 AM	06/02/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105176	Preventive			06/07/2023 08:00 AM	06/07/2023 01:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
105177	Preventive			06/07/2023 08:00 AM	06/07/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
105178	Preventive			06/05/2023 08:00 AM	06/09/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								
105179	Preventive			06/05/2023 08:00 AM	06/15/2023 10:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105180	Preventive			06/06/2023 08:00 AM	06/15/2023 10:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105181	Preventive			06/09/2023 08:00 AM	06/15/2023 10:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
105603	Preventive			06/14/2023 08:00 AM	06/14/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
105604	Preventive			06/14/2023 08:00 AM	06/14/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
105605	Preventive			06/12/2023 08:00 AM	06/16/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds								
105606	Preventive			06/12/2023 08:00 AM	06/15/2023 10:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105607	Preventive			06/13/2023 08:00 AM	06/15/2023 03:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
105922	Preventive			06/21/2023 08:00 AM	06/21/2023 04:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
105923	Preventive			06/21/2023 08:00 AM	06/21/2023 04:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
105924	Preventive			06/19/2023 08:00 AM	06/23/2023 10:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds								
105925	Preventive			06/19/2023 08:00 AM	07/11/2023 11:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105926	Preventive			06/20/2023 08:00 AM	07/11/2023 11:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
106148	Preventive			06/28/2023 08:00 AM	06/28/2023 03:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
106149	Preventive			07/05/2023 08:00 AM	07/05/2023 10:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Wednesday: clean Lexington learning center - Clean bathrooms (2 bathrooms on bottom floor & 1 on first floor), replace toilet paper and paper towels as needed, wipe down sinks, empty trash as needed (two small bins by computers, 1 large one bin, bins in each bathroom), wipe down counters where computers are. Task Description: Cleaning/General								
106150	Preventive			06/28/2023 08:00 AM	06/29/2023 01:35 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
106151	Preventive			07/05/2023 08:00 AM	07/06/2023 11:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN. GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds								
106152	Preventive			06/26/2023 08:00 AM	06/30/2023 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
106153	Preventive			07/03/2023 08:00 AM	07/07/2023 11:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS & BRICKS WEDNESDAY AND THURSDAY CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106154	Preventive			06/26/2023 08:00 AM	07/11/2023 11:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106155	Preventive			06/27/2023 08:00 AM	07/11/2023 11:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106156	Preventive			06/30/2023 08:00 AM	07/11/2023 11:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106157	Preventive			07/03/2023 08:00 AM	07/11/2023 11:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106158	Preventive			07/04/2023 08:00 AM	07/11/2023 11:32 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
106159	Preventive			07/07/2023 08:00 AM	07/11/2023 11:31 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
106300	Preventive			07/12/2023 08:00 AM	07/13/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:21 ROBERT FORD ROAD VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.  GREASE LINE TO BE CHECKED DURING LEXINGTON GARDENS GROUNDS Task Description: Grounds							
106302	Preventive			07/10/2023 08:00 AM	07/11/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
106303	Preventive			07/11/2023 08:00 AM	07/11/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
106304	Preventive			07/14/2023 08:00 AM	07/14/2023 11:27 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-3									
		Comments:LEXINGTON GARDENS 1-31 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
106375	Preventive			06/20/2023 09:41 AM	06/20/2023 09:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:exterior pest control services Task Description: Pest Control							
<b>200-3</b>			<b>Incomplete: 0</b>		<b>Complete: 165</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project: 200-1									
101580	Preventive			12/16/2022 08:00 AM	01/06/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102134	Preventive			12/19/2022 08:00 AM	01/06/2023 10:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
102135	Preventive			12/20/2022 08:00 AM	01/06/2023 10:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
102136	Preventive			12/23/2022 08:00 AM	01/06/2023 10:15 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102137	Preventive			12/26/2022 08:00 AM	01/06/2023 10:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102138	Preventive			12/27/2022 08:00 AM	01/06/2023 10:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102139	Preventive			12/30/2022 08:00 AM	01/06/2023 10:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102140	Preventive			01/02/2023 08:00 AM	01/06/2023 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102141	Preventive			01/03/2023 08:00 AM	01/06/2023 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102142	Preventive			01/06/2023 08:00 AM	01/06/2023 09:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102362	Preventive			01/09/2023 08:00 AM	01/12/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102363	Preventive			01/10/2023 08:00 AM	01/12/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
102364	Preventive			01/13/2023 08:00 AM	01/19/2023 09:13 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
102365	Preventive	25 Philip Darch Road	Christine D'angelo	01/12/2023 08:00 AM	01/19/2023 02:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:check humidity levels and the dehumidifying unit in basement every Friday morning									
Task Description: Mold/Mildew									
102471	Preventive			01/16/2023 08:00 AM	01/19/2023 09:12 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE									
Task Description: Weekly Grounds									
102472	Preventive			01/17/2023 08:00 AM	01/19/2023 09:11 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE									
Task Description: Weekly Grounds									
102473	Preventive			01/20/2023 08:00 AM	02/02/2023 01:43 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE									
Task Description: Weekly Grounds									
102474	Preventive	25 Philip Darch Road	Christine D'angelo	01/19/2023 08:00 AM	02/03/2023 03:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:check humidity levels and the dehumidifying unit in basement every Friday morning									
Task Description: Mold/Mildew									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
102574	Preventive			01/23/2023 08:00 AM	01/23/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds									
102575	Preventive			01/24/2023 08:00 AM	02/02/2023 01:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds									
102576	Preventive			01/27/2023 08:00 AM	02/02/2023 01:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds									
102577	Preventive	25 Philip Darch Road	Christine D'angelo	01/26/2023 08:00 AM	02/03/2023 03:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:check humidity levels and the dehumidifying unit in basement every Friday morning Task Description: Mold/Mildew									
102700	Preventive			01/27/2023 02:35 PM	02/14/2023 01:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Install plastic window well covers for building at Lexington Bricks building 3 (21-27 Philip Darch). Let Anthony know quantity remaining once this building is complete. Also, need to install drain pipe extensions to all downspouts at building. Let Anthony know if you do not have this in stock and approximately how much you expect to need for ALL Lexington Bricks. Task Description: Flood Water Prevention									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
102706	Preventive			01/30/2023 08:00 AM	02/02/2023 01:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102707	Preventive			01/31/2023 08:00 AM	02/02/2023 01:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102708	Preventive			02/03/2023 08:00 AM	02/03/2023 03:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102709	Preventive	25 Philip Darch Road	Christine D'angelo	02/02/2023 08:00 AM	02/03/2023 03:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:check humidity levels and the dehumidifying unit in basement every Friday morning Task Description: Mold/Mildew								
102910	Preventive			02/06/2023 08:00 AM	02/09/2023 09:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
102911	Preventive			02/07/2023 08:00 AM	02/09/2023 09:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102912	Preventive			02/10/2023 08:00 AM	02/10/2023 11:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103034	Preventive			02/13/2023 08:00 AM	02/13/2023 10:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103035	Preventive			02/14/2023 08:00 AM	02/14/2023 09:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103036	Preventive			02/17/2023 08:00 AM	02/28/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103150	Preventive			02/20/2023 08:00 AM	02/28/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103151	Preventive			02/21/2023 08:00 AM	02/28/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103152	Preventive			02/24/2023 08:00 AM	02/28/2023 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103295	Preventive			02/27/2023 08:00 AM	02/28/2023 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103296	Preventive			02/28/2023 08:00 AM	02/28/2023 02:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103297	Preventive			03/03/2023 08:00 AM	03/07/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103444	Preventive			03/06/2023 08:00 AM	03/07/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103445	Preventive			03/07/2023 08:00 AM	03/22/2023 11:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103446	Preventive			03/10/2023 08:00 AM	03/22/2023 11:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103568	Preventive			03/13/2023 08:00 AM	03/22/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103569	Preventive			03/14/2023 08:00 AM	03/22/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103570	Preventive			03/17/2023 08:00 AM	03/22/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103724	Preventive			03/20/2023 08:00 AM	03/22/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103725	Preventive			03/21/2023 08:00 AM	03/22/2023 11:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103978	Preventive			04/03/2023 08:00 AM	04/11/2023 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103979	Preventive			04/04/2023 08:00 AM	04/11/2023 01:33 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
103980	Preventive			04/07/2023 08:00 AM	04/11/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104070	Preventive			04/10/2023 08:00 AM	04/11/2023 02:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104071	Preventive			04/11/2023 08:00 AM	04/11/2023 02:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104072	Preventive			04/14/2023 08:00 AM	04/14/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104227	Preventive			04/17/2023 08:00 AM	04/18/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104228	Preventive			04/18/2023 08:00 AM	04/18/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104229	Preventive			04/21/2023 08:00 AM	04/21/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104340	Preventive			04/24/2023 08:00 AM	04/26/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104341	Preventive			04/25/2023 08:00 AM	04/26/2023 08:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104342	Preventive			04/28/2023 08:00 AM	04/28/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104502	Preventive			05/01/2023 08:00 AM	05/03/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104503	Preventive			05/02/2023 08:00 AM	05/03/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104504	Preventive			05/05/2023 08:00 AM	05/05/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104632	Preventive			05/08/2023 08:00 AM	05/10/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104633	Preventive			05/09/2023 08:00 AM	05/10/2023 04:03 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104634	Preventive			05/12/2023 08:00 AM	05/15/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104784	Preventive			05/15/2023 08:00 AM	05/15/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104785	Preventive			05/16/2023 08:00 AM	05/16/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104786	Preventive			05/19/2023 08:00 AM	05/19/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104897	Preventive			05/22/2023 08:00 AM	05/22/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104898	Preventive			05/23/2023 08:00 AM	05/24/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
104899	Preventive			05/26/2023 08:00 AM	05/31/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105017	Preventive			05/29/2023 08:00 AM	05/31/2023 04:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105018	Preventive			05/30/2023 08:00 AM	05/31/2023 04:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105019	Preventive			06/02/2023 08:00 AM	06/02/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105164	Preventive			06/05/2023 08:00 AM	06/12/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105165	Preventive			06/06/2023 08:00 AM	06/15/2023 10:26 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105166	Preventive			06/09/2023 08:00 AM	07/11/2023 11:29 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105591	Preventive			06/12/2023 08:00 AM	06/20/2023 01:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds					
105592	Preventive			06/13/2023 08:00 AM	06/15/2023 10:38 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-1									
		Comments:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE							
		Task Description: Weekly Grounds							
<b>200-1</b>				<b>Incomplete: 0</b>	<b>Complete: 79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project: 200-2									
102143	Preventive			12/19/2022 08:00 AM	01/03/2023 12:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH							
		Task Description: Weekly Grounds							
102144	Preventive			12/20/2022 08:00 AM	01/03/2023 12:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH							
		Task Description: Weekly Grounds							
102145	Preventive			12/23/2022 08:00 AM	01/03/2023 12:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH							
		Task Description: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
102146	Preventive			12/26/2022 08:00 AM	01/03/2023 12:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102147	Preventive			12/27/2022 08:00 AM	01/03/2023 12:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102148	Preventive			12/30/2022 08:00 AM	01/03/2023 12:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102149	Preventive			01/02/2023 08:00 AM	01/03/2023 12:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
102150	Preventive			01/03/2023 08:00 AM	01/03/2023 12:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102151	Preventive			01/06/2023 08:00 AM	01/06/2023 04:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102154	Preventive			01/02/2023 08:00 AM	01/05/2023 11:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								
102155	Preventive			01/01/2023 08:00 AM	01/24/2023 10:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room Monthly Inspection Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers								
102156	Preventive			12/19/2022 08:00 AM	01/03/2023 12:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
102157	Preventive			12/26/2022 08:00 AM	01/03/2023 12:20 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS									
Task Description: Other Work									
102158	Preventive			01/02/2023 08:00 AM	01/04/2023 02:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS									
Task Description: Other Work									
102159	Preventive			12/20/2022 08:00 AM	01/03/2023 12:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB									
Task Description: Grounds									
102160	Preventive			12/27/2022 08:00 AM	01/03/2023 04:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB									
Task Description: Grounds									
102161	Preventive			01/03/2023 08:00 AM	01/06/2023 04:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB									
Task Description: Grounds									
102162	Preventive			01/01/2023 08:00 AM	01/04/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:KEANE FIRE & SAFETY TO PERFORM ANNUAL INSPECTION OF FIRE EXTINGUISHERS									
Task Description: Fire Alarms									
102366	Preventive			01/09/2023 08:00 AM	01/11/2023 04:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
102367	Preventive			01/10/2023 08:00 AM	01/11/2023 04:44 PM	\$0.00	\$0.00	\$0.00	\$0.00



W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
102475	Preventive			01/16/2023 08:00 AM	01/18/2023 11:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102476	Preventive			01/17/2023 08:00 AM	01/18/2023 11:05 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102477	Preventive			01/20/2023 08:00 AM	01/20/2023 02:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102479	Preventive			01/17/2023 08:00 AM	01/19/2023 10:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
102480	Preventive			01/16/2023 08:00 AM	01/19/2023 03:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
102578	Preventive			01/23/2023 08:00 AM	01/23/2023 11:32 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
102579	Preventive			01/24/2023 08:00 AM	01/24/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
102580	Preventive			01/27/2023 08:00 AM	01/28/2023 08:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
102582	Preventive			01/23/2023 08:00 AM	01/26/2023 02:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work							
102583	Preventive			01/24/2023 08:00 AM	01/26/2023 01:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
102710	Preventive			01/30/2023 08:00 AM	01/30/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102711	Preventive			01/31/2023 08:00 AM	01/31/2023 12:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102712	Preventive			02/03/2023 08:00 AM	02/03/2023 10:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
102714	Preventive			02/01/2023 08:00 AM	02/09/2023 10:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room  Monthly Inspection  Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers								
102715	Preventive			01/30/2023 08:00 AM	02/02/2023 01:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
102716	Preventive			01/31/2023 08:00 AM	02/02/2023 01:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds									
102913	Preventive			02/06/2023 08:00 AM	02/07/2023 03:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds									
102914	Preventive			02/07/2023 08:00 AM	02/07/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds									
102915	Preventive			02/10/2023 08:00 AM	02/16/2023 12:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds									
102917	Preventive			02/06/2023 08:00 AM	02/09/2023 11:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
102918	Preventive			02/07/2023 08:00 AM	02/09/2023 09:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds									
103037	Preventive			02/13/2023 08:00 AM	02/16/2023 12:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds									
103038	Preventive			02/14/2023 08:00 AM	02/16/2023 12:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds									
103039	Preventive			02/17/2023 08:00 AM	02/22/2023 04:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds									
103040	Preventive			02/13/2023 08:00 AM	02/16/2023 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds  Task Description: Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103041	Preventive			02/01/2023 08:00 AM	02/27/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MONTHLY CLEAN HALLWAYS OF ONE BUILDING AT WILLOW PARK								
	Task Description: Cleaning/General								
103042	Preventive			02/13/2023 08:00 AM	02/25/2023 08:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS								
	Task Description: Other Work								
103043	Preventive			02/14/2023 08:00 AM	02/16/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB								
	Task Description: Grounds								
103153	Preventive			02/20/2023 08:00 AM	02/22/2023 04:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								
103154	Preventive			02/21/2023 08:00 AM	02/22/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103155	Preventive			02/24/2023 08:00 AM	02/24/2023 01:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103156	Preventive			02/20/2023 08:00 AM	02/22/2023 01:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								
103159	Preventive			02/21/2023 08:00 AM	02/24/2023 01:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
103160	Preventive			02/20/2023 08:00 AM	02/24/2023 08:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
103298	Preventive			02/27/2023 08:00 AM	02/28/2023 01:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103299	Preventive			02/28/2023 08:00 AM	02/28/2023 01:32 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
103300	Preventive			03/03/2023 08:00 AM	03/03/2023 11:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
103301	Preventive			02/27/2023 08:00 AM	03/03/2023 01:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds							
103302	Preventive			03/01/2023 08:00 AM	03/01/2023 10:39 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Inspect Boiler Room Monthly Inspection Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers							
103303	Preventive			02/28/2023 08:00 AM	03/01/2023 02:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103305	Preventive			03/01/2023 08:00 AM	03/23/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MONTHLY CLEAN HALLWAYS OF ONE BUILDING AT WILLOW PARK								
	Task Description: Cleaning/General								
103306	Preventive			02/27/2023 08:00 AM	03/01/2023 02:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS								
	Task Description: Other Work								
103447	Preventive			03/06/2023 08:00 AM	03/07/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								
103448	Preventive			03/07/2023 08:00 AM	03/07/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								
103449	Preventive			03/10/2023 08:00 AM	03/10/2023 04:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								
103450	Preventive			03/06/2023 08:00 AM	03/10/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
				Task Description: Grounds					
103451	Preventive			03/07/2023 08:00 AM	03/07/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB					
				Task Description: Grounds					
103453	Preventive			03/06/2023 08:00 AM	03/07/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS					
				Task Description: Other Work					
103571	Preventive			03/13/2023 08:00 AM	03/14/2023 01:42 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH					
				Task Description: Weekly Grounds					
103572	Preventive			03/14/2023 08:00 AM	03/14/2023 01:43 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH					
				Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103573	Preventive			03/17/2023 08:00 AM	03/23/2023 08:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103574	Preventive			03/13/2023 08:00 AM	03/16/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								
103575	Preventive			03/14/2023 08:00 AM	03/14/2023 01:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
103577	Preventive			03/13/2023 08:00 AM	03/14/2023 01:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
103667	Preventive			03/15/2023 12:04 PM	03/22/2023 03:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect mechanical rooms at willow park - check for leaks, trash/debris, remove cardboard, make neat and orderly etc. Per ML, in preparation for PMR. Task Description: Cleaning/General								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103727	Preventive			03/20/2023 08:00 AM	03/23/2023 08:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103728	Preventive			03/21/2023 08:00 AM	03/22/2023 03:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103729	Preventive			03/24/2023 08:00 AM	03/24/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103730	Preventive			03/20/2023 08:00 AM	03/24/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103731	Preventive			03/21/2023 08:00 AM	03/22/2023 03:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
103733	Preventive			03/20/2023 08:00 AM	03/23/2023 08:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
103805	Preventive			03/21/2023 04:07 PM	03/22/2023 03:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:inspect laundry rooms in all willow park buildings - check for leaks - empty trash Task Description: Cleaning/General								
103852	Preventive			03/27/2023 08:00 AM	03/29/2023 09:19 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103853	Preventive			03/28/2023 08:00 AM	03/29/2023 09:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103854	Preventive			03/31/2023 08:00 AM	03/31/2023 12:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103855	Preventive			03/27/2023 08:00 AM	03/31/2023 12:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103856	Preventive			03/28/2023 08:00 AM	03/31/2023 12:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
103858	Preventive			03/27/2023 08:00 AM	03/31/2023 12:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
103944	Preventive			03/20/2023 10:26 AM	03/20/2023 10:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats. Task Description: Pest Control								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103981	Preventive			04/03/2023 08:00 AM	04/05/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103982	Preventive			04/04/2023 08:00 AM	04/05/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103983	Preventive			04/07/2023 08:00 AM	04/07/2023 03:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
103984	Preventive			04/03/2023 08:00 AM	04/06/2023 01:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
103985	Preventive			04/01/2023 08:00 AM	04/13/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
103986	Preventive			04/04/2023 08:00 AM	04/07/2023 03:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB								
	Task Description: Grounds								
103988	Preventive			04/01/2023 08:00 AM	05/02/2023 03:36 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MONTHLY CLEAN HALLWAYS OF ONE BUILDING AT WILLOW PARK								
	Task Description: Cleaning/General								
103989	Preventive			04/03/2023 08:00 AM	04/07/2023 03:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS								
	Task Description: Other Work								
104073	Preventive			04/10/2023 08:00 AM	04/10/2023 03:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK								
	CHECK ENTIRE PROPERTY TO ENSURE:								
	A) TRIMMING SHRUBS, BUSHES, ETC. -								
	B) REMOVE ALL TRASH, DEBRIS, LITTER								
	C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE								
	G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104074	Preventive			04/11/2023 08:00 AM	04/13/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104075	Preventive			04/14/2023 08:00 AM	04/14/2023 03:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104076	Preventive			04/10/2023 08:00 AM	04/14/2023 11:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104077	Preventive			04/11/2023 08:00 AM	04/13/2023 09:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
104079	Preventive			04/10/2023 08:00 AM	04/13/2023 09:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104230	Preventive			04/17/2023 08:00 AM	04/18/2023 10:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104231	Preventive			04/18/2023 08:00 AM	04/18/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104232	Preventive			04/21/2023 08:00 AM	04/21/2023 08:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104233	Preventive			04/17/2023 08:00 AM	04/21/2023 01:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds								
104234	Preventive			04/18/2023 08:00 AM	04/21/2023 08:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104236	Preventive			04/17/2023 08:00 AM	04/21/2023 08:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS									
Task Description: Other Work									
104343	Preventive			04/24/2023 08:00 AM	04/25/2023 08:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
104344	Preventive			04/25/2023 08:00 AM	04/25/2023 08:13 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
104345	Preventive			04/28/2023 08:00 AM	04/28/2023 03:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104346	Preventive			04/24/2023 08:00 AM	04/28/2023 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds								
104347	Preventive			04/25/2023 08:00 AM	04/28/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
104349	Preventive			04/24/2023 08:00 AM	04/28/2023 03:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
104454	Preventive			04/17/2023 03:18 PM	04/17/2023 03:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats Task Description: Pest Control								
104505	Preventive			05/01/2023 08:00 AM	05/01/2023 09:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104506	Preventive			05/02/2023 08:00 AM	05/02/2023 02:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104507	Preventive			05/05/2023 08:00 AM	05/12/2023 10:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104508	Preventive			05/01/2023 08:00 AM	05/05/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								
104509	Preventive			05/01/2023 08:00 AM	05/01/2023 09:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room Monthly Inspection Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104510	Preventive			05/02/2023 08:00 AM	05/02/2023 02:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB								
	Task Description: Grounds								
104512	Preventive			05/01/2023 08:00 AM	05/30/2023 04:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MONTHLY CLEAN HALLWAYS OF ONE BUILDING AT WILLOW PARK								
	Task Description: Cleaning/General								
104513	Preventive			05/01/2023 08:00 AM	05/02/2023 02:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS								
	Task Description: Other Work								
104635	Preventive			05/08/2023 08:00 AM	05/12/2023 10:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								
104636	Preventive			05/09/2023 08:00 AM	05/12/2023 10:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104637	Preventive			05/12/2023 08:00 AM	05/12/2023 10:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104638	Preventive			05/08/2023 08:00 AM	05/12/2023 01:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds Task Description: Grounds								
104639	Preventive			05/09/2023 08:00 AM	05/12/2023 10:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
104641	Preventive			05/08/2023 08:00 AM	05/12/2023 10:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
104787	Preventive			05/15/2023 08:00 AM	05/15/2023 09:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104788	Preventive			05/16/2023 08:00 AM	05/16/2023 11:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104789	Preventive			05/19/2023 08:00 AM	05/19/2023 09:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
104790	Preventive			05/15/2023 08:00 AM	05/19/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds								
104791	Preventive			05/16/2023 08:00 AM	05/18/2023 02:21 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB									
Task Description: Grounds									
104793	Preventive			05/15/2023 08:00 AM	05/19/2023 09:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS									
Task Description: Other Work									
104900	Preventive			05/22/2023 08:00 AM	05/22/2023 11:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
104901	Preventive			05/23/2023 08:00 AM	05/24/2023 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
104902	Preventive			05/26/2023 08:00 AM	05/26/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
104903	Preventive			05/22/2023 08:00 AM	05/26/2023 12:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
				Task Description: Weekly Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
104904	Preventive			05/23/2023 08:00 AM	05/26/2023 02:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB					
				Task Description: Grounds					
104906	Preventive			05/22/2023 08:00 AM	05/26/2023 02:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS					
				Task Description: Other Work					
104955	Preventive			05/15/2023 03:26 PM	05/15/2023 03:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Secured Environment to perform scheduled pest control service for rats.					
				Task Description: Pest Control					
105020	Preventive			05/29/2023 08:00 AM	05/30/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH					
				Task Description: Weekly Grounds					
105021	Preventive			05/30/2023 08:00 AM	05/30/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH					
				Task Description: Weekly Grounds					
105022	Preventive			06/02/2023 08:00 AM	06/02/2023 11:51 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
105023	Preventive			05/29/2023 08:00 AM	06/02/2023 10:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds							
105024	Preventive			06/01/2023 08:00 AM	06/20/2023 09:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Inspect Boiler Room  Monthly Inspection  Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers							
105025	Preventive			05/30/2023 08:00 AM	06/02/2023 11:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds							
105027	Preventive			06/01/2023 08:00 AM	06/20/2023 02:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:MONTHLY CLEAN HALLWAYS OF ONE BUILDING AT WILLOW PARK Task Description: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
105028	Preventive			05/29/2023 08:00 AM	06/02/2023 11:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS									
Task Description: Other Work									
105167	Preventive			06/05/2023 08:00 AM	06/12/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
105168	Preventive			06/06/2023 08:00 AM	06/06/2023 08:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									
105169	Preventive			06/09/2023 08:00 AM	06/09/2023 11:06 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH									
Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
105170	Preventive			06/05/2023 08:00 AM	06/09/2023 02:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Task Description: Grounds								
105171	Preventive			06/06/2023 08:00 AM	06/07/2023 09:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
105173	Preventive			06/05/2023 08:00 AM	06/12/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
105594	Preventive			06/12/2023 08:00 AM	06/12/2023 10:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
105595	Preventive			06/13/2023 08:00 AM	06/13/2023 09:15 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
105596	Preventive			06/16/2023 08:00 AM	06/16/2023 08:14 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
105597	Preventive			06/12/2023 08:00 AM	06/16/2023 12:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds							
105598	Preventive			06/13/2023 08:00 AM	06/14/2023 08:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds							
105600	Preventive			06/12/2023 08:00 AM	06/14/2023 08:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work							
105913	Preventive			06/19/2023 08:00 AM	06/20/2023 08:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds							
105914	Preventive			06/20/2023 08:00 AM	06/20/2023 08:08 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH					
				Task Description: Weekly Grounds					
105915	Preventive			06/23/2023 08:00 AM	06/23/2023 08:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH					
				Task Description: Weekly Grounds					
105916	Preventive			06/19/2023 08:00 AM	06/23/2023 10:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE					
				Task Description: Weekly Grounds					
105917	Preventive			06/20/2023 08:00 AM	06/22/2023 12:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB					
				Task Description: Grounds					
105919	Preventive			06/19/2023 08:00 AM	06/26/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS					
				Task Description: Other Work					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
106128	Preventive			06/26/2023 08:00 AM	07/03/2023 08:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
106129	Preventive			06/27/2023 08:00 AM	07/03/2023 08:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
106130	Preventive			06/30/2023 08:00 AM	07/03/2023 08:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
106131	Preventive			07/03/2023 08:00 AM	07/03/2023 08:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
106132	Preventive			07/04/2023 08:00 AM	07/04/2023 11:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
106133	Preventive			07/07/2023 08:00 AM	07/07/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
106134	Preventive			06/26/2023 08:00 AM	06/30/2023 10:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106135	Preventive			07/03/2023 08:00 AM	07/07/2023 11:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106136	Preventive			07/01/2023 08:00 AM	07/05/2023 12:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room  Monthly Inspection  Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
106137	Preventive			06/27/2023 08:00 AM	07/03/2023 08:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB								
	Task Description: Grounds								
106138	Preventive			07/04/2023 08:00 AM	07/07/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB								
	Task Description: Grounds								
106141	Preventive			07/01/2023 08:00 AM	07/10/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MONTHLY CLEAN HALLWAYS OF ONE BUILDING AT WILLOW PARK								
	Task Description: Cleaning/General								
106142	Preventive			06/26/2023 08:00 AM	07/03/2023 08:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS								
	Task Description: Other Work								
106143	Preventive			07/03/2023 08:00 AM	07/07/2023 11:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS								
	Task Description: Other Work								
106290	Preventive			07/10/2023 08:00 AM	07/10/2023 04:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
106291	Preventive			07/11/2023 08:00 AM	07/11/2023 03:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
106292	Preventive			07/14/2023 08:00 AM	07/14/2023 08:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. - B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds								
106294	Preventive			07/11/2023 08:00 AM	07/12/2023 09:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY TUESDAY MORNING AND THURSDAY AFTERNOON PLEASE MAKE SURE THAT WILLOW PARK LEARNING CENTER IS DISINFECTED, TRASH IS TAKEN OUT, TOILET PAPER AND PAPER TOWELS ARE STOCKED, ROOM IS CLEAN FOR WATERTOWN BOYS AND GIRLS CLUB Task Description: Grounds								
106296	Preventive			07/10/2023 08:00 AM	07/17/2023 07:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:EVERY WEEK CHANGE TRASH BAGS IN THE WILLOW PARK LAUNDRY ROOMS Task Description: Other Work								
106373	Preventive			06/08/2023 09:24 AM	06/08/2023 09:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:exterior pest control service for rat burrows by 18 Quimby dumpsters Task Description: Pest Control								
106374	Preventive			06/19/2023 09:36 AM	06/19/2023 09:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:exterior pest control services for rat burrows by 18 Quimby dumpster site Task Description: Pest Control								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: 200-2									
106386	Preventive			06/20/2023 01:47 PM	06/20/2023 01:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:exterior pest control services								
	Task Description: Pest Control								
<b>200-2</b>				<b>Incomplete: 0</b>	<b>Complete: 195</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>State 200</b>				<b>Incomplete: 0</b>	<b>Complete: 439</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Program: WHDC Holding LLC									
Project: 100 Warren Street									
102119	Preventive			01/03/2023 08:18 AM	01/03/2023 08:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Check all hallway lights in front of doorways								
	Task Description: A403 needs a ballast								
102248	Preventive			01/03/2023 01:41 PM	01/03/2023 09:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Painted first floor bathroom next to laundry room								
102681	Preventive			01/25/2023 12:37 PM	01/25/2023 12:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Pick up paint for, Warren Street apartments								
102691	Preventive			01/26/2023 09:57 AM	01/26/2023 01:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Paint shop floor								
102823	Preventive			02/01/2023 08:55 AM	02/01/2023 08:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Bulk trash								
103823	Preventive			03/23/2023 09:57 AM	03/23/2023 09:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Pick up new photo cells use last one								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: WHDC Holding LLC									
Project: 100 Warren Street									
103896	Preventive	100 Warren Street		01/25/2023 08:00 AM	03/06/2023 09:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:AMERICAN ALARM QUARTERLY INSPECTION							
		Task Description: Fire Alarms							
103909	Preventive			03/29/2023 07:41 AM	03/29/2023 07:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Two broken tables in community room							
103910	Preventive			03/29/2023 07:59 AM	03/29/2023 08:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Put up parking signs for getting new stickers by April 1							
103931	Preventive	100 Warren Street Unit: A306	Mary Tresca	03/30/2023 10:30 AM	03/30/2023 10:31 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Sheade won't go up and down New Vacancy turnover							
103932	Preventive			03/30/2023 10:38 AM	03/30/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Put quiet tabs on doors in hallway							
103934	Preventive			03/30/2023 11:38 AM	03/30/2023 11:39 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Put door alarms on emergency only exits							
103949	Preventive	100 Warren Street		03/20/2023 12:58 PM	03/20/2023 01:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Secured Environment to perform scheduled pest control service for rats. (A & B building)							
		Task Description: Pest Control							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: WHDC Holding LLC									
Project: 100 Warren Street									
104183	Preventive			04/13/2023 08:26 AM	04/13/2023 08:26 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Repaint parking lot lines								
104314	Preventive			04/19/2023 01:12 PM	04/19/2023 01:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Restripe a building parking lot								
104450	Preventive	100 Warren Street		04/17/2023 02:30 PM	04/17/2023 02:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats. ( A & B building)								
	Task Description: Pest Control								
104710	Preventive			05/09/2023 12:24 PM	05/09/2023 12:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Service Kabota tractor put air in tires greased all fittings checked fluids								
104746	Preventive			05/11/2023 12:43 PM	05/11/2023 12:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Stripe parking lot								
104958	Preventive	100 Warren Street		05/15/2023 03:41 PM	05/15/2023 03:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats. ( A & B building)								
	Task Description: Pest Control								
105080	Preventive			05/30/2023 01:38 PM	05/30/2023 01:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Roof fan motors								
105102	Preventive			05/31/2023 12:38 PM	06/01/2023 06:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Check roof fan motors motors								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: WHDC Holding LLC									
Project: 100 Warren Street									
105432	Preventive			06/07/2023 01:24 PM	06/07/2023 01:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Remove screens at end of vents for dryers To increase airflow									
106063	Preventive	100 Warren Street		06/05/2023 12:17 PM	06/05/2023 12:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:install vents in glass in community room to provide access for back up AC units in case of AC issues									
Task Description: Contractor Work									
106064	Preventive	100 Warren Street		05/03/2023 12:24 PM	05/03/2023 12:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Annual Sprinkler inspection									
Task Description: Fire Pumps/Sprinkler System									
106101	Preventive	100 Warren Street		06/29/2023 11:58 AM	07/05/2023 08:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Install two portable air conditioners in community rowing in case of an emergency and test									
106376	Preventive	100 Warren Street		06/20/2023 09:44 AM	06/20/2023 09:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:exterior pest control services for A & B building									
Task Description: Pest Control									
<b>100 Warren Street</b>		<b>Incomplete: 0</b>		<b>Complete: 26</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>WHDC Holding LLC</b>		<b>Incomplete: 0</b>		<b>Complete: 26</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Program: Public Housing									
Project: Public Housing									
102127	Preventive	100 Warren Street		01/01/2023 08:00 AM	01/10/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Inspect Boiler Room									
Monthly Inspection									
Visually inspect all boiler room components for normal operation.									
Task Description: Inspect Boilers									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
102128	Preventive	100 Warren Street		01/01/2023 08:00 AM	01/10/2023 09:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS									
Task Description: Cleaning/General									
102129	Preventive	100 Warren Street		01/01/2023 08:00 AM	01/04/2023 09:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:KEANE FIRE & SAFETY TO PERFORM ANNUAL INSPECTION OF FIRE EXTINGUISHERS									
Task Description: Fire Alarms									
102133	Preventive			01/02/2023 08:00 AM	01/06/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH									
Task Description: Weekly Grounds									
102361	Preventive			01/09/2023 08:00 AM	01/13/2023 10:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH									
Task Description: Weekly Grounds									
102468	Preventive	100 Warren Street		01/15/2023 08:00 AM	01/17/2023 12:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Check Fuel Level For Emergency Generator RECORD NUMBER OF GALLONS (275 gallon tank)  CHECK GENERATOR AND FUEL LEVEL _____  REFIL LEVEL: 150									
Task Description: Emergency Generator									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
102572	Preventive	100 Warren Street		01/25/2023 08:00 AM	03/06/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:AMERICAN ALARM QUARTERLY INSPECTION									
Task Description: Fire Alarms									
102688	Preventive			01/25/2023 01:30 PM	01/26/2023 08:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:For on-call duties please head to each development listed below and ensure all parking lots are salted using walk behind salt spreader as currently 2yd sander truck is without materials and unable to fill. Document every parking lot with a picture of completed ice melt spread and upload to this work order.									
Developments: Woodland Towers, 100 Warren Street A & B, Lexington Gardens Parking lots Sitewide, McSherry Gardens, and Willow Park.									
Task Description: Ice prevention in parking lots									
102703	Preventive	100 Warren Street		02/01/2023 08:00 AM	02/01/2023 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Inspect Boiler Room									
Monthly Inspection									
Visually inspect all boiler room components for normal operation.									
Task Description: Inspect Boilers									
102704	Preventive	100 Warren Street		02/01/2023 08:00 AM	02/01/2023 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS									
Task Description: Cleaning/General									
102798	Preventive			12/27/2022 10:26 AM	01/27/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:American Alarm to perform inspection/service.									
Task Description: Fire Alarms									
102799	Preventive			01/10/2023 10:28 AM	01/10/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:American Alarm to perform inspection/service.									
Task Description: Fire Alarms									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
102990	Preventive			02/08/2023 03:25 PM	02/08/2023 03:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Truck maintenance								
	Task Description: Truck maintenance								
103033	Preventive			02/13/2023 08:00 AM	02/17/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH								
	Task Description: Weekly Grounds								
103149	Preventive			02/20/2023 08:00 AM	02/24/2023 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH								
	Task Description: Weekly Grounds								
103292	Preventive	100 Warren Street		03/01/2023 08:00 AM	03/02/2023 01:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
103293	Preventive	100 Warren Street		03/01/2023 08:00 AM	03/02/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
103294	Preventive			02/27/2023 08:00 AM	03/03/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								
103443	Preventive			03/06/2023 08:00 AM	03/10/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								
103567	Preventive			03/13/2023 08:00 AM	03/17/2023 10:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
103723	Preventive			03/20/2023 08:00 AM	03/24/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								
103834	Preventive			03/23/2023 01:59 PM	03/23/2023 01:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Change water filter building four boiler room Task Description: Change filter								
103848	Preventive			03/27/2023 08:00 AM	03/31/2023 10:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								
103975	Preventive	100 Warren Street		04/01/2023 08:00 AM	04/06/2023 09:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room Monthly Inspection Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers								
103976	Preventive	100 Warren Street		04/01/2023 08:00 AM	04/06/2023 09:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
103977	Preventive			04/03/2023 08:00 AM	04/06/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds									
104069	Preventive			04/10/2023 08:00 AM	04/14/2023 10:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds									
104226	Preventive			04/17/2023 08:00 AM	04/21/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds									
104338	Preventive	100 Warren Street		04/25/2023 08:00 AM	06/12/2023 03:36 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:AMERICAN ALARM QUARTERLY INSPECTION - changed to annual inspections for whole building (excluding 1st floor - done during quarterly), scheduled for June Task Description: Fire Alarms									
104339	Preventive			04/24/2023 08:00 AM	04/28/2023 10:32 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
		Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds							
104499	Preventive	100 Warren Street		05/01/2023 08:00 AM	05/03/2023 01:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Inspect Boiler Room  Monthly Inspection  Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers							
104500	Preventive	100 Warren Street		05/01/2023 08:00 AM	05/04/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General							
104501	Preventive			05/01/2023 08:00 AM	05/05/2023 10:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
104631	Preventive			05/08/2023 08:00 AM	05/12/2023 11:16 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								
104783	Preventive			05/15/2023 08:00 AM	05/19/2023 10:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								
104896	Preventive			05/22/2023 08:00 AM	05/26/2023 10:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds								
105014	Preventive	100 Warren Street		06/01/2023 08:00 AM	06/01/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room Monthly Inspection Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
105015	Preventive	100 Warren Street		06/01/2023 08:00 AM	06/01/2023 10:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS									
Task Description: Cleaning/General									
105016	Preventive			05/29/2023 08:00 AM	06/02/2023 10:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH									
Task Description: Weekly Grounds									
105163	Preventive			06/05/2023 08:00 AM	06/09/2023 10:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH									
Task Description: Weekly Grounds									
105590	Preventive			06/12/2023 08:00 AM	06/16/2023 11:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH									
Task Description: Weekly Grounds									
105909	Preventive			06/19/2023 08:00 AM	06/23/2023 09:51 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
		Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds							
106087	Preventive			06/27/2023 11:24 AM	06/27/2023 11:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Hasp Locks on utility room doors and new locks							
106118	Preventive	100 Warren Street		07/01/2023 08:00 AM	07/06/2023 11:16 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Inspect Boiler Room Monthly Inspection Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers							
106119	Preventive	100 Warren Street		07/01/2023 08:00 AM	07/06/2023 11:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General							
106120	Preventive			06/26/2023 08:00 AM	06/30/2023 10:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds							
106121	Preventive			07/03/2023 08:00 AM	07/07/2023 09:58 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: Public Housing									
Project: Public Housing									
Comments:100 WARREN STREET "A" AND "B" BUILDING CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE D) ENSURE WATERING BAGS ON FRONT TREES ARE FULL PER ANTHONY E) CHECK / CLEAN TRASH ROOMS F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING G) CHECK FIRE HOSE BOXES FOR TRASH Task Description: Weekly Grounds									
<b>Public Housing</b>		<b>Incomplete: 0</b>		<b>Complete: 47</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Public Housing</b>		<b>Incomplete: 0</b>		<b>Complete: 47</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Program: State 667									
Project: 667-1									
102189	Preventive			01/01/2023 08:00 AM	01/06/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General									
102192	Preventive			01/02/2023 08:00 AM	01/06/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:FILL 1 BUCKETS WITH ICE MELT WEEKLY @ MCSHERRY OUTSIDE LAUNDRY STAIRWELL/BACK COMMUNITY ROOM DOOR ON QUIRK STREET LEAVE TENANTS SCOOP. Task Description: Snow Removal									
102193	Preventive			01/01/2023 08:00 AM	01/06/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Inspect Boiler Room Monthly Inspection Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
102194	Preventive			01/01/2023 08:00 AM	01/04/2023 12:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:KEANE FIRE & SAFETY TO PERFORM ANNUAL INSPECTION OF FIRE EXTINGUISHERS									
Task Description: Fire Alarms									
102197	Preventive			01/02/2023 08:00 AM	01/06/2023 09:29 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:									
A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS									
Task Description: Weekly Grounds									
102381	Preventive			01/09/2023 08:00 AM	01/12/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:FILL 1 BUCKETS WITH ICE MELT WEEKLY @ MCSHERRY									
OUTSIDE LAUNDRY STAIRWELL/BACK COMMUNITY ROOM DOOR ON QUIRK STREET									
LEAVE TENANTS SCOOP.									
Task Description: Snow Removal									
102382	Preventive			01/09/2023 08:00 AM	01/13/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:									
A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS									
Task Description: Weekly Grounds									
Task Description: Grounds									
Task Description: Grounds									
Task Description: Grounds									
Task Description: Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
102595	Preventive			01/25/2023 08:00 AM	03/06/2023 03:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:AMERICAN ALARM QUARTERLY INSPECTION								
	Task Description: Fire Alarms								
102727	Preventive			02/01/2023 08:00 AM	02/16/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
102926	Preventive			02/06/2023 08:00 AM	02/07/2023 03:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC.								
	B) REMOVE ALL TRASH, DEBRIS, LITTER								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								
102927	Preventive			02/07/2023 08:00 AM	02/07/2023 03:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC.								
	B) REMOVE ALL TRASH, DEBRIS, LITTER								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103051	Preventive			02/13/2023 08:00 AM	02/16/2023 12:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103052	Preventive			02/14/2023 08:00 AM	02/16/2023 12:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103053	Preventive			02/17/2023 08:00 AM	02/22/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103055	Preventive			02/13/2023 08:00 AM	02/17/2023 09:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds								
103170	Preventive			02/20/2023 08:00 AM	02/24/2023 01:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
103171	Preventive			02/21/2023 08:00 AM	02/22/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103172	Preventive			02/24/2023 08:00 AM	02/24/2023 01:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103175	Preventive			02/20/2023 08:00 AM	02/24/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds  Task Description: Grounds								
103314	Preventive			02/27/2023 08:00 AM	02/28/2023 01:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103315	Preventive			02/28/2023 08:00 AM	02/28/2023 01:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103316	Preventive			03/03/2023 08:00 AM	03/03/2023 11:42 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
103317	Preventive			03/01/2023 08:00 AM	03/01/2023 04:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Inspect Boiler Room					
				Monthly Inspection					
				Visually inspect all boiler room components for normal operation.					
				Task Description: Inspect Boilers					
103318	Preventive			02/27/2023 08:00 AM	03/02/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
103320	Preventive			03/01/2023 08:00 AM	03/01/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS					
				Task Description: Cleaning/General					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103461	Preventive			03/06/2023 08:00 AM	03/07/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
103462	Preventive			03/07/2023 08:00 AM	03/07/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
103463	Preventive			03/10/2023 08:00 AM	03/10/2023 04:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103464	Preventive			03/06/2023 08:00 AM	03/10/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds								
103585	Preventive			03/13/2023 08:00 AM	03/14/2023 01:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
103586	Preventive			03/14/2023 08:00 AM	03/14/2023 01:42 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103587	Preventive			03/17/2023 08:00 AM	03/22/2023 03:57 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
103588	Preventive			03/13/2023 08:00 AM	03/17/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds								
103741	Preventive			03/20/2023 08:00 AM	03/23/2023 08:26 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
103742	Preventive			03/21/2023 08:00 AM	03/22/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103743	Preventive			03/24/2023 08:00 AM	03/24/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
103744	Preventive			03/20/2023 08:00 AM	03/24/2023 09:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds  Task Description: Grounds								
103866	Preventive			03/27/2023 08:00 AM	03/29/2023 09:20 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103867	Preventive			03/28/2023 08:00 AM	03/29/2023 09:20 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103868	Preventive			03/31/2023 08:00 AM	03/31/2023 03:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103869	Preventive			03/27/2023 08:00 AM	03/31/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds  Task Description: Grounds								
103947	Preventive			03/20/2023 10:52 AM	03/20/2023 10:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats.  Task Description: Pest Control								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
103997	Preventive			04/03/2023 08:00 AM	04/05/2023 04:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103998	Preventive			04/04/2023 08:00 AM	04/05/2023 04:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103999	Preventive			04/07/2023 08:00 AM	04/07/2023 03:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
104000	Preventive			04/01/2023 08:00 AM	04/05/2023 03:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room  Monthly Inspection  Visually inspect all boiler room components for normal operation.  Task Description: Inspect Boilers								
104001	Preventive			04/03/2023 08:00 AM	04/06/2023 09:29 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed	
Program: State 667										
Project: 667-1										
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:						
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS						
				Task Description: Weekly Grounds						
				Task Description: Grounds						
				Task Description: Grounds						
104003	Preventive			04/01/2023 08:00 AM	04/04/2023 04:11 PM	\$0.00	\$0.00	\$0.00	\$0.00	
				Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS						
				Task Description: Cleaning/General						
104087	Preventive			04/10/2023 08:00 AM	04/10/2023 03:19 PM	\$0.00	\$0.00	\$0.00	\$0.00	
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:						
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS						
				Task Description: Weekly Grounds						
104088	Preventive			04/11/2023 08:00 AM	04/12/2023 03:43 PM	\$0.00	\$0.00	\$0.00	\$0.00	
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:						
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS						
				Task Description: Weekly Grounds						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
104089	Preventive			04/14/2023 08:00 AM	04/14/2023 03:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds									
104090	Preventive			04/10/2023 08:00 AM	04/14/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds									
104141	Preventive	105B Waverley Avenue Unit: 29	David Hunt	04/11/2023 10:06 AM	04/11/2023 11:11 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:AD to inspect unit for any issues									
104244	Preventive			04/17/2023 08:00 AM	04/18/2023 10:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds									
104245	Preventive			04/18/2023 08:00 AM	04/18/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104246	Preventive			04/21/2023 08:00 AM	04/21/2023 08:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104247	Preventive			04/17/2023 08:00 AM	04/21/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds									
104357	Preventive			04/24/2023 08:00 AM	04/25/2023 08:12 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104358	Preventive			04/25/2023 08:00 AM	04/25/2023 08:13 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
104359	Preventive			04/28/2023 08:00 AM	04/28/2023 03:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
104360	Preventive			04/24/2023 08:00 AM	04/28/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
				Task Description: Grounds					
				Task Description: Grounds					
104386	Preventive			04/21/2023 04:30 PM	04/21/2023 06:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:intermittent water issues (low water pressure) multiple buildings					
				Task Description: Low Water Pressure					
				Comments:intermittent water issues (low water pressure) multiple buildings					
				Task Description: Low Water Pressure					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
104451	Preventive			04/17/2023 02:49 PM	04/17/2023 02:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats								
	Task Description: Pest Control								
104521	Preventive			05/01/2023 08:00 AM	05/01/2023 09:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								
104522	Preventive			05/02/2023 08:00 AM	05/02/2023 02:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								
104523	Preventive			05/05/2023 08:00 AM	05/12/2023 10:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
104524	Preventive			05/01/2023 08:00 AM	05/05/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
104525	Preventive			05/01/2023 08:00 AM	05/05/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS								
	CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC.								
	B) REMOVE ALL TRASH, DEBRIS, LITTER								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								
	Task Description: Grounds								
	Task Description: Grounds								
104527	Preventive			05/01/2023 08:00 AM	05/05/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
104649	Preventive			05/08/2023 08:00 AM	05/12/2023 10:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS								
	CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC.								
	B) REMOVE ALL TRASH, DEBRIS, LITTER								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
104650	Preventive			05/09/2023 08:00 AM	05/12/2023 10:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
104651	Preventive			05/12/2023 08:00 AM	05/12/2023 10:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
104652	Preventive			05/08/2023 08:00 AM	05/12/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grout/Caulk  Task Description: Grounds  Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
104801	Preventive			05/15/2023 08:00 AM	05/15/2023 09:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
104802	Preventive			05/16/2023 08:00 AM	05/19/2023 09:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
104803	Preventive			05/19/2023 08:00 AM	05/19/2023 09:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
104804	Preventive			05/15/2023 08:00 AM	05/19/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
104923	Preventive			05/22/2023 08:00 AM	05/22/2023 11:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104924	Preventive			05/23/2023 08:00 AM	05/24/2023 12:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104925	Preventive			05/26/2023 08:00 AM	05/26/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104926	Preventive			05/22/2023 08:00 AM	05/26/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
104959	Preventive			05/15/2023 03:48 PM	05/15/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats.								
	Task Description: Pest Control								
105037	Preventive			05/29/2023 08:00 AM	05/30/2023 08:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								
105038	Preventive			05/30/2023 08:00 AM	05/30/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								
105039	Preventive			06/02/2023 08:00 AM	06/02/2023 11:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
105040	Preventive			06/01/2023 08:00 AM	06/01/2023 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
105041	Preventive			05/29/2023 08:00 AM	06/01/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS								
	CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC.								
	B) REMOVE ALL TRASH, DEBRIS, LITTER								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								
	Task Description: Grounds								
105043	Preventive			06/01/2023 08:00 AM	06/01/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
105182	Preventive			06/05/2023 08:00 AM	06/05/2023 10:39 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS								
	CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC.								
	B) REMOVE ALL TRASH, DEBRIS, LITTER								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
105183	Preventive			06/06/2023 08:00 AM	06/06/2023 08:16 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
105184	Preventive			06/09/2023 08:00 AM	06/09/2023 11:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
105185	Preventive			06/05/2023 08:00 AM	06/07/2023 09:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds  Task Description: Grounds								
105609	Preventive			06/12/2023 08:00 AM	06/12/2023 10:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
105610	Preventive			06/13/2023 08:00 AM	06/13/2023 09:15 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
105611	Preventive			06/16/2023 08:00 AM	06/16/2023 08:15 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
105612	Preventive			06/12/2023 08:00 AM	06/16/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
				Task Description: Grounds					
105928	Preventive			06/19/2023 08:00 AM	06/20/2023 08:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
105929	Preventive			06/20/2023 08:00 AM	06/20/2023 08:09 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
105930	Preventive			06/23/2023 08:00 AM	06/23/2023 08:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
105931	Preventive			06/19/2023 08:00 AM	06/23/2023 08:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds  Task Description: Grounds  Task Description: Grounds									
106160	Preventive			06/26/2023 08:00 AM	07/03/2023 08:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
106161	Preventive			06/27/2023 08:00 AM	07/03/2023 08:50 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
				Comments: MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
106162	Preventive			06/30/2023 08:00 AM	07/03/2023 08:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments: MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
106163	Preventive			07/03/2023 08:00 AM	07/03/2023 08:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments: MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
106164	Preventive			07/04/2023 08:00 AM	07/04/2023 11:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments: MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:					
				A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS					
				Task Description: Weekly Grounds					
106165	Preventive			07/07/2023 08:00 AM	07/07/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
		Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
106166	Preventive			07/01/2023 08:00 AM	07/05/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Inspect Boiler Room  Monthly Inspection  Visually inspect all boiler room components for normal operation. Task Description: Inspect Boilers							
106167	Preventive			06/26/2023 08:00 AM	06/30/2023 10:31 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
106168	Preventive			07/03/2023 08:00 AM	07/07/2023 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
106171	Preventive			07/01/2023 08:00 AM	07/05/2023 02:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS  Task Description: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
106305	Preventive			07/10/2023 08:00 AM	07/10/2023 04:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
106306	Preventive			07/11/2023 08:00 AM	07/11/2023 03:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
106307	Preventive			07/14/2023 08:00 AM	07/14/2023 08:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
106308	Preventive			07/10/2023 08:00 AM	07/14/2023 08:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-1									
106377	Preventive			06/20/2023 09:48 AM	06/20/2023 10:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:exterior pest control services								
	Task Description: Pest Control								
<b>667-1</b>				<b>Incomplete: 0</b>	<b>Complete: 115</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project: 667-2									
102200	Preventive			01/02/2023 08:00 AM	01/05/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.								
	Task Description: Grounds								
102201	Preventive			12/19/2022 08:00 AM	01/03/2023 01:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								
102202	Preventive			12/20/2022 08:00 AM	01/03/2023 01:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								
102203	Preventive			12/23/2022 08:00 AM	01/03/2023 01:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102204	Preventive			12/26/2022 08:00 AM	01/03/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102205	Preventive			12/27/2022 08:00 AM	01/03/2023 01:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102206	Preventive			12/30/2022 08:00 AM	01/03/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102207	Preventive			01/02/2023 08:00 AM	01/03/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102208	Preventive			01/03/2023 08:00 AM	01/03/2023 01:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102209	Preventive			01/06/2023 08:00 AM	01/06/2023 10:06 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102211	Preventive			12/19/2022 08:00 AM	01/03/2023 01:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
102212	Preventive			12/26/2022 08:00 AM	01/03/2023 01:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
102213	Preventive			01/02/2023 08:00 AM	01/03/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
102215	Preventive			12/29/2022 08:00 AM	01/05/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:THURSDAY MORNINGS PLEASE ASSIST WALTHAM PEST AT ALL ASSIGNED SITES PER ANTHONY Task Description: Pest Control								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102216	Preventive			01/05/2023 08:00 AM	01/05/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:THURSDAY MORNINGS PLEASE ASSIST WALTHAM PEST AT ALL ASSIGNED SITES PER ANTHONY									
Task Description: Pest Control									
102217	Preventive			01/01/2023 08:00 AM	01/03/2023 01:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS									
Task Description: Cleaning/General									
102218	Preventive			01/01/2023 08:00 AM	01/04/2023 12:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:KEANE FIRE & SAFETY TO PERFORM ANNUAL INSPECTION OF FIRE EXTINGUISHERS									
Task Description: Fire Alarms									
102221	Preventive			01/02/2023 08:00 AM	01/06/2023 08:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
102383	Preventive			01/09/2023 08:00 AM	01/12/2023 03:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.									
Task Description: Grounds									
102384	Preventive			01/09/2023 08:00 AM	01/10/2023 01:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
102385	Preventive			01/10/2023 08:00 AM	01/10/2023 01:02 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
102386	Preventive			01/13/2023 08:00 AM	01/13/2023 11:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
102387	Preventive			01/09/2023 08:00 AM	01/10/2023 01:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
102388	Preventive			01/12/2023 08:00 AM	01/12/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:THURSDAY MORNINGS PLEASE ASSIST WALTHAM PEST AT ALL ASSIGNED SITES PER ANTHONY Task Description: Pest Control					
102389	Preventive			01/09/2023 08:00 AM	01/13/2023 09:05 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
102492	Preventive			01/01/2023 08:00 AM	01/20/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:ASSOCIATED ELEVATOR TO PERFORM ANNUAL SAFETY TEST ON BOTH 55 WAVERLEY AVE ELEVATORS (STATE ID #: 314-P-129 AND 314-P-128) Task Description: Elevator					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102493	Preventive			01/01/2023 08:00 AM	01/18/2023 07:08 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: Joe to service winter equipment, tune up snow blowers, and restock shovels.								
	Task Description: Snow Removal Equipment								
102495	Preventive			01/16/2023 08:00 AM	01/19/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								
102496	Preventive			01/17/2023 08:00 AM	01/18/2023 07:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								
102497	Preventive			01/20/2023 08:00 AM	01/23/2023 10:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								
102498	Preventive			01/16/2023 08:00 AM	01/19/2023 09:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments: RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK								
	Task Description: Emergency Generator								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102499	Preventive			01/19/2023 08:00 AM	01/24/2023 10:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:THURSDAY MORNINGS PLEASE ASSIST WALTHAM PEST AT ALL ASSIGNED SITES PER ANTHONY									
Task Description: Pest Control									
102597	Preventive			01/23/2023 08:00 AM	01/23/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
102598	Preventive			01/24/2023 08:00 AM	01/25/2023 08:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
102599	Preventive			01/27/2023 08:00 AM	01/30/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
102600	Preventive			01/24/2023 08:00 AM	01/24/2023 10:15 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:THURSDAY MORNINGS PLEASE ASSIST WALTHAM PEST AT ALL ASSIGNED SITES PER ANTHONY									
Task Description: Pest Control									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102601	Preventive			01/25/2023 08:00 AM	03/06/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:AMERICAN ALARM QUARTERLY INSPECTIONS								
	Task Description: Fire Alarms								
102602	Preventive			01/23/2023 08:00 AM	01/23/2023 10:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK								
	Task Description: Emergency Generator								
102731	Preventive			02/01/2023 08:00 AM	02/14/2023 09:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Oil Change								
	Task Description: Truck Maintenance								
102732	Preventive			02/01/2023 08:00 AM	02/09/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Oil Change								
	Task Description: Truck Maintenance								
102735	Preventive			02/01/2023 08:00 AM	02/01/2023 01:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Oil Change								
	Task Description: Truck Maintenance								
102736	Preventive			02/01/2023 08:00 AM	02/03/2023 04:57 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Oil Change								
	Task Description: Truck Maintenance								
102738	Preventive			01/30/2023 08:00 AM	01/30/2023 11:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102739	Preventive			01/31/2023 08:00 AM	01/31/2023 10:20 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102740	Preventive			02/03/2023 08:00 AM	02/03/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102741	Preventive			02/01/2023 08:00 AM	02/01/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Associated Elevator to do Monthly inspections Task Description: Elevator								
102742	Preventive			02/01/2023 08:00 AM	02/01/2023 09:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General								
102743	Preventive			01/30/2023 08:00 AM	02/01/2023 09:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
102932	Preventive			02/06/2023 08:00 AM	02/13/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102933	Preventive			02/07/2023 08:00 AM	02/13/2023 09:08 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102934	Preventive			02/10/2023 08:00 AM	02/13/2023 09:06 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
102935	Preventive			02/06/2023 08:00 AM	02/13/2023 10:29 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
103056	Preventive			02/13/2023 08:00 AM	02/21/2023 04:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds								
103057	Preventive			02/13/2023 08:00 AM	02/13/2023 09:07 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103058	Preventive			02/14/2023 08:00 AM	02/14/2023 10:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103059	Preventive			02/17/2023 08:00 AM	02/17/2023 09:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103060	Preventive			02/13/2023 08:00 AM	02/13/2023 10:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
103061	Preventive			02/13/2023 08:00 AM	02/17/2023 09:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103176	Preventive			02/20/2023 08:00 AM	02/21/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.					
				Task Description: Grounds					
103177	Preventive			02/20/2023 08:00 AM	02/21/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
103178	Preventive			02/21/2023 08:00 AM	02/21/2023 10:03 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
103179	Preventive			02/24/2023 08:00 AM	02/24/2023 09:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
103182	Preventive			02/20/2023 08:00 AM	02/21/2023 10:03 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK					
				Task Description: Emergency Generator					
103183	Preventive			02/20/2023 08:00 AM	02/24/2023 11:44 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
		Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds							
103322	Preventive			02/27/2023 08:00 AM	03/07/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds							
103323	Preventive			03/01/2023 08:00 AM	03/01/2023 09:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:Associated Elevator to do Monthly maintenance. Task Description: Elevator							
103324	Preventive			02/27/2023 08:00 AM	02/27/2023 10:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds							
103325	Preventive			02/28/2023 08:00 AM	02/28/2023 01:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds							
103326	Preventive			03/03/2023 08:00 AM	03/03/2023 09:48 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103327	Preventive			03/01/2023 08:00 AM	03/02/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General					
103328	Preventive			02/27/2023 08:00 AM	02/27/2023 01:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
103329	Preventive			02/27/2023 08:00 AM	03/03/2023 09:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103467	Preventive			03/06/2023 08:00 AM	03/09/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
103468	Preventive			03/06/2023 08:00 AM	03/07/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
103469	Preventive			03/07/2023 08:00 AM	03/07/2023 08:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
103470	Preventive			03/10/2023 08:00 AM	03/10/2023 11:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
103471	Preventive			03/06/2023 08:00 AM	03/06/2023 03:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator									
103472	Preventive			03/06/2023 08:00 AM	03/10/2023 08:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
103591	Preventive			03/13/2023 08:00 AM	03/16/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.					
				Task Description: Grounds					
103592	Preventive			03/13/2023 08:00 AM	03/15/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
103593	Preventive			03/14/2023 08:00 AM	03/15/2023 08:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
103594	Preventive			03/17/2023 08:00 AM	03/17/2023 02:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
103595	Preventive			03/13/2023 08:00 AM	03/15/2023 10:08 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK					
				Task Description: Emergency Generator					
103596	Preventive			03/13/2023 08:00 AM	03/17/2023 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103668	Preventive			03/15/2023 12:05 PM	03/21/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Inspect mechanical rooms at Woodland - check for leaks, trash/debris, remove cardboard, make neat and orderly etc. Per ML, in preparation for PMR. Task Description: Cleaning/General					
103671	Preventive			02/14/2023 01:03 PM	02/24/2023 01:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Bernie to perform regular maintenance on building electrical after power loss on 2/4/23 Task Description: Electrical Work					
103677	Preventive			03/02/2023 01:36 PM	03/02/2023 01:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Brite-Lite Electrical to add parking lot light poles to emergency generator so lights come on during power loss Task Description: Light Fixture					
103747	Preventive			03/20/2023 08:00 AM	03/21/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds					
103748	Preventive			03/20/2023 08:00 AM	03/20/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103749	Preventive			03/21/2023 08:00 AM	03/21/2023 02:45 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103750	Preventive			03/24/2023 08:00 AM	03/24/2023 09:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103751	Preventive			03/20/2023 08:00 AM	03/20/2023 11:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
103752	Preventive			03/20/2023 08:00 AM	03/24/2023 08:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103872	Preventive			03/27/2023 08:00 AM	03/30/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds					
103873	Preventive			03/27/2023 08:00 AM	03/27/2023 09:56 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103874	Preventive			03/28/2023 08:00 AM	03/28/2023 12:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103875	Preventive			03/31/2023 08:00 AM	03/31/2023 01:36 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
103876	Preventive			03/27/2023 08:00 AM	03/27/2023 09:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
103877	Preventive			03/27/2023 08:00 AM	03/31/2023 09:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
103945	Preventive			03/20/2023 10:38 AM	03/20/2023 10:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats.								
	Task Description: Pest Control								
104005	Preventive			04/03/2023 08:00 AM	04/06/2023 06:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development.								
	Add water, mulch, seed, dirt and replace plants as needed.								
	Task Description: Grounds								
104006	Preventive			04/01/2023 08:00 AM	04/26/2023 02:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Associated Elevator to do Monthly service on elevators								
	Task Description: Elevator								
104007	Preventive			04/03/2023 08:00 AM	04/05/2023 12:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS								
	CHECK ENTIRE PROPERTY TO ENSURE:								
	A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS:								
	B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS:								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								
104008	Preventive			04/04/2023 08:00 AM	04/05/2023 12:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS								
	CHECK ENTIRE PROPERTY TO ENSURE:								
	A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS:								
	B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS:								
	C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
104009	Preventive			04/07/2023 08:00 AM	04/07/2023 10:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104010	Preventive			04/01/2023 08:00 AM	04/05/2023 01:48 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General								
104011	Preventive			04/03/2023 08:00 AM	04/05/2023 12:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
104012	Preventive			04/03/2023 08:00 AM	04/07/2023 08:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104093	Preventive			04/10/2023 08:00 AM	04/11/2023 01:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
104094	Preventive			04/10/2023 08:00 AM	04/12/2023 04:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104095	Preventive			04/11/2023 08:00 AM	04/12/2023 04:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104096	Preventive			04/14/2023 08:00 AM	04/14/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104097	Preventive			04/10/2023 08:00 AM	04/14/2023 01:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
104098	Preventive			04/10/2023 08:00 AM	04/14/2023 08:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104201	Preventive			04/12/2023 04:30 PM	04/12/2023 08:00 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:fire warning issued, preventative fire safety. There were two instances earlier in the day of a cigarette bud catching the mulch on fire and the wind quickly spreading it to other areas.					
				Task Description: Fire					
104250	Preventive			04/17/2023 08:00 AM	04/20/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development.					
				Add water, mulch, seed, dirt and replace plants as needed.					
				Task Description: Grounds					
104251	Preventive			04/17/2023 08:00 AM	04/18/2023 12:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
104252	Preventive			04/18/2023 08:00 AM	04/18/2023 12:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					
104253	Preventive			04/21/2023 08:00 AM	04/21/2023 01:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY					
				Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
104254	Preventive			04/17/2023 08:00 AM	04/18/2023 12:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK									
Task Description: Emergency Generator									
104255	Preventive			04/17/2023 08:00 AM	04/21/2023 09:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
104364	Preventive			04/24/2023 08:00 AM	04/28/2023 03:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.									
Task Description: Grounds									
104365	Preventive			04/24/2023 08:00 AM	04/24/2023 12:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
104366	Preventive			04/25/2023 08:00 AM	04/25/2023 04:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
104367	Preventive			04/28/2023 08:00 AM	04/28/2023 10:13 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
		Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds							
104368	Preventive			04/25/2023 08:00 AM	06/15/2023 12:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:AMERICAN ALARM QUARTERLY INSPECTIONS- changed to annual inspections for whole building (excluding 2nd floor which was completed in first quarterly inspection), scheduled for June Task Description: Fire Alarms							
104369	Preventive			04/24/2023 08:00 AM	04/24/2023 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator							
104370	Preventive			04/24/2023 08:00 AM	04/28/2023 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds							
104407	Preventive			04/24/2023 02:58 PM	04/25/2023 01:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:check tire pressure on all trucks Task Description: Truck Maintenance							
104408	Preventive			04/24/2023 03:00 PM	05/09/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:check all trucks for up to date inspection stickers Task Description: Truck Maintenance							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
104452	Preventive			04/17/2023 02:54 PM	04/17/2023 02:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats								
	Task Description: Pest Control								
104529	Preventive			05/01/2023 08:00 AM	05/04/2023 03:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.								
	Task Description: Grounds								
104530	Preventive			05/01/2023 08:00 AM	06/02/2023 12:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Associated Elevator to do Monthly inspections								
	Task Description: Elevator								
104531	Preventive			05/01/2023 08:00 AM	05/01/2023 01:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								
104532	Preventive			05/02/2023 08:00 AM	05/02/2023 10:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
104533	Preventive			05/05/2023 08:00 AM	05/08/2023 10:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104534	Preventive			05/01/2023 08:00 AM	05/01/2023 01:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General								
104535	Preventive			05/01/2023 08:00 AM	05/01/2023 01:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
104536	Preventive			05/01/2023 08:00 AM	05/05/2023 08:13 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104655	Preventive			05/08/2023 08:00 AM	05/11/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
104656	Preventive			05/08/2023 08:00 AM	05/08/2023 10:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104657	Preventive			05/09/2023 08:00 AM	05/09/2023 09:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104658	Preventive			05/12/2023 08:00 AM	05/12/2023 10:12 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104659	Preventive			05/08/2023 08:00 AM	05/08/2023 10:11 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								
104660	Preventive			05/08/2023 08:00 AM	05/12/2023 09:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
104807	Preventive			05/15/2023 08:00 AM	05/18/2023 04:16 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed	
Program: State 667										
Project: 667-2										
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.						
				Task Description: Grounds						
104808	Preventive			05/15/2023 08:00 AM	05/15/2023 10:25 AM	\$0.00	\$0.00	\$0.00	\$0.00	
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY						
				Task Description: Weekly Grounds						
104809	Preventive			05/16/2023 08:00 AM	05/18/2023 04:24 PM	\$0.00	\$0.00	\$0.00	\$0.00	
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY						
				Task Description: Weekly Grounds						
104810	Preventive			05/19/2023 08:00 AM	05/19/2023 08:49 AM	\$0.00	\$0.00	\$0.00	\$0.00	
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY						
				Task Description: Weekly Grounds						
104811	Preventive			05/15/2023 08:00 AM	05/15/2023 10:35 AM	\$0.00	\$0.00	\$0.00	\$0.00	
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK						
				Task Description: Emergency Generator						
104812	Preventive			05/15/2023 08:00 AM	05/19/2023 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00	

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
104929	Preventive			05/22/2023 08:00 AM	05/25/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds					
104930	Preventive			05/22/2023 08:00 AM	05/22/2023 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
104931	Preventive			05/23/2023 08:00 AM	05/23/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
104932	Preventive			05/26/2023 08:00 AM	05/26/2023 10:03 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
104933	Preventive			05/22/2023 08:00 AM	05/23/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK									
Task Description: Emergency Generator									
104934	Preventive			05/22/2023 08:00 AM	05/26/2023 09:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
104956	Preventive			05/15/2023 03:29 PM	05/15/2023 03:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Secured Environment to perform scheduled pest control service for rats.									
Task Description: Pest Control									
105045	Preventive			05/29/2023 08:00 AM	06/01/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.									
Task Description: Grounds									
105046	Preventive			06/01/2023 08:00 AM	07/03/2023 11:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:ASSOCIATED ELEVATOR TO PERFORM MONTHLY ROUTINE MAINTENANCE									
Task Description: Elevator									
105047	Preventive			05/29/2023 08:00 AM	05/31/2023 07:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
105048	Preventive			05/30/2023 08:00 AM	05/30/2023 07:03 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
105049	Preventive			06/02/2023 08:00 AM	06/02/2023 12:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
105050	Preventive			06/01/2023 08:00 AM	06/05/2023 12:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General					
105051	Preventive			05/29/2023 08:00 AM	06/05/2023 12:35 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
105052	Preventive			05/29/2023 08:00 AM	06/02/2023 07:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
105188	Preventive			06/05/2023 08:00 AM	06/08/2023 03:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds								
105189	Preventive			06/05/2023 08:00 AM	06/05/2023 12:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
105190	Preventive			06/06/2023 08:00 AM	06/06/2023 09:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
105191	Preventive			06/09/2023 08:00 AM	06/09/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds								
105192	Preventive			06/05/2023 08:00 AM	06/05/2023 12:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
105193	Preventive			06/04/2023 08:00 AM	06/07/2023 01:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:CHECK ROOF EXHAUST FANS, CHECK BELTS ENSURE FOR PROPER OPERATION OF ALL FANS THROUGHOUT BUILDING									
Task Description: Roof Exhaust Fans									
105194	Preventive			06/05/2023 08:00 AM	06/09/2023 08:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
105615	Preventive			06/12/2023 08:00 AM	06/15/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.									
Task Description: Grounds									
105616	Preventive			06/12/2023 08:00 AM	06/12/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
105617	Preventive			06/13/2023 08:00 AM	06/13/2023 11:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
105618	Preventive			06/16/2023 08:00 AM	06/16/2023 10:27 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
105619	Preventive			06/12/2023 08:00 AM	06/12/2023 01:43 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
105620	Preventive			06/12/2023 08:00 AM	06/16/2023 08:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
105767	Preventive			05/16/2023 08:41 AM	05/16/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:replace faulty stop in 711, replace all stops on riser (units ending in -10 & -11) preventatively Task Description: Plumbing Repair					
105934	Preventive			06/19/2023 08:00 AM	06/22/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed. Task Description: Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
105935	Preventive			06/19/2023 08:00 AM	06/20/2023 01:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
105936	Preventive			06/20/2023 08:00 AM	06/20/2023 01:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
105937	Preventive			06/23/2023 08:00 AM	06/24/2023 02:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
105938	Preventive			06/19/2023 08:00 AM	06/20/2023 01:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator									
105939	Preventive			06/19/2023 08:00 AM	06/23/2023 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
106065	Preventive			05/03/2023 12:27 PM	05/03/2023 12:28 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
Comments:Annual Sprinkler inspection									
Task Description: Fire Pumps/Sprinkler System									
106174	Preventive			06/26/2023 08:00 AM	06/29/2023 02:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.									
Task Description: Grounds									
106175	Preventive			07/03/2023 08:00 AM	07/06/2023 02:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.									
Task Description: Grounds									
106177	Preventive			06/26/2023 08:00 AM	07/03/2023 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
106178	Preventive			06/27/2023 08:00 AM	07/03/2023 12:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
106179	Preventive			06/30/2023 08:00 AM	07/03/2023 12:42 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
106180	Preventive			07/03/2023 08:00 AM	07/03/2023 12:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
106181	Preventive			07/04/2023 08:00 AM	07/05/2023 08:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
106182	Preventive			07/07/2023 08:00 AM	07/07/2023 01:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds									
106183	Preventive			07/01/2023 08:00 AM	07/03/2023 12:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General									
106184	Preventive			06/26/2023 08:00 AM	07/03/2023 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK									
Task Description: Emergency Generator									
106185	Preventive			07/03/2023 08:00 AM	07/03/2023 12:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK									
Task Description: Emergency Generator									
106186	Preventive			06/26/2023 08:00 AM	06/30/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
106187	Preventive			07/03/2023 08:00 AM	07/07/2023 07:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY									
Task Description: Weekly Grounds									
106282	Preventive			07/04/2023 07:30 AM	07/04/2023 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:inspect dumpster, close lids on all properties, per ML									
Task Description: Grounds									
106311	Preventive			07/10/2023 08:00 AM	07/13/2023 03:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:Every Tuesday and Thursday, inspect plants at Woodland Towers / 55 Waverley, both inside the community room, the front lobby, and around the outside of the development. Add water, mulch, seed, dirt and replace plants as needed.									
Task Description: Grounds									
106312	Preventive			07/10/2023 08:00 AM	07/11/2023 07:48 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
106313	Preventive			07/11/2023 08:00 AM	07/11/2023 07:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
106314	Preventive			07/14/2023 08:00 AM	07/14/2023 07:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					
106315	Preventive			07/10/2023 08:00 AM	07/11/2023 07:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:RECORD READING OF EXTERIOR EMERGENCY GENERATOR TO LOG BOOK Task Description: Emergency Generator					
106316	Preventive			07/10/2023 08:00 AM	07/14/2023 08:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
				Comments:WOODLAND TOWERS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) PULL WEEDS, TRIM SHRUBS, BUSHES, ETC. - HOURS: B) REMOVE ALL TRASH, DEBRIS, LITTER - HOURS: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE 55 WAVERLEY GROUNDS REQUIRED BETWEEN 8:00 AM - 8:45 AM EVERYDAY Task Description: Weekly Grounds					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-2									
106385	Preventive			06/20/2023 01:21 PM	06/20/2023 01:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:exterior pest control services								
	Task Description: Pest Control								
<b>667-2</b>				<b>Incomplete: 0</b>	<b>Complete: 208</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project: 667-3									
102223	Preventive			01/01/2023 08:00 AM	01/10/2023 09:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
102226	Preventive			01/02/2023 08:00 AM	01/05/2023 03:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:FILL 1 BUCKET OF ICE MELT OUTSIDE OF 100 WARREN STREET MAIN ENTRY AT THE BEGINNING OF EACH WEEK								
	FILL TO THE TOP AND LEAVE SCOOP								
	Task Description: Snow Removal								
102227	Preventive			01/01/2023 08:00 AM	01/10/2023 09:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
102228	Preventive			01/01/2023 08:00 AM	01/04/2023 12:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:KEANE FIRE & SAFETY TO PERFORM ANNUAL INSPECTION OF FIRE EXTINGUISHERS								
	Task Description: Fire Alarms								
102229	Preventive			01/01/2023 08:00 AM	01/04/2023 12:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:ASSOCIATED ELEVATOR TO PERFORM MONTHLY ROUTINE MAINTENANCE								
	Task Description: Elevator								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-3									
102390	Preventive			01/09/2023 08:00 AM	01/10/2023 03:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:FILL 1 BUCKET OF ICE MELT OUTSIDE OF 100 WARREN STREET MAIN ENTRY AT THE BEGINNING OF EACH WEEK								
	FILL TO THE TOP AND LEAVE SCOOP								
	Task Description: Snow Removal								
102605	Preventive			01/25/2023 08:00 AM	03/06/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:AMERICAN ALARM QUARTERLY INSPECTION								
	Task Description: Fire Alarms								
102746	Preventive			02/01/2023 08:00 AM	02/01/2023 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
102747	Preventive			02/01/2023 08:00 AM	02/01/2023 12:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
102748	Preventive			02/01/2023 08:00 AM	02/01/2023 08:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:ASSOCIATED ELEVATOR TO PERFORM MONTHLY ROUTINE MAINTENANCE								
	Task Description: Elevator								
102793	Preventive			01/31/2023 09:18 AM	01/31/2023 12:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Paint first floor, trash, room floor								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-3									
103330	Preventive			03/01/2023 08:00 AM	03/02/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
103331	Preventive			03/01/2023 08:00 AM	03/02/2023 01:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
103332	Preventive			03/01/2023 08:00 AM	03/01/2023 09:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:ASSOCIATED ELEVATOR TO PERFORM MONTHLY ROUTINE MAINTENANCE								
	Task Description: Elevator								
103950	Preventive			03/20/2023 01:03 PM	03/20/2023 01:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Secured Environment to perform scheduled pest control service for rats. ( A & B building)								
	Task Description: Pest Control								
104013	Preventive			04/01/2023 08:00 AM	04/06/2023 09:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
104014	Preventive			04/01/2023 08:00 AM	04/06/2023 09:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-3									
104015	Preventive			04/01/2023 08:00 AM	04/26/2023 02:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:ASSOCIATED ELEVATOR TO PERFORM MONTHLY ROUTINE MAINTENANCE								
	Task Description: Elevator								
104371	Preventive			04/25/2023 08:00 AM	06/12/2023 03:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:AMERICAN ALARM QUARTERLY INSPECTION - changed to annual inspections for whole building (excluding 1st floor - done during quarterly), scheduled for June								
	Task Description: Fire Alarms								
104537	Preventive			05/01/2023 08:00 AM	05/03/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
104538	Preventive			05/01/2023 08:00 AM	05/04/2023 11:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
104539	Preventive			05/01/2023 08:00 AM	06/02/2023 12:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:ASSOCIATED ELEVATOR TO PERFORM MONTHLY ROUTINE MAINTENANCE								
	Task Description: Elevator								
104588	Preventive			05/03/2023 01:14 PM	05/03/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Paarking lot								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-3									
105053	Preventive			06/01/2023 08:00 AM	06/01/2023 09:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								
105054	Preventive			06/01/2023 08:00 AM	06/01/2023 10:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
105055	Preventive			06/01/2023 08:00 AM	07/03/2023 11:20 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:ASSOCIATED ELEVATOR TO PERFORM MONTHLY ROUTINE MAINTENANCE								
	Task Description: Elevator								
105986	Preventive	100 Warren Street Unit: B308		06/20/2023 12:34 PM	06/20/2023 12:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Check mouse traps in vacancy								
105987	Preventive			06/20/2023 12:36 PM	06/20/2023 12:36 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Check Roof fans								
106188	Preventive			07/01/2023 08:00 AM	07/06/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:Inspect Boiler Room								
	Monthly Inspection								
	Visually inspect all boiler room components for normal operation.								
	Task Description: Inspect Boilers								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: 667-3									
106189	Preventive			07/01/2023 08:00 AM	07/06/2023 11:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS								
	Task Description: Cleaning/General								
<b>667-3</b>				<b>Incomplete: 0</b>	<b>Complete: 30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>State 667</b>				<b>Incomplete: 0</b>	<b>Complete: 353</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Program: State 689									
Project: 689-1									
102230	Preventive			12/19/2022 08:00 AM	01/03/2023 03:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	Task Description: Weekly Grounds								
102232	Preventive			01/02/2023 08:00 AM	01/03/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	Task Description: Weekly Grounds								
102391	Preventive			01/09/2023 08:00 AM	01/09/2023 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:								
	A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE								
	Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-1									
103063	Preventive			02/13/2023 08:00 AM	02/17/2023 03:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103184	Preventive			02/20/2023 08:00 AM	02/24/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103333	Preventive			02/27/2023 08:00 AM	03/03/2023 03:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103473	Preventive			03/06/2023 08:00 AM	03/10/2023 03:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-1									
103597	Preventive			03/13/2023 08:00 AM	03/13/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103753	Preventive			03/20/2023 08:00 AM	03/24/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103878	Preventive			03/27/2023 08:00 AM	03/31/2023 01:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104016	Preventive			04/03/2023 08:00 AM	04/03/2023 01:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-1									
104099	Preventive			04/10/2023 08:00 AM	04/10/2023 02:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104256	Preventive			04/17/2023 08:00 AM	04/21/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104372	Preventive			04/24/2023 08:00 AM	04/24/2023 01:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104540	Preventive			05/01/2023 08:00 AM	05/01/2023 02:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-1									
104661	Preventive			05/08/2023 08:00 AM	05/12/2023 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104813	Preventive			05/15/2023 08:00 AM	05/17/2023 03:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104935	Preventive			05/22/2023 08:00 AM	05/22/2023 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105056	Preventive			05/29/2023 08:00 AM	05/30/2023 03:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-1									
105195	Preventive			06/05/2023 08:00 AM	06/09/2023 08:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105621	Preventive			06/12/2023 08:00 AM	06/12/2023 02:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105940	Preventive			06/19/2023 08:00 AM	06/20/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106191	Preventive			06/26/2023 08:00 AM	06/26/2023 02:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-1									
106192	Preventive			07/03/2023 08:00 AM	07/05/2023 03:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106317	Preventive			07/10/2023 08:00 AM	07/11/2023 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
<b>689-1</b>			<b>Incomplete: 0</b>		<b>Complete: 25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project: 689-2									
102235	Preventive			01/02/2023 08:00 AM	01/03/2023 11:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								
102392	Preventive			01/09/2023 08:00 AM	01/09/2023 10:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-2									
103064	Preventive			02/13/2023 08:00 AM	02/17/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103185	Preventive			02/20/2023 08:00 AM	02/24/2023 01:01 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103334	Preventive			02/27/2023 08:00 AM	03/03/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds								
103474	Preventive			03/06/2023 08:00 AM	03/10/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds  Task Description: Grounds								
103598	Preventive			03/13/2023 08:00 AM	03/13/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-2									
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
103754	Preventive			03/20/2023 08:00 AM	03/20/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
103879	Preventive			03/27/2023 08:00 AM	03/30/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
104017	Preventive			04/03/2023 08:00 AM	04/07/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
104100	Preventive			04/10/2023 08:00 AM	04/10/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-2									
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
104257	Preventive			04/17/2023 08:00 AM	04/18/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
104373	Preventive			04/24/2023 08:00 AM	04/24/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
104541	Preventive			05/01/2023 08:00 AM	05/01/2023 04:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
104662	Preventive			05/08/2023 08:00 AM	05/08/2023 01:05 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-2									
Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104814	Preventive			05/15/2023 08:00 AM	05/15/2023 03:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
104936	Preventive			05/22/2023 08:00 AM	05/22/2023 03:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
105057	Preventive			05/29/2023 08:00 AM	05/30/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds									
105196	Preventive			06/05/2023 08:00 AM	06/05/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-2									
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
105622	Preventive			06/12/2023 08:00 AM	06/12/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
105941	Preventive			06/19/2023 08:00 AM	06/19/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds							
106062	Preventive			05/01/2023 12:06 PM	05/17/2023 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:annual fire alarm testing at 15-17 Green St and 19-21 Green St. Task Description: Fire Alarms							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 689									
Project: 689-2									
106193	Preventive			06/26/2023 08:00 AM	06/29/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds									
106194	Preventive			07/03/2023 08:00 AM	07/05/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds									
106318	Preventive			07/10/2023 08:00 AM	07/10/2023 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:15-17 & 19-21 GREEN STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS  Task Description: Weekly Grounds									
<b>689-2</b>			<b>Incomplete: 0</b>		<b>Complete: 25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>State 689</b>			<b>Incomplete: 0</b>		<b>Complete: 50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Program: State 705									
Project: 705-1									
102238	Preventive			01/02/2023 08:00 AM	01/03/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
102241	Preventive			01/02/2023 08:00 AM	01/06/2023 01:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102393	Preventive			01/09/2023 08:00 AM	01/09/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
102394	Preventive			01/09/2023 08:00 AM	01/10/2023 11:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103065	Preventive			02/13/2023 08:00 AM	02/17/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103066	Preventive			02/13/2023 08:00 AM	02/17/2023 04:10 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
		Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
103186	Preventive			02/20/2023 08:00 AM	02/24/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
103187	Preventive			02/20/2023 08:00 AM	02/24/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							
103335	Preventive			02/27/2023 08:00 AM	03/03/2023 02:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
103336	Preventive			02/27/2023 08:00 AM	03/03/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103475	Preventive			03/06/2023 08:00 AM	03/10/2023 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103476	Preventive			03/06/2023 08:00 AM	03/10/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103599	Preventive			03/13/2023 08:00 AM	03/13/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
103600	Preventive			03/13/2023 08:00 AM	03/13/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103755	Preventive			03/20/2023 08:00 AM	03/24/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103756	Preventive			03/20/2023 08:00 AM	03/23/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
103880	Preventive			03/27/2023 08:00 AM	03/30/2023 03:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
103881	Preventive			03/27/2023 08:00 AM	03/31/2023 04:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104018	Preventive			04/03/2023 08:00 AM	04/03/2023 01:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104019	Preventive			04/03/2023 08:00 AM	04/04/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104101	Preventive			04/10/2023 08:00 AM	04/11/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
104102	Preventive			04/10/2023 08:00 AM	04/10/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104258	Preventive			04/17/2023 08:00 AM	04/18/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104259	Preventive			04/17/2023 08:00 AM	04/21/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104374	Preventive			04/24/2023 08:00 AM	04/28/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
104375	Preventive			04/24/2023 08:00 AM	04/28/2023 04:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104542	Preventive			05/01/2023 08:00 AM	05/03/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104543	Preventive			05/01/2023 08:00 AM	05/05/2023 02:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104663	Preventive			05/08/2023 08:00 AM	05/10/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
104664	Preventive			05/08/2023 08:00 AM	05/10/2023 03:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104815	Preventive			05/15/2023 08:00 AM	05/19/2023 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104816	Preventive			05/15/2023 08:00 AM	05/19/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
104937	Preventive			05/22/2023 08:00 AM	05/26/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
104938	Preventive			05/22/2023 08:00 AM	05/25/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105058	Preventive			05/29/2023 08:00 AM	06/01/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105059	Preventive			05/29/2023 08:00 AM	06/01/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105197	Preventive			06/05/2023 08:00 AM	06/08/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
105198	Preventive			06/05/2023 08:00 AM	06/09/2023 02:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105623	Preventive			06/12/2023 08:00 AM	06/16/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105624	Preventive			06/12/2023 08:00 AM	06/13/2023 02:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
105942	Preventive			06/19/2023 08:00 AM	06/21/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
105943	Preventive			06/19/2023 08:00 AM	06/22/2023 03:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106195	Preventive			06/26/2023 08:00 AM	06/26/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106196	Preventive			07/03/2023 08:00 AM	07/06/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								
106197	Preventive			06/26/2023 08:00 AM	06/26/2023 03:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-1									
106198	Preventive			07/03/2023 08:00 AM	07/06/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  Task Description: Weekly Grounds								
106319	Preventive			07/10/2023 08:00 AM	07/11/2023 03:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:113 & 115 POPLAR STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  Task Description: Weekly Grounds								
106320	Preventive			07/10/2023 08:00 AM	07/13/2023 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:6 & 8 KEITH STREET CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  Task Description: Weekly Grounds								
<b>705-1</b>			<b>Incomplete: 0</b>		<b>Complete: 48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project: 705-2									
102244	Preventive			01/02/2023 08:00 AM	01/03/2023 10:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET  Task Description: Weekly Grounds								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-2									
102395	Preventive			01/09/2023 08:00 AM	01/09/2023 01:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
103067	Preventive			02/13/2023 08:00 AM	02/17/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
103188	Preventive			02/20/2023 08:00 AM	02/24/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
103337	Preventive			02/27/2023 08:00 AM	02/27/2023 03:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-2									
103477	Preventive			03/06/2023 08:00 AM	03/10/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
103601	Preventive			03/13/2023 08:00 AM	03/13/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
103757	Preventive			03/20/2023 08:00 AM	03/24/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
103882	Preventive			03/27/2023 08:00 AM	03/31/2023 03:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-2									
104020	Preventive			04/03/2023 08:00 AM	04/04/2023 03:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
104103	Preventive			04/10/2023 08:00 AM	04/10/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
104260	Preventive			04/17/2023 08:00 AM	04/21/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
104376	Preventive			04/24/2023 08:00 AM	04/25/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-2									
104544	Preventive			05/01/2023 08:00 AM	05/01/2023 01:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
104665	Preventive			05/08/2023 08:00 AM	05/08/2023 01:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
104817	Preventive			05/15/2023 08:00 AM	05/17/2023 03:35 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
104939	Preventive			05/22/2023 08:00 AM	05/22/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-2									
105060	Preventive			05/29/2023 08:00 AM	05/30/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
105199	Preventive			06/05/2023 08:00 AM	06/08/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
105625	Preventive			06/12/2023 08:00 AM	06/12/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
105944	Preventive			06/19/2023 08:00 AM	06/20/2023 03:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: 705-2									
106199	Preventive			06/26/2023 08:00 AM	06/26/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
106200	Preventive			07/03/2023 08:00 AM	07/05/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
106321	Preventive			07/10/2023 08:00 AM	07/11/2023 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
Comments:10 LOCUST LANE CHECK ENTIRE PROPERTY TO ENSURE:  A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE  WEEKLY GROUNDS TO BE COMPLETED AT THE END OF THE WEEK ON FRIDAYS AFTER 100 WARREN STREET Task Description: Weekly Grounds									
<b>705-2</b>			<b>Incomplete: 0</b>		<b>Complete: 24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>State 705</b>			<b>Incomplete: 0</b>		<b>Complete: 72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Totals:</b>			<b>Incomplete: 0</b>		<b>Complete: 987</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Watertown Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Project: All Projects, 2) Deferred Type: All Types, 3) Deferred Note: N/A, 4) Completed: 1/1/2023 to 7/18/2023

<b>Work Order Number</b>	<b>Completed Date/Time</b>	<b>Deferred Note</b>	<b>Deferred Type</b>
101750	4/3/2023 1:44 PM	Unable to reach without man lift equipment	Deferred Maintenance Plan
103364	3/7/2023 2:43 PM	i	Deferred Maintenance Plan

*End of Report*

### Operating Budget

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 12/31/2022. It also shows the approved budget for the current year (2023) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

The budget format and accounts are mandated by the Department of Housing and Community Development (DHCD). For a better understanding of the accounts and discussion of special situations see the notes following the budget tables and the "Definitions of Accounts" at the end of this section.

The LHA maintains a consolidated budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by the LHA. It does not maintain separate budgets for each development.

### **Operating Reserve**

The LHA's operating reserve is the amount of funds that an LHA sets aside to sustain itself during lean years, or to remedy urgent health and safety concern or address deferred maintenance items. In addition, while DHCD approves a fixed non-utility operating budget level for every LHA (called the Allowable Non-Utility Expense Level, or ANUEL), LHAs can propose a budget that exceeds that level, with the additional cost to be funded from the Operating Reserve, as long as the reserve will still remain above the minimum threshold set by DHCD.

DHCD defines a full (100%) Operating Reserve (OR) amount to be equal to one-half of the previous year's operating expenses and requires LHAs to maintain a minimum OR of 35% of this amount to cover any unplanned but urgent needs that may arise during the year and that can't be funded by the operating budget. If the reserve is between 20% and 35% of the full level, the LHA must obtain prior written approval from DHCD to spend reserve funds, unless the expense is to resolve a health and safety issue. If the reserve is below the 20% level, the LHA can only spend OR funds on health and safety issues. In both cases, the LHA should address the health and safety issue immediately but must retroactively inform DHCD and obtain its approval.

The Watertown Housing Authority operating reserve at the end of fiscal year 2022 was \$1,271,018.00, which is 55% of the full reserve amount defined above.

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Watertown Housing Authority.						
<b>REVENUE</b>						
Account Number	Account Class	2022 Approved Revenue Budget	2022 Actual Amounts Received	2023 Approved Revenue Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3110	Shelter Rent -Tenants	\$2,484,000.00	\$2,691,800.00	\$2,994,564.00	11.2%	\$483.62
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$114,856.00	\$0.00	-100%	\$0.00
3115	Shelter Rent -Federal Section 8\MRVP One-time Leased up Rev.	\$0.00	\$0.00	\$0.00	0%	\$0.00
3190	Nondwelling Rentals	\$0.00	\$0.00	\$0.00	0%	\$0.00
3400	Administrative Fee - MRVP	\$0.00	\$0.00	\$0.00	0%	\$0.00
3610	Interest on Investments - Unrestricted	\$2,300.00	\$1,777.00	\$8,400.00	372.7%	\$1.36
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$10,500.00	\$10,115.00	\$10,000.00	-1.1%	\$1.61
3691	Other Revenue - Retained	\$59,843.00	\$98,956.00	\$60,600.00	-38.8%	\$9.79
3692	Other Revenue - Operating Reserves	\$0.00	\$0.00	\$0.00	0%	\$0.00
3693	Other Revenue - Energy Net Meter	\$20,000.00	\$35,905.00	\$20,000.00	-44.3%	\$3.23
3801	Operating Subsidy - EOHLC (4001)	\$1,370,401.00	\$1,290,558.00	\$1,212,916.00	-6%	\$195.88
3802	Operating Subsidy - MRVP Landlords	\$0.00	\$0.00	\$0.00	0%	\$0.00
3803	Restricted Grants Received	\$0.00	\$0.00	\$0.00	0%	\$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	\$0.00	\$0.00	\$0.00	0%	\$0.00
3000	<b>TOTAL REVENUE</b>	<b>\$3,947,044.00</b>	<b>\$4,243,967.00</b>	<b>\$4,306,480.00</b>	<b>1.5%</b>	<b>\$695.49</b>

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Watertown Housing Authority.						
<b>EXPENSES</b>						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget.	2023 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	\$568,114.00	\$516,931.00	\$599,343.00	15.9%	\$96.79
4120	Compensated Absences	\$0.00	\$21,815.00	\$0.00	-100%	\$0.00
4130	Legal	\$40,000.00	\$61,855.00	\$50,000.00	-19.2%	\$8.07
4140	Members Compensation	\$26,000.00	\$28,217.00	\$32,000.00	13.4%	\$5.17
4150	Travel & Related Expenses	\$4,849.00	\$893.00	\$9,687.00	984.8%	\$1.56
4170	Accounting Services	\$30,000.00	\$30,000.00	\$30,000.00	0%	\$4.84
4171	Audit Costs	\$7,040.00	\$7,041.00	\$8,000.00	13.6%	\$1.29
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$187,201.00	\$248,695.00	\$231,556.00	-6.9%	\$37.40
4191	Tenant Organization	\$3,096.00	\$1,008.00	\$3,096.00	207.1%	\$0.50
4100	TOTAL ADMINISTRATION	\$866,300.00	\$916,455.00	\$963,682.00	5.2%	\$155.63
4310	Water	\$601,142.00	\$766,962.00	\$595,928.00	-22.3%	\$96.24
4320	Electricity	\$361,208.00	\$354,001.00	\$405,558.00	14.6%	\$65.50
4330	Gas	\$245,800.00	\$232,143.00	\$347,889.00	49.9%	\$56.18
4340	Fuel	\$1,000.00	\$0.00	\$1,000.00	100%	\$0.16
4360	Net Meter Utility Debit/Energy Conservation	\$0.00	\$71,809.00	\$0.00	-100%	\$0.00
4390	Other	\$0.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$230,000.00	\$287,237.00	\$230,000.00	-19.9%	\$37.14
4392	Net Meter Utility Credit (Negative Amount)	\$-230,000.00	\$-359,046.00	\$-230,000.0	-35.9%	\$-37.14
4300	TOTAL UTILITIES	\$1,209,150.0	\$1,353,106.0	\$1,350,375.	-0.2%	\$218.08

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Watertown Housing Authority.						
<b>EXPENSES</b>						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	\$494,149.00	\$426,654.00	\$507,681.00	19%	\$81.99
4420	Materials & Supplies	\$114,983.00	\$167,702.00	\$156,912.00	-6.4%	\$25.34
4430	Contract Costs	\$651,800.00	\$745,090.00	\$735,000.00	-1.4%	\$118.70
4400	TOTAL MAINTENANCE	\$1,260,932.00	\$1,339,446.00	\$1,399,593.00	4.5%	\$226.03
4510	Insurance	\$151,890.00	\$127,477.00	\$160,224.00	25.7%	\$25.88
4520	Payment in Lieu of Taxes	\$12,500.00	\$11,306.00	\$12,500.00	10.6%	\$2.02
4540	Employee Benefits	\$386,429.00	\$354,456.00	\$374,829.00	5.7%	\$60.53
4541	Employee Benefits - GASB 45	\$0.00	\$104,890.00	\$0.00	-100%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$5,000.00	\$17,789.00	\$5,000.00	-71.9%	\$0.81
4571	Collection Loss - Fraud/Retroactive	\$0.00	\$114,856.00	\$0.00	-100%	\$0.00
4580	Interest Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$555,819.00	\$730,774.00	\$552,553.00	-24.4%	\$89.24
4610	Extraordinary Maintenance	\$268,040.00	\$308,940.00	\$50,000.00	-83.8%	\$8.07
4611	Equipment Purchases - Non Capitalized	\$78,000.00	\$81,391.00	\$56,000.00	-31.2%	\$9.04
4612	Restricted Reserve Expenditures	\$0.00	\$0.00	\$0.00	0%	\$0.00
4715	Housing Assistance Payments	\$0.00	\$0.00	\$0.00	0%	\$0.00
4801	Depreciation Expense	\$0.00	\$1,209,882.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$346,040.00	\$1,600,213.00	\$106,000.00	-93.4%	\$17.12
4000	TOTAL EXPENSES	\$4,238,241.00	\$5,939,994.00	\$4,372,203.00	-26.4%	\$706.11

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Watertown Housing Authority.						
<b>SUMMARY</b>						
Account Number	Account Class	2022 Approved Budget	2022 Actual Amounts	2023 Approved Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	\$3,947,044.00	\$4,243,967.00	\$4,306,480.00	1.5%	\$695.49
4000	TOTAL EXPENSES	\$4,238,241.00	\$5,939,994.00	\$4,372,203.00	-26.4%	\$706.11
2700	NET INCOME (DEFICIT)	\$-291,197.00	\$-1,696,027.00	\$-65,723.00	-96.1%	\$-10.61
7520	Replacements of Equip. - Capitalized	\$60,000.00	\$50,000.00	\$0.00	-100%	\$0.00
7540	Betterments & Additions - Capitalized	\$85,000.00	\$22,350.00	\$125,000.00	459.3%	\$20.19
7500	TOTAL NONOPERATING EXPENDITURES	\$145,000.00	\$72,350.00	\$125,000.00	72.8%	\$20.19
7600	EXCESS REVENUE OVER EXPENSES	\$-436,197.00	\$-1,768,377.00	\$-190,723.00	-89.2%	\$-30.80

## Explanation of Budget Accounts

The following explains how each of the line items is to be prepared.

3110: Shelter Rent: The shelter rent projection should be based on the current rent roll plus anticipated changes expected from annual rent re-determinations or as a result of regulatory amendments.

3111: Shelter Rent – Tenants - Fraud/Retroactive: This account should be used for the reporting of total rent receipts from residents due to unreported income. These are often called fraud or retroactive balances. In cases where deficit LHAs discover, pursue cases, and have entered into a written fraud/retroactive re-payment agreement **with a present or former tenant who did not report income**, the LHA will be allowed to retain two-thirds of the funds recovered. One third of the total dollar amount recovered should be included in the LHA's quarterly or year-end Operating Statement as Shelter Rent, account #3111, and two-thirds of this total dollar amount should be included in Other Revenue-Retained, account #3691.

3115: Shelter Rent - Section 8: This account applies only to those developments receiving support through the federal government's Housing and Urban Development (HUD) Section 8 New Construction and/or Substantial Rehab Programs.

3190: Non-Dwelling Rental: This account should be credited with the rents, other than tenants rents reported in line 3110 and 3115, including charges for utilities and equipment, billed to lessees of non-dwelling facilities as well as apartments rented for non-dwelling purposes, such as social service programs.

3400: Administrative Fee- MRVP/AHVP: This account should be credited with Administrative Fees to be received for the MRVP/AHVP Program. The MRVP/AHVP administrative fee is \$50.00 per unit per month, as of July 1, 2020.

3610: Interest on Investments – Unrestricted: This account should be credited with interest earned on unrestricted administrative fund investments.

3611: Interest on Investments – Restricted: This account should be credited with interest earned on restricted administrative fund investments. For example, an LHA may receive a grant whose use is restricted to a specific purpose, and the interest income earned on that grant may also be restricted to the same purpose.

3690: Other Operating Revenues: This account should be credited with income from the operation of the project that cannot be otherwise classified. Income credits to this account include, but are not limited to, penalties for delinquent payments, rental of equipment, charges for use of community space, charges to other projects or programs for the use of central office management and maintenance space, commissions and profits from vending machines, including washing machines, and certain charges to residents for additional services, materials, and/or repairs of damage caused by neglect or abuse in accordance with the Department's regulations on lease provisions..

3691: Other Revenue – Retained: This account should be credited with certain miscellaneous revenue to be retained by the LHA, and which is not used to reduce the amount of operating subsidy the LHA is due. The most common examples for this account is receipts for the rental of roof antennas to cell phone providers and net meter credits earned on electricity bills from Net Meter Power Purchase Agreements (PPA's). Generally, surplus LHAs may retain 100% of these savings and deficit LHAs may retain 25% of the savings, with

the 75% balance used to offset its need for operating subsidy. However, for the period 7/1/16 through 6/30/20, all deficit LHAs may keep 100% of the net meter credit savings, while they can keep 50% effective 7/1/2020.

3692: Other Revenue - Operating Reserves: This account should be credited with funds that LHAs plan to utilize from their operating reserve accounts in excess of the Allowable Non-Utility Expense Level (ANUEL). To be approvable, LHA must maintain the DHCD prescribed operating reserve minimum level after deducting the amount budgeted. The only exception to this is when the expenses are for health and safety issues.

3693: Other Revenue – Net Meter: This account should normally be credited with 75% of the total net meter credit savings realized by a deficit LHA, while surplus LHAs with net meter credit savings would enter \$0 here. Savings are calculated as the value of the net meter credits appearing on the LHA’s electric bills (or, in some cases, paid in cash to the LHA by their utility company), minus the cost of the payments made to the solar power developer under their Power Purchase Agreement (PPA). Deficit LHAs normally may retain 25% of the savings. That amount should be included as Other Revenue – Retained on line #3691. However, please note that for the period 7/1/16 through 6/30/20 all LHAs may retain 100% of their total net meter credit savings, and should report those savings as Other Revenue – Retained on line #3691. LHAs can keep 50% of savings effective 7/1/2020.

3801: Operating Subsidy – DHCD (400-1): This account represents all state-funded operating subsidy to be received and or to be earned for the fiscal year. At the end of each fiscal year, this account will be adjusted in the operating statement to equal the actual subsidy earned by the LHA.

3802: Operating Subsidy – MRVP/AHVP Landlords:

The credit balance in this account represents the anticipated total receipts from DHCD during the fiscal year for housing assistance payments to landlords. At the end of each fiscal year this account will be adjusted to equal the actual subsidy earned.

3920: Gain/Loss from Sale or Disposition of Property (Capitalized or Non-Capitalized): The debit or credit balance of this account represents the following items: a) Cash proceeds from the sale of property that was either: 1) non-capitalized; or 2) capitalized and has been fully depreciated, and b) Realized gain or loss from the sale or disposition of capitalized property that has not been fully depreciated.

4110: Administrative Salaries: This account should be charged with the gross salaries of LHA personnel engaged in administrative duties and in the supervision, planning, and direction of maintenance activities and operating services during the operations period. It should include the salaries of the executive director, assistant executive director, accountants, accounting clerks, clerks, secretaries, project managers, management aides, purchasing agents, engineers, draftsmen, maintenance superintendents, and all other employees assigned to administrative duties.

4120: Compensated Absences: The debit balance in this account represents the actual cost incurred during the fiscal year for vacation, paid holidays, vested sick leave and earned compensatory time. This account includes both the direct compensated absences cost and associated employer payroll expenses (employment taxes, pension cost, etc.).

4130: Legal Expense: This account should be charged with retainers and fees paid to attorneys for legal services relating to the operation of the projects.

4140: Compensation to Authority Members: A local authority may compensate its members for performance of their duties and such other services as they may render to the authority in connection with its Chapter 200 development(s). Compensation for any other program is not authorized. Because of this, LHAs must base such compensation only on the actual rent receipts for these developments plus a prorated share of other operating receipts of funds on a per unit basis. The precise amount that members may be compensated is defined by statute to a maximum of \$40 per member per day, and \$50 for the chairperson per day. The total of all compensation to all board members is not to exceed two percent (2%) of actual gross income of Chapter 200 developments in any given year, consistent with the approved budget amount. In no case shall the payment of compensation exceed \$12,500 annually for the chairperson, or \$10,000 for any member other than the chairperson. Please note the statute requires the member to perform housing authority business in order to receive compensation.

4150: Travel and Related Expense: Legitimate travel expenses incurred by board members and staff in the discharge of their duties for any **state-aided program** are reimbursable from this account, as consistent with Department policy.

4170: Contractual Accounting Services: Fees for accounting services that are provided routinely and are contracted for on an annual basis. Only accounting services performed on a contractual basis (fee accountant) should be included in this item. Full or part-time LHA accounting staff that provides routine accounting services should be included in Account 4110, Administrative Salaries.

4171: Audit Costs: This account includes the state program's prorated share of audit fees paid to an Independent Public Accountant (IPA). The procurement of an IPA is necessary to satisfy the Federal Government's audit requirements. Costs for these services should be shared with all state and federal programs of LHA. **Audit costs are to be absorbed within the ANUEL.** The new Agreed Upon procedures (AUP) audit costs for state-assisted public housing programs should also be included in this account.

4180: Penalties and Interest: Any expenses incurred from penalties, fees, and interest paid on delinquent accounts shall be included in this line item.

4190: Administrative Other: This account is provided for recording the cost of administrative items for which no specific amount is prescribed in this 4100 group of accounts. It includes, but is not limited to, the cost of such items as: reports and accounting forms; stationery and other office supplies; postage; telephone services; messenger service; rental of office space; advertising for bids; publications; membership dues; collection agency & court costs, training costs; management fees, and fiscal agent fees.

4191: Tenant Organization: LTO Funding by the LHA. Upon request the LHA shall fund all LTOs in a city or town at the annual rate of \$6.00 per state-aided public housing unit occupied or available for occupancy by residents represented by such LTO(s) or an annual total of \$500.00 prorated among all such LTO(s), whichever is more. For more information on the creation and funding of LTOs see 760 CMR 6.09.

Authorities which operate computer learning centers, which are funded by the state consolidated budget or by other sources (which are typically recorded in line #3691 as "Other Revenue Retained", should budget the cost of the centers on this line.

4310: Water: This account should be charged with the cost of water and sewer charges purchased for all purposes.

4320: Electricity: This account should be charged with the total cost of electricity purchased for all purposes. Many LHAs have entered into Net Meter Credit Power Purchase Agreements (PPA's). In these deals, an LHA executes a contract with a solar power developer who constructs and owns an off- site solar electricity-generating site. In exchange for contracting to purchase a percentage of the solar power produced, the LHA receives a credit on its utility electric bill for each KWH purchased or in some cases receives a direct cash payment from their utility company. Please ensure that the amount charged to this account is the total cost of electricity BEFORE any reductions due to the receipt of net meter credits.

4330: Gas: This account should be charged with the cost of gas (natural, artificial, or liquefied) purchased for all purposes.

4340: Fuel: This account should be charged with the cost of coal, fuel oil, steam purchased, and any other fuels (except electricity and gas) used in connection with Local Housing Authority operation of plants for the heating of space or water supplied to tenants as a part of rent.

4360: Net Meter Utility Debit/Energy Conservation: This account is to be charged with costs incurred for energy conservation measures.

4390: Other Utilities: This account should be charged with the cost of utilities which are not provided for in accounts 4310 through 4360. In addition, for all quarterly or year-end operating statements 9/30/20 or later, and all budgets 6/30/21 or later, please use this line to record the total net meter credits earned as reported in Line 4392, MINUS the Solar Operator Costs reported in Line 4391, with the result expressed as a positive number. For example, if you reported -\$20,000 in Net Meter Utility Credits in Line 4392 and \$15,000 in Solar Operator Costs in Line 4391, you would subtract the \$15,000 reported on Line 4391 from the -\$20,000 reported on Line 4392, and post the remainder of \$5,000 on Line 4360, as a positive number. This number essentially represents the "net" savings the LHA earned from its net meter credit contract.

4391: Solar Operator Costs: Many LHAs have entered into Net Meter Credit Power Purchase Agreements (PPA's). In these deals, an LHA executes a contract with a solar power developer who constructs and owns an off-site solar electricity-generating site. The LHA makes regular (usually monthly) payments to the developer for its contracted share of the solar electricity produced by the site. Those payments should be entered in this account.

4392: Net Meter Utility Credit (Negative Amount): As noted in account #4391 above, many LHAs have executed Net Meter Credit Power Purchase Agreements (PPA's). In exchange for contracting to purchase a percentage of the solar power produced, the LHA receives a credit on its utility electric bill for each KWH purchased from the developer, which reduces the balance on its electric bill, or, in some cases, the credits are paid in cash to the LHA by the utility company. The total gross amount of the net meter credits that appear on the LHA's utility bills should be carried in this account and entered as a negative number. In cases where credits are paid in cash to the Host LHA, the net balance after paying out the amounts due the participating housing authorities, should also be carried in this account and entered as a negative number.

4410: Maintenance Labor: This account should be charged with the gross salaries and wages, or applicable portions thereof, for LHA personnel engaged in the routine maintenance of the project.

4420: Materials & Supplies: This account should be charged with the cost of materials, supplies, and expendable equipment used in connection with the routine maintenance of the project. This includes the operation and maintenance of automotive and other movable equipment, and the cost of materials, supplies, and expendable equipment used in connection with operating services such as janitorial services, elevator services, extermination of rodents and household pests, and rubbish and garbage collection.

4430: Contract Costs: This account should be charged with contract costs (i.e. the cost of services for labor, materials, and supplies furnished by a firm or by persons other than Local Authority employees) incurred in connection with the routine maintenance of the project, including the maintenance of automotive and other movable equipment. This account should also be charged with contract costs incurred in connection with such operating services as janitorial services, fire alarm and elevator service, extermination of rodents and household pests, rubbish and garbage collection, snow removal, landscape services, oil burner maintenance, etc.

4510: Insurance: Includes the total amount of premiums charged all forms of insurance. Fire and extended coverage, crime, and general liability are handled by DHCD on a statewide basis. All other necessary insurance policies include: Workers' Compensation, boiler, vehicle liability and owner, etc.

4520: Payments in Lieu of Taxes:

This account should be charged with all payments in lieu of taxes accruing to a municipality or other local taxing body.

4540: Employee Benefits: This account should be charged with local housing authority contributions to employee benefit plans such as pension, retirement, and health and welfare plans. It should also be charged with administrative expenses paid to the State or other public agencies in connection with a retirement plan, if such payment is required by State Law, and with Trustee's fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

Employee benefits are based upon a given percentage of the total payroll; therefore, the total amount approved in this account will be based on the approved budgeted salaries representing the state's fair share.

4541: Employee Benefits - GASB 45: This line covers "Other Post-Employment Benefits" (OPEB). Of the total benefits offered by employers to attract and retain qualified employees, some benefits, including salaries and active-employee healthcare are taken while the employees are in active service, whereas other benefits, including post-employment healthcare and other OPEB are taken after the employees' services have ended. Nevertheless, both types of benefits constitute compensation for employee services. In accordance with required accounting practices, this amount is not projected in the budget (and is therefore blank) but the estimated future costs of this item is carried in the operating statement.

4542: Pension Expense – GASB 68: The primary objective of GASB 68 Statement is to improve accounting and financial reporting for pension costs. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. As with account 4541 above, in accordance with required accounting practices, this amount is not projected in the budget (and is therefore blank) but the estimated future costs of this item is carried in the operating statement.

4570: Collection Loss: The balance in this account represents the estimated expense to cover unexpected losses for tenant rents. Note: Do not include losses from fraud/retroactive balances here. Report them in Account 4571 – Collection Loss – Fraud/Retroactive.

4571: Collection Loss – Fraud/Retroactive: The balance in this account represents the estimated expense to cover unexpected losses for tenant rents due to unreported income, i.e. fraud/retroactive balances.

4580: Interest Expense: The debit balance in this account represents the interest expense paid and accrued on loans and notes payable. This debt can be from operating borrowings or capital borrowings.

4590: Other General Expense: This account represents the cost of all items of general expenses for which no specific account is prescribed in the general group of accounts.

4610: Extraordinary Maintenance – Non-Capitalized: This account should be debited with all *costs* (labor, materials and supplies, expendable equipment (such as many tools or routine repair parts), and contract work) of repairs, replacements (but not replacements of non-expendable equipment), and rehabilitation of such a substantial nature that the work is clearly not a part of the routine maintenance and operating program. The items charged to this account should not increase the useful life or value of the asset being repaired. These items are not capitalized and are not added as an increase to fixed assets at the time of completion. Nor are these items depreciated. An example of this would be scheduled repainting of apartments.

4611: Equipment Purchases – Non-Capitalized: This account should be debited with the costs of equipment that does not meet the LHA's criteria for capitalization. Because these items are being expended when paid, they should not be categorized as a fixed asset and therefore will not be depreciated. These items include stoves, refrigerators, small tools, most computers and software, etc.

The budget is a planning tool and as our portfolio ages it is essential that LHAs evaluate their properties annually and plan for extraordinary maintenance. To that end DHCD very strongly recommends that for all 400-1 operating budgets, depending on the age of the portfolio and condition, LHAs spend between \$100 and \$500 a year per unit in Extraordinary Maintenance, Equipment Purchases, Replacement of Equipment, and Betterments & Additions to ensure that the aging public housing stock is preserved.

4715: Housing Assistance Payments: This account should be debited with all housing assistance payments paid to landlords for the MRVP program on a monthly basis.

4801: Depreciation Expense: This account should be debited with annual fixed asset depreciation expenses as determined by the LHA's capitalization policy.

7520: Replacement of Equipment – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment purchased as a replacement of equipment of substantially the same kind. These items, such as vehicles, computers, or furniture, meet the LHA's criteria for capitalization and will also be added to fixed assets and therefore depreciated over the useful life.

7540: Betterments & Additions – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment and major non-routine repairs that are classified as a betterment or addition. These items meet the LHA's criteria for capitalization and will also be added to fixed

assets and therefore depreciated over the useful life of the asset. Examples are: major roof replacement, structural repairs such as siding, or major paving work.

In accordance with GAAP accounting, inventory purchases (Replacement of Equipment and Betterments & Additions) are distinguished between capitalized and non-capitalized items. Any inventory or equipment purchase greater than \$5,000 is required by DHCD to be capitalized, inventoried and depreciated. Any inventory or equipment purchase costing \$1,000 to \$4,999 should be inventoried by LHA staff for control purposes only but is not subject to capitalization or depreciation, it is, however, required to be expensed when the items are paid for. An LHA's inventory listing should include both capitalized and non-capitalized items of \$1,000 and more, as well as all refrigerators and stoves of any value. All items that appear on the inventory listing should be tagged with a unique identification number, and all refrigerators and stoves (regardless of value) should be tagged. LHAs may adopt a capitalization policy that capitalizes inventory purchases at a lesser amount than the \$5,000 requirement (i.e. \$1,000 - \$4,999); however, no capitalization policy can have an amount higher than \$5,000. Any inventory or equipment purchases costing \$0 to \$999 are to be expensed when paid for.

**Narrative Responses to the Performance Management Review (PMR) Findings**

The Performance Management Review conducted by the Department of Housing and Community Development (DHCD) for the 2022 LHA fiscal year resulted in the following ratings. Criteria which received a 'Corrective Action' rating show both a reason for the rating and a response by the LHA. The reason indicates Watertown Housing Authority's understanding of why they received the rating, while the responses describe their goals and the means by which they will meet or improve upon the performance-based assessment standards established by DHCD in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

**Category: Management**

Criterion: Occupancy Rate - the percentage of units that are occupied on monthly report.

Rating: No Findings

Criterion: Tenant Accounts Receivable (TAR) - the percentage of uncollected rent and related charges owed by tenants to the local housing authority (LHA), out of the total amount of rent and related costs charged to tenants.

Rating: No Findings

Reason: Watertown Housing Authority follows a strict rent collection policy to ensure that tenants are paying rent in full and on time each month. Unfortunately, due to hardship and other mitigating factors many residents are unable to pay rent on time and/or in full, although rent is accurately calculated based on their gross income. Any resident who fails to pay or enter into an in-house repayment agreement is referred to WHA's legal counsel. Due to the court delays and the backlog of cases, it has taken WHA an average of two months to schedule any hearing dates. Through April of 2023, residents who had pending rental assistance applications had their cases continued, which delayed the court process even longer. As a mission-based organization, WHA works closely with residents to preserve their tenancies while educating residents on compliance and program regulations.

Response: As a result of the PMR rating, WHA updated the family chapter 200 rent collection procedure to enhance the quality of in-house repayment agreements, with a goal of collecting 100% of the rent. WHA refers many residents to the Resident Service Department to assist residents with budgeting, financial literacy, and sustainability. Residents who breach in-house repayment agreements or fail to communicate/meet with WHA staff when there are significant rental arrears are referred to legal counsel.

Criterion: Certifications and Reporting Submissions - timely submission of statements and certifications

Rating: Operational Guidance

Reason: At the time of the late submission, WHA had an unforeseen staffing capacity issue (sick time leave and long-term leave of two critical employees). Measures were put in place to prevent this issue from arising again.

Response: WHA has created a standard operating procedure which has cross-trained staff on reporting requirements of the PMR to ensure timely submissions.

Criterion: Completion of mandatory online board member training

Rating: No Findings

Criterion: Annual Plan Submitted - Annual Plan (AP) submitted on time

Rating: No Findings

Criterion: Staff completed relevant certifications or trainings

Rating: No Findings

**Category: Financial**

Criterion: Adjusted Net Income - a measure of overspending or underspending.

Rating: No Findings

Criterion: Current Operating Reserve as a percentage of total maximum reserve level.

Rating: No Findings

**Category: Capital Planning**

Criterion: Timely spending of capital funds awarded under the Formula Funding program

Rating: Operational Guidance

Reason: In both 2021/22 the WHA was in the design phase on a major capital improvement project at its McSherry Garden (667-1) development . This cost of this one project alone required several years of WHA's Formula Funding awards in which the WHA also requested and received additional ARPA funds in order to proceed to the bid phase.

Response: Funding for the McSherry Gardens Capital Improvement project has since been determined and the project was successfully bid and followed with the award of a construction contract.

**Category: CHAMP**

Criterion: Paper applications are available, received and entered into CHAMP

Rating: Corrective Action

Reason: At the time of the timestamp submission on CHAMP, WHA was training new staff and was actively conducting quality training to assist with tenant selection/CHAMP. WHA's clerical error was in favor of the applicant and did not impact the applicant's status of being housed.

Response: WHA has created a standard operating procedure and training manual for administrative staff assisting with CHAMP to ensure timely and accurate timestamps. It should be noted, that corrective action seems too strong for a minor, clerical error. WHA Board and Executive Director recommend EOHLC review the operational guidance and corrective action parameters for this category.

Criterion: Vacancies are recorded correctly and occupied using CHAMP

Rating: Operational Guidance

Reason: This was around the same time as the other reporting oversight, and the WHA had a low staff capacity then.

Response: WHA has created a standard operating procedure which has cross-trained staff on reporting requirements of the PMR to ensure timely and accurate submissions.

**Category: Facility Management - Inspection Standards and Practices**

Criterion: 100% of units inspected during FYE under review

Rating: No Findings

Criterion: Unit inspection reports create, track, and report work orders for inspection repairs, and inspection WOs completed within 30 days or add to DM / CIP

Rating: Corrective Action

Reason: There was a work order that should have been created but was missing from our system after a unit annual inspection that had been performed by our contracted agency. This was something the WHA had recognized as a possible issue. The work order not being created correctly occurred during a transition period from the letting go of the maintenance coordinator and the hiring of a new maintenance coordinator to take their place.

Response: The WHA documented several issues with incorrect input of work orders with a newer employee that had been hired as the maintenance coordinator. The employee was subsequently terminated due to ongoing issues that were not resolved via hands-on training. Work order review including preventative, routine, emergency, and annual unit inspection is now something the maintenance department meets weekly on to review and discuss.

Criterion: Unit inspection reports accurately reflect necessary repairs

Rating: No Findings

**Category: Facility Management - Vacancy Turnover Standards and Practices**

Criterion: Work orders created for every vacancy and completed within 30 days (or waiver requested)

Rating: No Findings

Criterion: Vacancy turnover work orders accurately reflect necessary repairs

Rating: No Findings

**Category: Facility Management - Preventive Maintenance Standards and Practices**

Criterion: LHA Preventive Maintenance Plan accurately reflects all necessary work to maximize life of LHA components

Rating: No Findings

**Category: Facility Management - Work Order Types and Systems**

Criterion: All emergency work orders are created, tracked, reported and completed within 48 hours

Rating: No Findings

Criterion: All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP

Rating: No Findings

**Additional Remarks:**

Looking forward to working group between NAHRO and EOHLC to discuss the efficacy of the PMR benchmarks.

Explanation of PMR Criteria Ratings

CRITERION	DESCRIPTION
<b>Management</b>	
Occupancy Rate	<p>The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report)</p> <ul style="list-style-type: none"> <li>• “No Findings” : Occupancy Rate is at or above 98%</li> <li>• Operational Guidance: Occupancy rate is at 95% up to 97.9%</li> <li>• Corrective Action: Adjusted occupancy rate is less than 95%</li> </ul>
Tenant Accounts Receivable (TAR)	<p>This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement)</p> <ul style="list-style-type: none"> <li>• “No Findings” : At or below 2%</li> <li>• “Operational Guidance” : More than 2% , but less than 5%</li> <li>• “Corrective Action” : 5% or more</li> </ul>
Certifications and Reporting Submissions	<p>Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end.</p> <ul style="list-style-type: none"> <li>• “No Findings” : At least 11 of the required 12 reports were submitted and at least 9 were submitted on time.</li> <li>• “Operational Guidance” : Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.</li> </ul>
Board Member Training	<p>Percentage of board members that have completed the mandatory online board member training.</p> <ul style="list-style-type: none"> <li>• “No Findings” : 80% or more completed training</li> <li>• “Operational Guidance” : 60-79.9% completed training</li> <li>• “Corrective Action” : &lt;60 % completed training</li> </ul>
Staff Certifications and Training	<p>Each LHA must have at least one staff member complete a relevant certification or training During the fiscal year. The number of required trainings varies by LHA size.</p> <ul style="list-style-type: none"> <li>• No Findings: LHAs completed the required number of trainings</li> <li>Corrective Action: LHAs have not completed any trainings</li> </ul>
Annual Plan (AP) Submitted	<p>Housing authorities are required to submit an annual plan every year.</p> <ul style="list-style-type: none"> <li>• “No Findings” =Submitted on time</li> <li>• “Operational Guidance” =Up to 45 days late</li> <li>• “Corrective Action” =More than 45 days late</li> </ul>

CRITERION	DESCRIPTION
<b>CHAMP</b>	
Paper applications	<p>Paper applications are available, received and entered into CHAMP</p> <ul style="list-style-type: none"> <li>• No Findings: Paper applications are available; And paper applications are date and time stamped correctly; And 90% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; And 2% or less of new paper applications are entered more than 30 days after date/time stamp</li> <li>• Operational Guidance: Paper applications are available; And paper applications are date and time stamped and entered correctly; And 75% - 89% of new paper applications are entered into CHAMP within 15 calendar days; And 3% - 5% of new paper applications are entered more than 30 days after date/time stamp</li> </ul> <p>Corrective Action: Paper applications are not available; Or the LHA has failed to date and time stamp paper applications and/or failed to enter them correctly; Or Less than 75% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; Or more than 5% of new paper applications are entered more than 30 days after date/time stamp</p>
Vacancies occupied using CHAMP	<p>Vacancies are recorded correctly and occupied using CHAMP</p> <ul style="list-style-type: none"> <li>• No Findings: All vacancies during the fiscal year are recorded in DHCD’s Housing Applications Vacancy System within 30 days; And the housed Applicant ID and Pull List ID match between DHCD’s Housing Applications Vacancy System and CHAMP for unit occupied during the fiscal year, excluding administrative transfers; And 25% or less of occupied units have data entry errors</li> <li>• Operational Guidance: All vacancies during the fiscal year are recorded in DHCD’s Housing Applications Vacancy System, all vacancies are not recorded within 30 days; Or the Housed Applicant ID and Pull List ID match between DHCD’s Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers; And greater than 25% of occupied units have data entry errors</li> <li>• Corrective Action: All vacancies during the fiscal year are not recorded in DHCD’s Housing Applications Vacancy System; Or the Housed Applicant ID and Pull List ID do not match (or data is missing) between DHCD’s Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers</li> </ul>

CRITERION	DESCRIPTION
<b>Financial</b>	
Adjusted Net Income	<p>The Adjusted Net Income criterion calculation starts with an LHA’s Net Income and subtracts Depreciation, GASB 45 (Retirement Costs), GASB 68 (Retirement Costs), Extraordinary Maintenance (maintenance expense outside of routine/ordinary expenses), and Equipment Purchases – Non Capitalized. This Adjusted Net Income amount is then divided by the Total Expenses of the LHA. If this Adjusted Net Income amount is positive, it means underspending and if it is negative it means overspending.</p> <p>Underspending Rating:</p> <ul style="list-style-type: none"> <li>• “No Findings” : 0 to 9.9%</li> <li>• “Operational Guidance”: 10 to 14.9%</li> <li>• “Corrective Action”: 15% or higher</li> </ul> <p>Overspending Rating:</p> <ul style="list-style-type: none"> <li>• “No Findings” : 0 to -4.9%</li> <li>• “Operational Guidance”: -5% to -9.9%</li> <li>• “Corrective Action”: -10% or below</li> </ul>
Operating Reserves	<p>Current Operating Reserve as a percentage of total maximum reserve level. Appropriate reserve level is buffer against any unforeseen events or expenditures.</p> <ul style="list-style-type: none"> <li>• “No Findings” :35%+ of maximum operating reserve</li> <li>• “Operational Guidance”: 20% to 34.9% of maximum operating reserve</li> <li>• “Corrective Action”: &lt;20% of maximum operating reserve</li> </ul>
<b>Capital Planning</b>	
Capital Spending	<p>Under the Formula Funding Program (FF), authorities receive undesignated funds to spend on projects in their Capital Improvement Plan. They are rated on the percentage of available funds they have spent over a three-year period</p> <ul style="list-style-type: none"> <li>• “No Findings” = at least 80%</li> <li>• “Operational Guidance” = At least 50%</li> <li>• “Corrective Action” = Less than 50%</li> </ul>

CRITERION	DESCRIPTION
<b>Health &amp; Safety</b>	
Health & safety violations	DHCD has observed conditions at the LHA’s developments and reported health and safety violations. The LHA has certified the number of corrected violations in each category.
<b>Facility Management – Inspection Standards and Practices</b>	
100% Unit Inspections	All units inspected at LHA during FY under review <ul style="list-style-type: none"> <li>• No Findings: 100% of units inspected</li> </ul> Corrective Action: Less than 100% of units inspected
LHA Inspections Reports/Work Orders	Unit inspection reports create, track, and report work orders for inspection repairs, and inspection WOs completed within 30 days or add to DM/CIP <ul style="list-style-type: none"> <li>• No Findings: All inspection work orders/lease violations are created, tracked, and reported; And non-health and safety work orders for inspection repairs/lease violations are completed within 30 days or added to DM/CIP; And health and safety work orders for inspection repairs/lease violations are addressed within 48 hours</li> <li>• Operational Guidance: All health and safety inspection work orders/lease violations are created, tracked, reported and completed within 48 hours; And LHA fail to create, track, or report no more than 1 or 2 (based on LHA size) non-EHS (exigent health and safety) deficiencies; Or LHA failed to complete any non-EHS work orders/lease violations appropriately</li> <li>• Corrective Action: Any EHS work orders/lease violations not created, tracked, reported, or completed; Or 1 of the following: LHA failed to create, track or report a) More than 1 non-EHS deficiency (small LHA); b) More than 2 non-EHS deficiencies (Medium/Large)</li> </ul>
Accuracy of LHA Inspections	Unit inspection reports accurately reflect necessary repairs <ul style="list-style-type: none"> <li>• No Findings: c.667 unit has less than 2 EHS deficiencies and c.200/705 unit has less than 3 EHS deficiencies</li> <li>• Operational Guidance: c.667 unit has 2 EHS deficiencies or c.200/705 has 3 EHS deficiencies</li> </ul> Corrective Action: c.667 has equal to or greater than 3 EHS deficiencies or c.200/705 unit has equal to or greater than 4 EHS deficiencies
<b>Facility Management – Vacancy Turnover Standards and Practices</b>	

CRITERION	DESCRIPTION
Vacancy Turnover Work Orders	<p>Work orders created for every vacancy and completed within 30 days (or waiver requested)</p> <ul style="list-style-type: none"> <li>• No Findings: Vacancy work orders are created, tracked and reported for every unit and reflect all work in unit; And Vacancy work orders are Maintenance Ready in &lt;=30 days for c.667 units or &lt;=45 days for c.200/705 units or have approved waiver</li> <li>• Operational Guidance: Vacancy work orders are created, tracked and reported for every unit; And work orders do not reflect all work completed in unit; Or vacancy work orders are Maintenance Ready in 31-45 days for c.667 and 46-60 days for c.200/705 and no approved waiver</li> </ul> <p>Corrective Action: Vacancy work orders are not created, tracked and reported for every unit; Or vacancy work orders are Maintenance Ready in &gt;45 days for c.667 and &gt;60 days for c.200/705 and have no approved waiver</p>
Accuracy and Standard of Vacancy Turnovers	<p>Vacancy turnover work orders accurately reflect necessary repairs</p> <ul style="list-style-type: none"> <li>• No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies</li> <li>• Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies</li> </ul> <p>Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies</p>
<b>Facility Management – Preventative Maintenance Standards and Practices</b>	
LHA Preventative Maintenance Schedule Accuracy and Implementation of Preventative Schedules	<p>LHA preventative maintenance schedule accurately reflects all necessary work to maximize the life of LHA components</p> <ul style="list-style-type: none"> <li>• No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies</li> <li>• Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies</li> </ul> <p>Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies</p>
<b>Work Order Types and Systems</b>	
Emergency Work Orders	<p>All emergency work orders are created, tracked, reported and completed within 48 hours</p> <ul style="list-style-type: none"> <li>• No Findings: All emergency work orders under review are created, tracked, reported and completed within 48 hours</li> <li>• Operational Guidance: All emergency work orders completed within 48 hours; Less than 100% but greater than or equal to 80% of work orders under review are correctly created, tracked and reported administratively</li> </ul>

CRITERION	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Corrective Action: Not all emergency work orders are completed within 48 hours; Or less than 80% of work orders under review are correctly created, tracked and reported administratively</li> </ul>
Requested Work Orders	<p>All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP</p> <ul style="list-style-type: none"> <li>• No Findings: All requested work orders under review are created, tracked, and reported; All work is complete within 14 days or added to DM/CIP</li> <li>• Operational Guidance: All requested work orders completed within 14 days or added to DM/CIP; And less than 100% of work orders under review are correctly created, tracked and reported</li> </ul> <p>Corrective Action: Not all requested work orders are completed within 14 days or added to DM/CIP</p>

## Policies

The following policies are currently in force at the Watertown Housing Authority:

<b>Policy</b>	<b>Last Ratified by Board Vote</b>	<b>Notes</b>
*Rent Collection Policy	03/13/2023	
*Personnel Policy	10/13/2020	
*Capitalization Policy	06/11/2012	
*Procurement Policy	09/14/2020	
*Grievance Policy	12/13/2021	
Smoking Policy	05/01/2016	
Affirmative Action Policy	07/13/2020	
Language Access Plan	09/14/2020	
Pet Policy	04/11/2016	Update in progress
Reasonable Accommodations Policy	02/22/2022	
Fair Housing Marketing Plan	11/15/2022	

\* Starred policies are required by DHCD. Policies without a "Latest Revision" date are not yet in force.

The list of policies has been provided by the LHA and has not been verified by DHCD.

## **Waivers**

AP-2024-Watertown Housing Authori-00904 has no current waivers from the regulations of the Department of Housing and Community Development (DHCD).

## Glossary

**ADA:** Americans with Disabilities Act. Often used as shorthand for accessibility related issues or improvements.

**AHVP:** Alternative Housing Voucher Program

**Alternative Housing Voucher Program** provides rental vouchers to disabled applicants who are not elderly and who have been determined eligible for Chapter 667 (elderly and disabled) housing.

**Allowable Non-Utility Expense Level (ANUEL)** is the amount of non-utility expense allowed for each local housing authority based upon the type(s) of housing programs administered.

**ANUEL:** Allowable Non-Utility Expense Level

**AP:** Annual Plan

**Annual Plan:** A document prepared by each Local Housing Authority, incorporating the Capital Improvement Plan (CIP), Maintenance and Repair Plan, Budget, responses to the Performance Management Review, and other elements.

**Cap Share** is the amount of Formula Funding spending approved by DHCD for each year.

**Capital Funds:** Funds provided by DHCD to an LHA for the modernization and preservation of state-aided public housing, including Formula Funds and Special Capital Funds.

**Capital Needs Assessment**, similar to the CIP, often used for developments in the Section 8 New Construction/Substantial Rehabilitation program. Such developments are generally not eligible for state capital funds and therefore do not participate in the CIP process. However, to track their ongoing capital needs and plan for construction projects to address those needs, they often conduct a CNA to determine when building systems will wear out and need to be replaced, and what replacement will cost, so they can plan to ensure that the necessary funding will be available

**Capital Projects** are projects that add significant value to an asset or replace building systems or components. Project cost must be greater than \$1000.

**CIMS** is a web-based software system used for creating CIP's and Annual Plans. For the CIP, the CIMS program allows the LHA to prioritize, select and schedule projects, assign funding sources and direct project spending to specific fiscal years to create a CIP that is consistent with the LHA's FF award amount and FF cap shares, plus any additional funding resources the LHA has identified. The LHA submits its CIP and DHCD conducts its review of the LHA's CIP in CIMS. For the Annual Plan CIMS imports data from other DHCD systems and combines that with data entered by the LHA.

**CIP:** A Capital Improvement Plan (CIP) is a five (5) year plan which identifies capital projects, provides a planning scope, schedule and budget for each capital project and identifies options for financing and implementing the plan. The contents of a CIP are limited to available resources. An approved CIP is required in order to receive Formula Funds.

**CNA:** Capital Needs Assessment

**CPS** is DHCD's transparent Web-based capital planning system that catalogues the condition of every building and site in the statewide public housing portfolio, providing LHAs with detailed technical information to make strategic long-term capital investments. It includes a Facility Condition Index (FCI) for every development that compares the value of expired components of a development relative to its replacement cost.

**Deferred Maintenance** is maintenance, upgrades, or repairs that are deferred to a future budget cycle or postponed for some other reason. Sometimes it is referred to as extraordinary maintenance.

**Deficit housing authority:** a housing authority whose income (mainly from rent) does not cover all its normal operating costs in its approved operating budget, and which therefore operates at a deficit and requires operating subsidy from DHCD.

**DHCD:** Massachusetts Department of Housing & Community Development

**Extraordinary Maintenance:** see the description for budget line 4610 in the Explanation of Budget Accounts in the Budget Section of this Annual Plan.

**FF:** Formula Funding

**Formula Funding** is state bond funding allocated to each LHA according to the condition (needs) of its portfolio in comparison to the entire state-aided public housing portfolio.

**FYE:** Fiscal Year End

**HHA Administrative Fee** is the fee paid to an HHA from the RCAT Program budget.

**HHA:** Host Housing Authority for the RCAT program.

**Host Housing Authority (HHA).** An LHA selected by the Department to employ and oversee an RCAT.

**HUD:** U.S. Department of Housing and Urban Development

**LHA:** Local Housing Authority

**LTO:** Local Tenants Organization

**Management and Occupancy Report:** This is an annual HUD review process that is used to evaluate the performance of developments in various HUD housing programs, including the Section 8 New Construction/Substantial Rehabilitation program, which some LHAs operate. It is similar to the state PMR process in that it evaluates LHA performance on variety of financial, housing quality, and other standards

**Massachusetts Rental Voucher Program (MRVP)** is a state-funded program that provides rental subsidies to low-income families and individuals.

**MOR:** Management and Occupancy Report

**MRVP:** Massachusetts Rental V DHCD's annual review of each housing authority's performance. It pulls together data on the authority's occupancy rates, tenant accounts receivables, accounts payable, budget variance, operating reserve, capital improvement plan submission, capital spending, annual inspections and work order and maintenance systems to identify and address areas of strength and areas for development. Its goal is to allow DHCD and the LHA to

take a deep dive into the data, lift up best practices, and work together towards improving operations oucher Program.

**Performance Management Review (PMR):**

**PMR:** Performance Management Review

**RCAT:** Regional Capital Assistance Team

**Regional Capital Assistance Team:** One of three organizations employed at HHAs designated by the Department to carry out the RCAT Program.

**Sec.8 NC/SR (or S8NCSR):** Section 8 New Construction and Substantial Rehabilitation

**Section 8 New Construction and Substantial Rehabilitation (Sec.8 NC/SR):** This term refers to a federal HUD housing program operated at a small number of state public housing developments whose construction was funded by state grants, but whose ongoing operating costs are supported by project-based subsidies from HUD's federal Section 8 program, rather than from state public housing operating funds..

**Special Awards:** In addition to allocations to each LHA, DHCD has created limited set aside funds to provide for extreme emergency or code compliance needs which are beyond the capacity of an LHA's current FF balance.

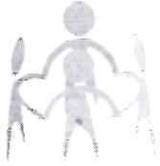
**Surplus housing authority:** a housing authority whose income (mainly from rent) covers all its normal operating costs in its approved operating budget, and which therefore operates at a surplus and does not require operating subsidy from DHCD.

## **Attachments**

The following items have been uploaded as attachments to this Annual Plan.

Due to the COVID-19 emergency, on-site Performance Management Review (PMR) assessments by the Facilities Management Specialists were cancelled for the December fiscal year end housing authorities. Therefore, the Facility Management categories have been omitted from the PMR document.

- Lexington Gardens Tenants Association
- MATA
- McSherry Gardens Tenants Association
- AP FY 24 Public Hearing
- Cover sheet for tenant satisfaction surveys
- Tenant Satisfaction Survey 200 and 705 Program
- Tenant Satisfaction Survey 667 Program
- Performance Management Review



**Lexington Gardens LTO**  
Enhancing support for all residents

32 Philip Darch Rd  
Watertown, Ma 02472

Executive Office of Housing and Livable Communities  
100 Cambridge St, Suite 300  
Boston, MA 02114

RE: ANNUAL PLAN 2024

To whom it may concern,

This letter is to confirm that on Tuesday August 15, 2023, at 9:30 AM, Lexington Gardens Tenants Association representatives and WHA staff met to review and discuss the 2024 Watertown Housing Authority Capital Improvement and Annual Plan.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kristen MacKenzie". The signature is written in dark ink and is positioned above the printed name.

Kristen MacKenzie  
Lexington Gardens Tenants Association President

# *E. Joyce Munger Apartments Tenants Association*

James L. Mello  
*President*

John Davis  
*Vice President*

Leila Johnson  
*Secretary*

Maria Monahan  
*Treasurer*

100 Warren Street  
Watertown, Massachusetts 02472

October 10, 2023

Executive Office of Housing and Livable Communities  
100 Cambridge St, Suite 300  
Boston, MA 02114

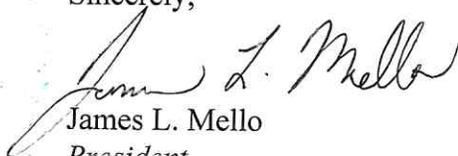
RE: ANNUAL PLAN 2024

OCT 12 '23 AM 11:49

To whom it may concern,

This letter is to confirm that on Tuesday August 22, 2023, at 10:00 AM, E. Joyce Munger Apartments Tenants Association representatives and WHA staff met to review and discuss the 2024 Watertown Housing Authority Capital Improvement and Annual Plan.

Sincerely,



James L. Mello  
*President*

E. Joyce Munger Apartments Tenants Association

The McSherry Gardens Apartments Tenants Association  
Local Tenants Organization

17 Quirk Street - Watertown, Massachusetts 02472-3613  
Cell Phone - 617-564-8649

Christopher Cormier – *President*  
Stephen Felton – *Secretary*

William Moran – *Vice President*  
Albie Mannix – *Treasurer*

October 10, 2023

Executive Office of Housing and Livable Communities  
100 Cambridge St, Suite 300  
Boston, MA 02114

**RE: ANNUAL PLAN 2024**

To whom it may concern,

This letter is to confirm that on Wednesday August 23, 2023, at 1:00 PM, McSherry Gardens Tenants Association representatives and WHA staff met to review and discuss the 2024 Watertown Housing Authority Capital Improvement and Annual Plan.

Sincerely,



Chris Cormier

McSherry Gardens Tenants Association President

# WATERTOWN HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY

55 WAVERLEY AVENUE  
WATERTOWN, MASSACHUSETTS 02472-3613

[617] 923-3950 – Office  
[617] 923.3961 – Maintenance

[617] 923.3954 – Leased Housing  
[617] 923-2466 - FAX

## PHA FY24 Annual Plan Public Hearing

Date: September 5<sup>th</sup>,2023

Time: 1:00 pm

Location: 100 Warren Street (Conference Room)

Attendee's:

### **Board Members:**

Allen Gallagher  
Thomas Beggan  
Patricia Santos  
Shannon Lawn

### **Staff:**

Michael Lara  
Scott Shepherd  
Kristen Monti  
Anthony DiGiovanni

### **Public:**

James Mello  
Jacky VanLeeuwen

### **Question/Comments:**

Jacky VanLeeuwen spoke about her new group called Housing for All Watertown (HAW) and expressed a desire to learn more about the housing process so she can more effectively advocate for local families in need and be a public voice to advocate for more local funding.

Munger Apartments Tenant Association President James Mello stated he reviewed the 2024 Annual Plan with Executive Director Michael Lara and Director of Operations Kristen Monti and he approves of it.

**Meeting Adjourned: 1:16pm**

## **Resident Surveys – Background**

Since 2016 DHCD has been working with the Center for Survey Research (CSR) at the University of Massachusetts Boston to survey residents in the state public housing units it oversees. The surveys are confidential, mailed directly to residents, and returned to CSR by mail (or, starting in 2019, completed on-line). CSR surveys residents of elderly/disabled units (also known as Chapter 667) and family units (also known as Chapter 200 and Chapter 705).

During each round all units are mailed surveys, with one exception: in the case of the twelve housing authorities with more than 225 c.200 family units, a randomly selected group of 225 units was surveyed at each housing authority. This group was determined to be large enough to generate statistically useful results. In both rounds, responses from c.200 and c.705 residents are always combined.

## **Round One Surveys (2016 – 2018)**

In Round One of the surveys, CSR surveyed residents of elderly/disabled units (c.667) in three groups in the Fall of 2016, 2017 and 2018. CSR surveyed residents of family units (c.705 and c.200) in the Spring of 2016. (Note: there are many more c.667 units, so they were broken down into three groups).

### *Notes on Round One Surveys*

1. In previous publications of this survey data, if there were at least twenty responses from residents of an authority's c.667 units or from their c.200/705 units, then there is a separate report for that program.
2. We originally combined data from c.667 and c.200/705 units for some LHAs with limited family data. However, to be consistent with the new Round Two methodology described below, we recalculated the Round One data using the new methodology. Since we no longer combine results from the different programs several LHAs no longer have a report for their c.200/705 units given the small data set for those units.

## **Round Two Surveys (2019 – 2022)**

Round Two of the surveys began in 2019. CSR surveyed about one-third of the elderly/disabled units in Fall 2019, Fall 2021, and Fall 2022. CSR surveyed all family units in Fall 2020.

### *Notes on Round Two Surveys*

1. We refined our reporting methodology and will issue survey results for any program (c.667 or c.200/705) meeting these requirements:
  - 8-19 completed surveys received, if the response rate is at least 40%
  - 20-29 completed surveys received, if the response rate is at least 20%
  - 30+ completed surveys received, if the response rate is at least 15%
2. Responses from the family units will not be combined with responses from elderly/disabled units as they originally were in Round One. Since the variance between the results of the elderly/disabled and family programs was sometimes significant, we determined that combining the two yielded less accurate results.

# Watertown Housing Authority

## Chapter 200 & Chapter 705 Family Housing

### Fall 2020

DHCD is working with the Center for Survey Research at the University of Massachusetts Boston to survey residents in the housing units it oversees.

In the Fall of 2020, surveys were sent to 10,163 family housing units (Chapters 200 and 705). 2,124 surveys were filled out and returned.

In the **Watertown Housing Authority**, surveys were sent to a total of **236** Watertown housing units, **58** surveys were completed.

This report provides some information about how the residents from the **Watertown Housing Authority** answered the survey. It compares their answers to those from residents in the entire state and to those from large LHAs in Metro Boston. These large LHAs in Metro Boston include: Arlington, Boston, Chelsea, Everett, Quincy, Revere, Somerville, Waltham, and Watertown. (Please note that survey data may not have been received from each one of these nearby LHAs.)

## Communication

- **Communication with management:** Residents were asked about how they interacted with their Housing Authorities in the last 12 months. The table below shows what percentage of residents said they did each of the following:

	Watertown Housing Authority	Large LHAs in Metro Boston*	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	79%	69%	71%
Knew the Executive Director held a meeting with residents.....	6%	11%	15%

\* Large LHAs in Metro Boston include: Arlington, Boston, Chelsea, Everett, Quincy, Revere, Somerville, Waltham, Watertown. (Please note that survey data may not have been received from each one of these nearby LHAs.)

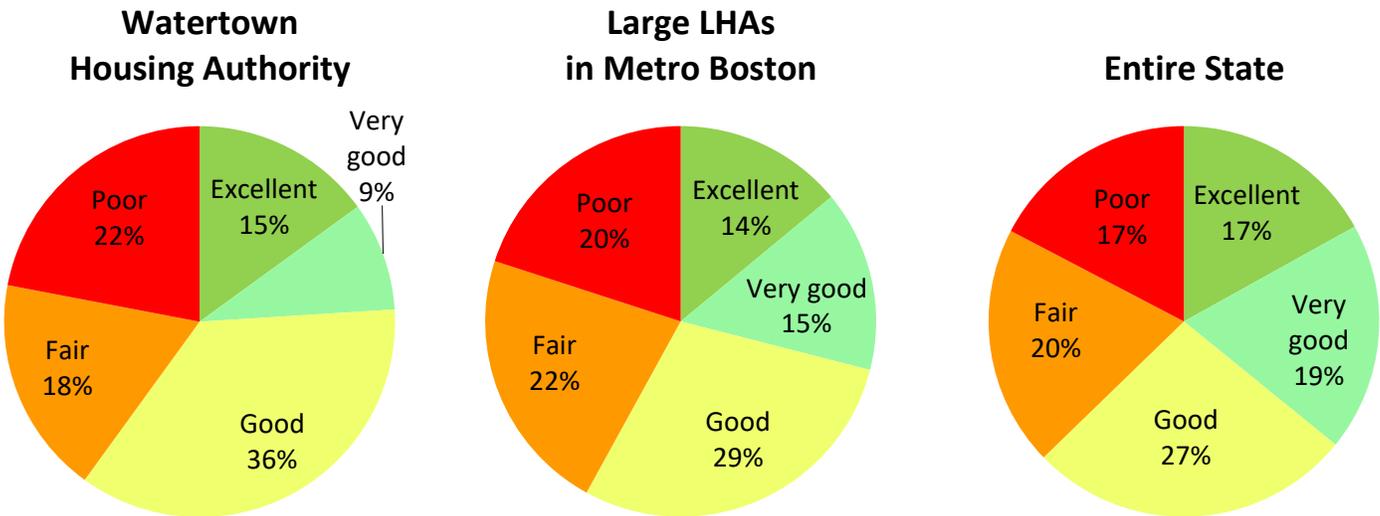
# Maintenance and Repair

- Communication with maintenance staff:** Residents were asked about their interactions with the Watertown Housing Authority maintenance staff in the last 12 months.

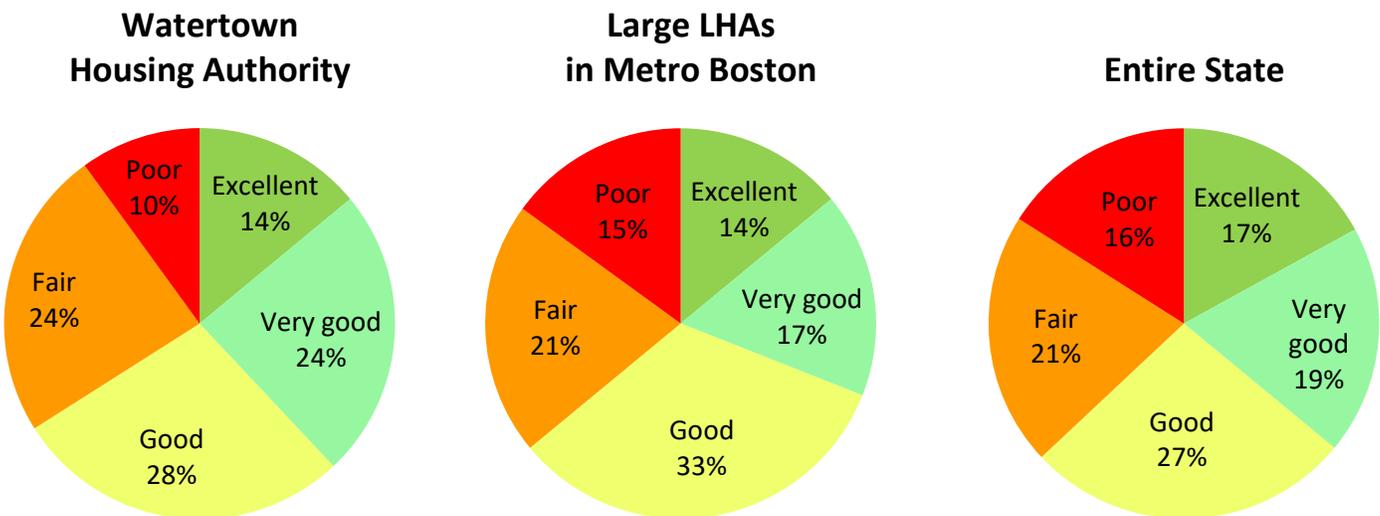
	Watertown Housing Authority	Large LHAs in Metro Boston	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted maintenance.....	72%	72%	75%
Were contacted by the Housing Authority before staff entered their apartment.....	64%	86%	86%

- Overall maintenance:** Respondents were asked how they would rate overall building maintenance (such as clean halls and stairways and having lights and elevators that work) and outdoor space maintenance (such as litter removal and clear walkways) in the last 12 months.

**Building maintenance:**



**Outdoor maintenance:**



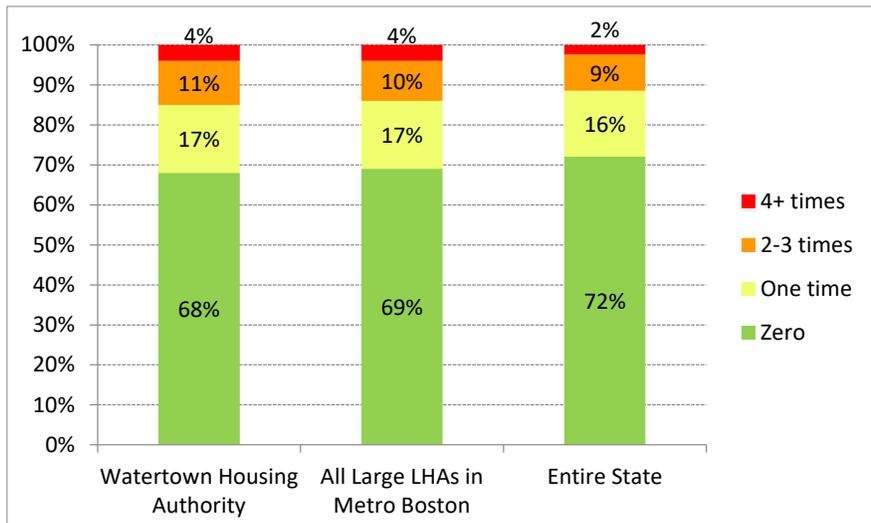
- Heating and Water Problems:** About two-thirds of respondents had a problem with their heating and more than three-quarters had a plumbing problem in the last 12 months.

	Watertown Housing Authority	Large LHAs in Metro Boston	Entire State
Had any heating problem.....	60%	55%	56%
Had any water problem.....	88%	74%	74%

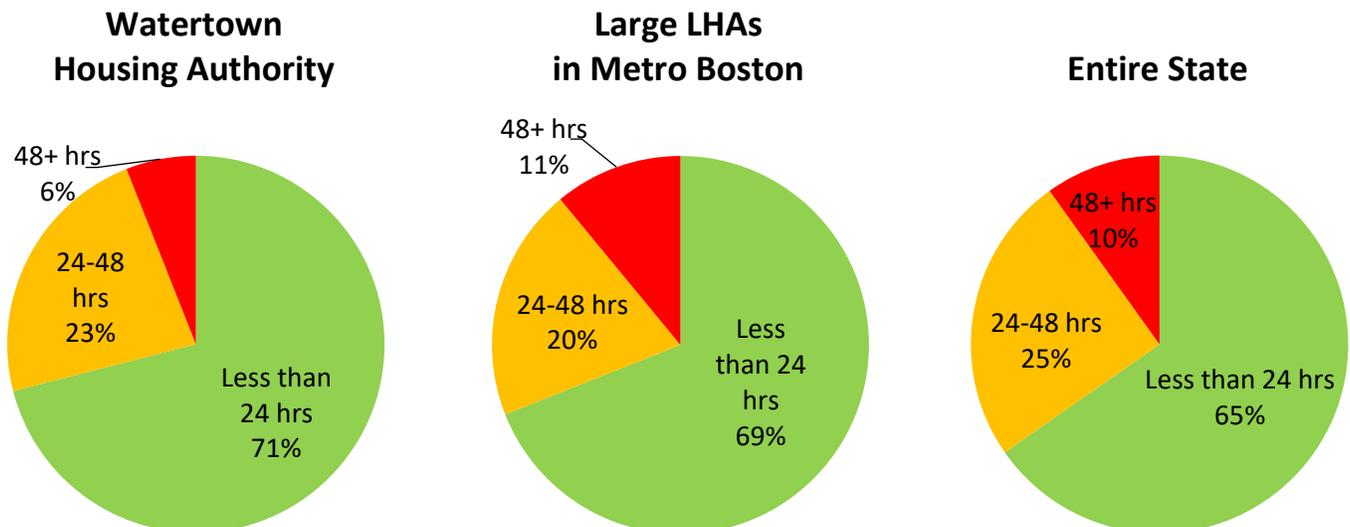
- Heating Problems**

**How many times did residents completely lose heat?**

The chart below shows how many times respondents had completely lost heat in the last 12 months. The green part of the bars shows what percentage of residents never completely lost heat. The yellow shows who lost heat one time. The orange shows those who lost heat 2-3 times. And the red shows those who lost heat 4 or more times in the last 12 months.



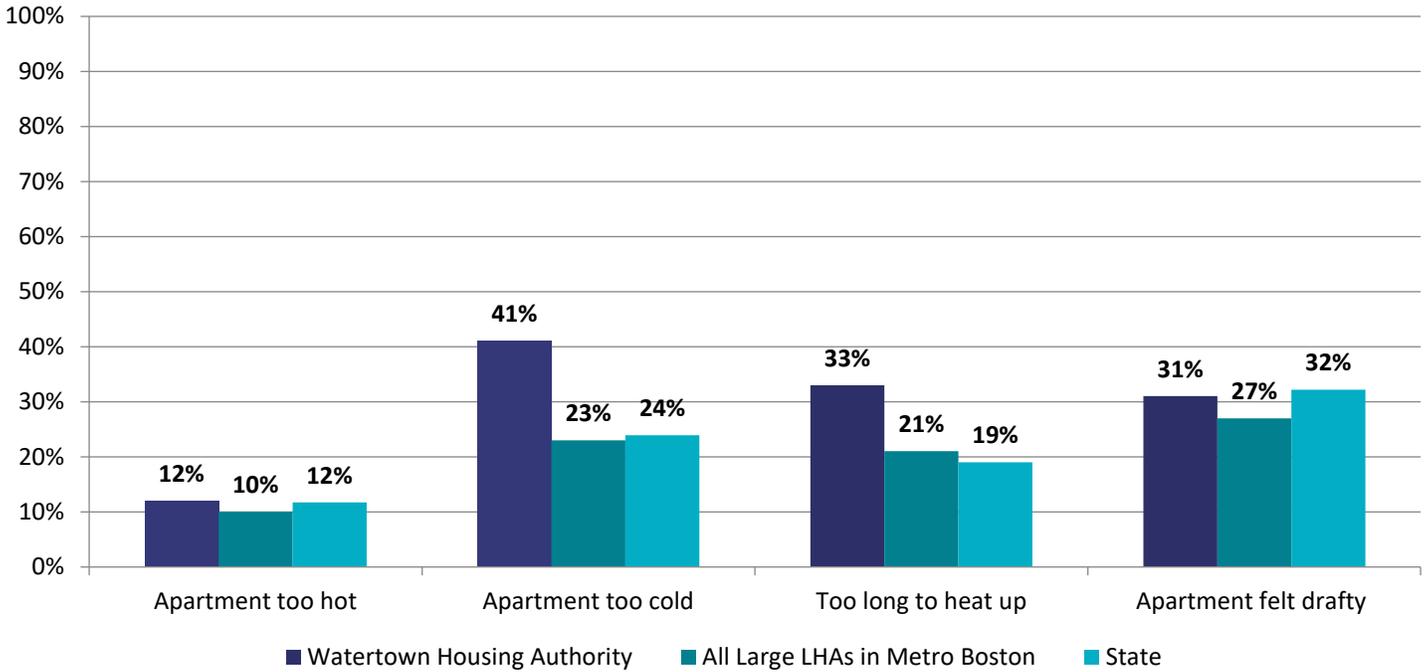
**How long did it usually take for heat to come back on?** For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



- **Other Heating Problems**

**In the last 12 months did residents have other heating problems?**

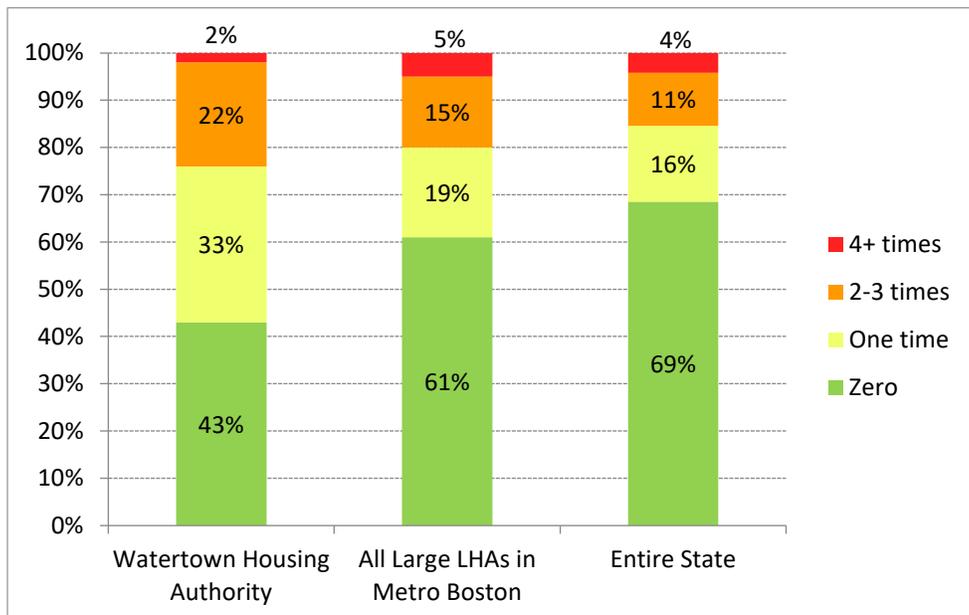
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



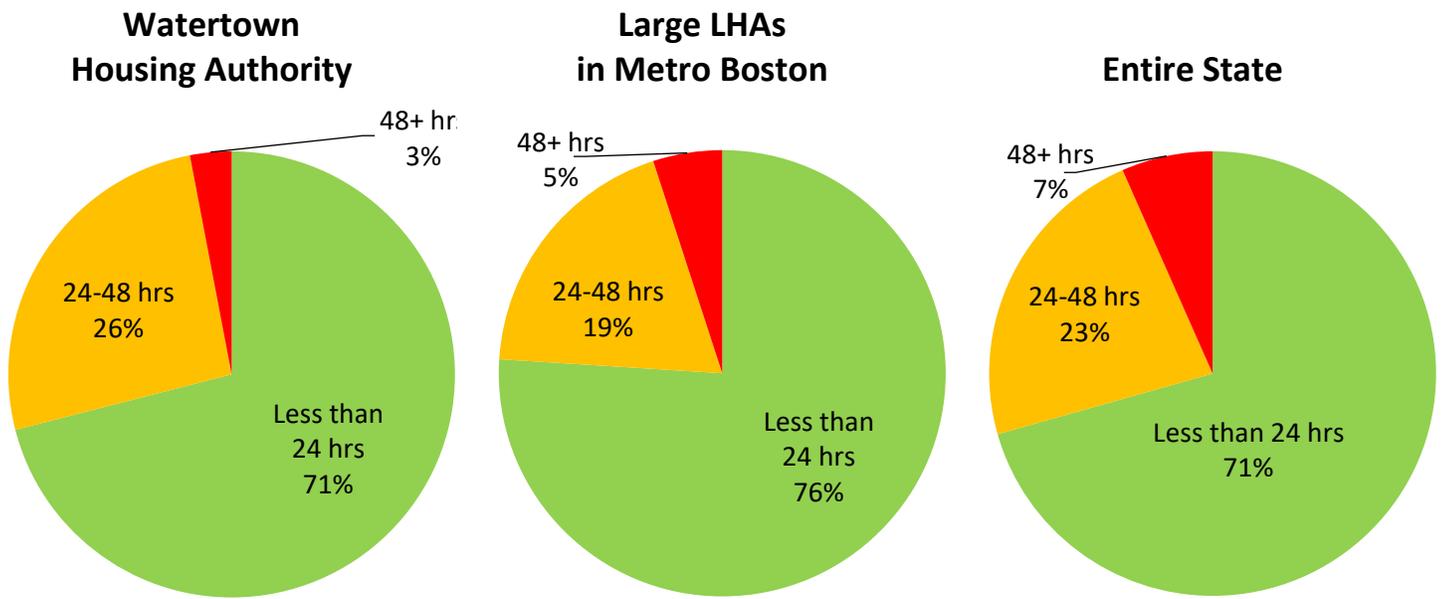
- **Water or Plumbing Problems**

**How many times did residents have no hot water in their apartment?**

The chart below shows how many times respondents did not have hot water in their apartment in the last 12 months. The green part of the bars shows what percentage of residents never had this problem. The yellow shows who lost hot water one time. The orange shows those who lost hot water 2-3 times. And the red shows those who lost hot water 4 or more times in the last 12 months.



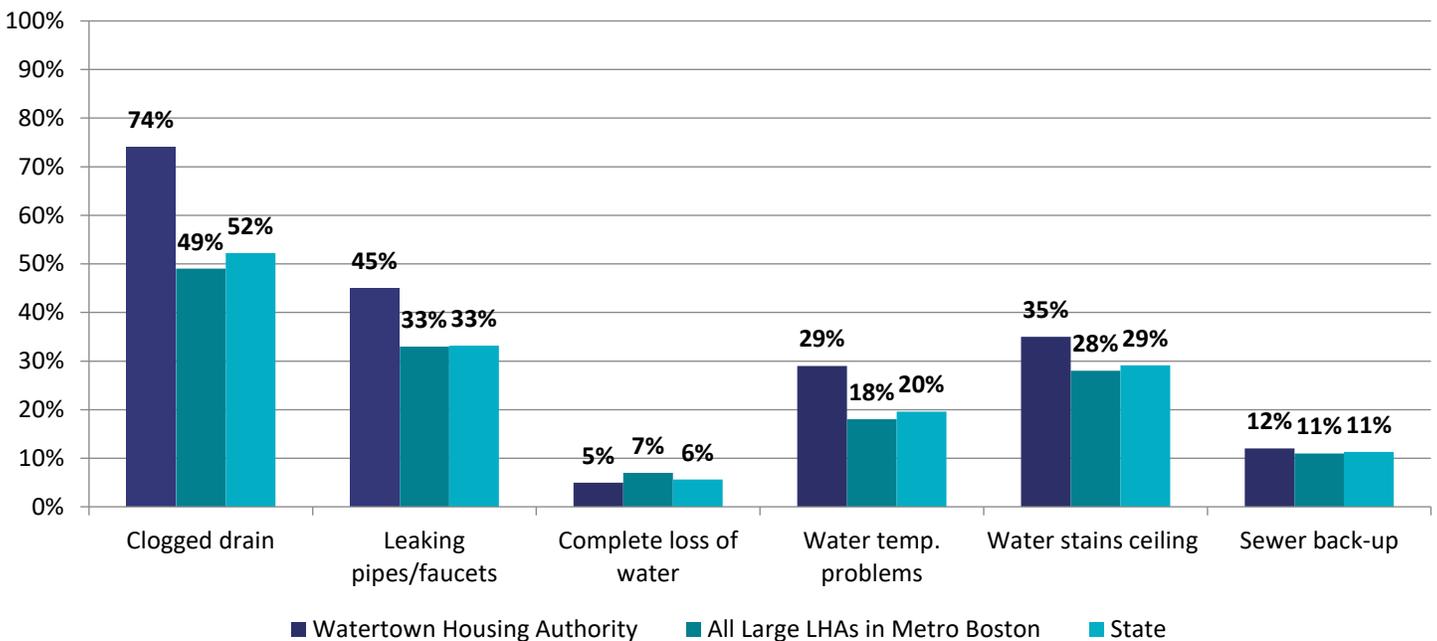
**How long did it usually take for hot water to come back on?** For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



• **Other Water or Plumbing Problems**

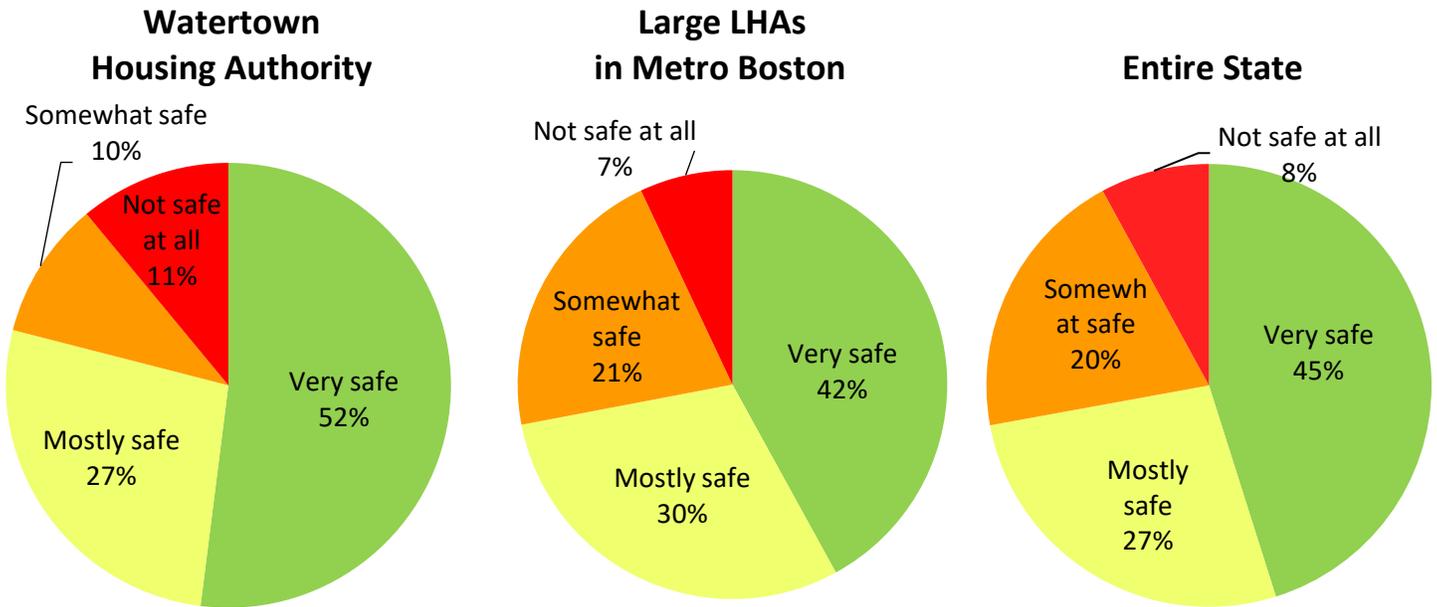
**In the last 12 months did residents have other water or plumbing problems?**

The chart below shows what percentage of residents experienced other water or plumbing problems in the last 12 months.

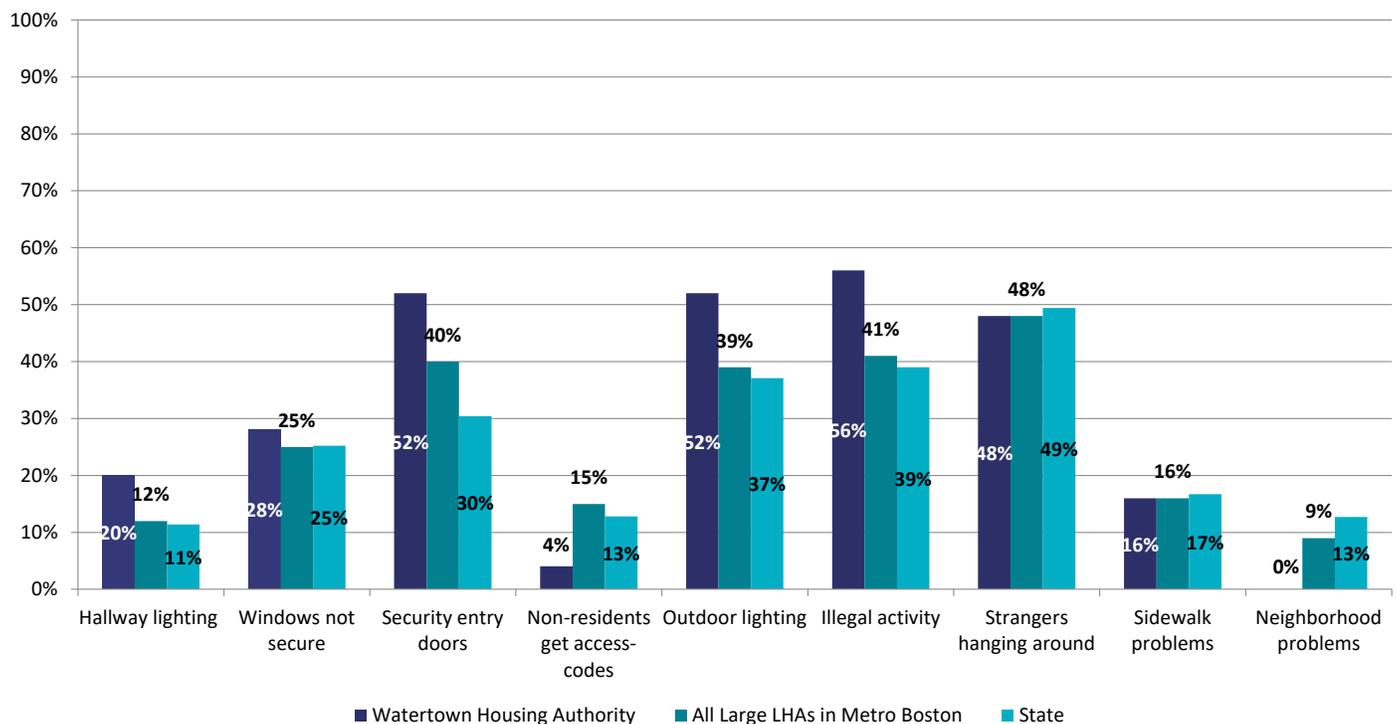


# Safety

**Respondents were asked how safe they felt in their development.** The charts below show what percentage of residents said they felt *very safe*, *mostly safe*, *somewhat safe*, or *not safe at all* in their development in the last 12 months.



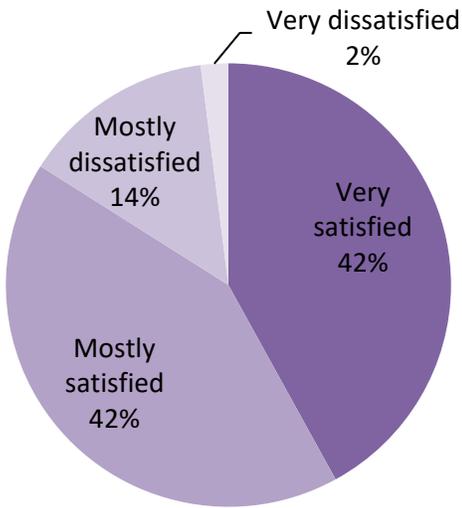
**Reasons why respondents felt unsafe in their development:** Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



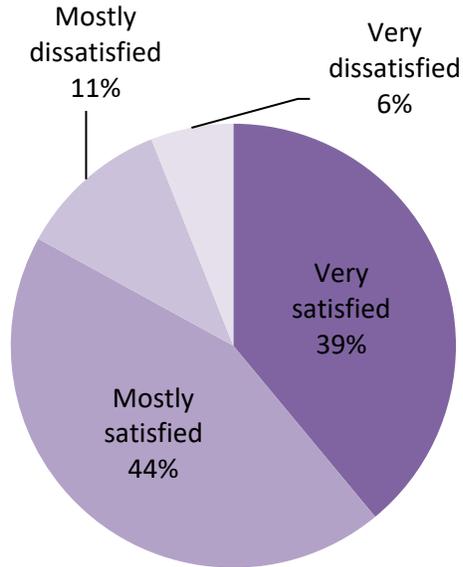
# Overall Satisfaction

Respondents were asked about their overall satisfaction living in their development. The chart below shows what percentage of people said they were *very satisfied*, *mostly satisfied*, *mostly dissatisfied*, or *very dissatisfied*.

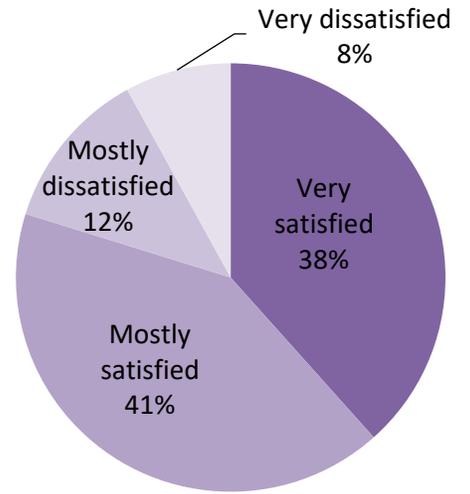
**Watertown  
Housing Authority**



**Large LHAs  
in Metro Boston**



**Entire State**



# Watertown Housing Authority

## Chapter 667 Housing Summary 2019 – 2021

DHCD is working with the Center for Survey Research at the University of Massachusetts Boston to survey residents in the housing units it oversees.

### Fall 2019:

- Surveys were sent to 6955 housing units (Chapter 667). 3352 surveys were filled out and returned.

### Fall 2021:

- Surveys were sent to 8350 housing units (Chapter 667). 3787 surveys were filled out and returned.
- In the **Watertown Housing Authority**, surveys were sent to a total of **200** Watertown housing units (Chapter 667); **73** surveys were completed.

This report provides some information about how the residents from the **Watertown Housing Authority** who answered the survey responded. It compares their answers to those from residents in the entire state and to those from large LHAs in Metro Boston. These large LHAs in Metro Boston include: Arlington, Boston, Chelsea, Quincy, Waltham and Watertown.

## Communication

- **Communication with management:** Residents were asked about how they interacted with their Housing Authorities in this peer group in the last 12 months. The table below shows what percentage of residents said they did each of the following:

	Watertown Housing Authority	Large LHAs in Metro Boston*	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	78%	77%	84%
Knew the Executive Director held a meeting with residents.....	45%	32%	43%

\* Large LHAs in Metro Boston: Arlington, Boston, Chelsea, Quincy, Waltham and Watertown.

# Maintenance and Repair

- Communication with maintenance staff:** Residents were asked about their interactions with the Watertown Housing Authority maintenance staff in the last 12 months.

	Watertown Housing Authority	Large LHAs in Metro Boston	Entire State
Felt they were treated with courtesy and respect when they contacted maintenance.....	<b>84%</b>	<b>83%</b>	<b>88%</b>
Were contacted by the Housing Authority before entering their apartment.....	<b>90%</b>	<b>90%</b>	<b>91%</b>

- Overall maintenance** Respondents were asked how they would they rate overall building maintenance (such as clean halls and stairways and having lights and elevators that work) and outdoor space maintenance (such as litter removal and clear walkways) in the last 12 months.

**Building maintenance:**

**Watertown Housing Authority**



**Large LHAs in Metro Boston**



**Entire State**

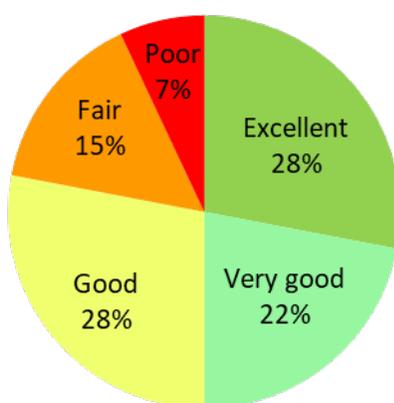


**Outdoor maintenance:**

**Watertown Housing Authority**



**Large LHAs in Metro Boston**



**Entire State**



- **Heating and Water Problems:** More than one third of respondents had a problem with their heating and about three quarters had a plumbing problem in the last 12 months.

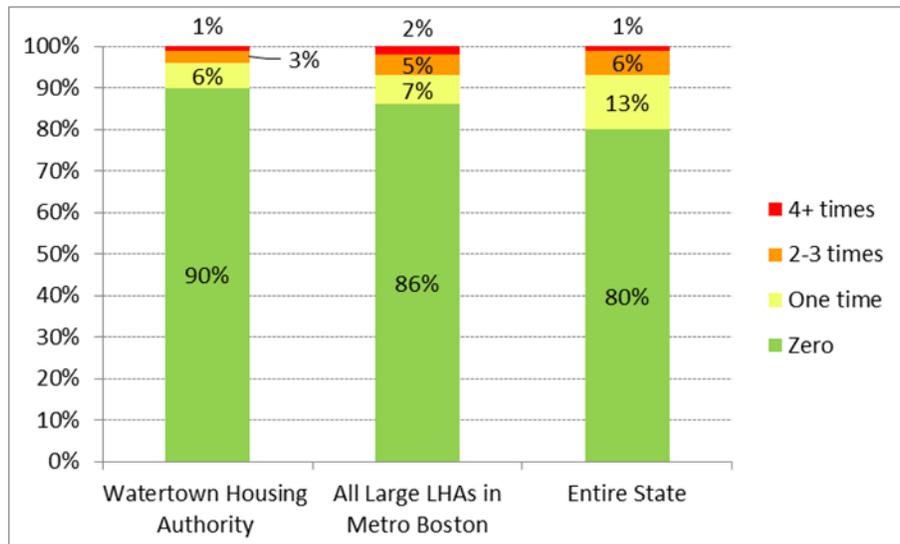
	Watertown Housing Authority	Large LHAs in Metro Boston	Entire State
Had any heating problem.....	44%	35%	36%
Had any water problem.....	71%	59%	57%

- **Heating Problems**

**How many times did residents completely lose heat?**

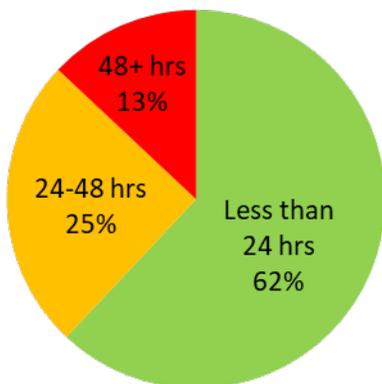
The chart below shows how many times respondents had completely lost heat in the last 12 months.

The green part of the bars shows what percentage of residents did not have the problem at all. The yellow shows who had the problem one time. The orange shows those who had the problem 2-3 times. And the red shows those who had the problem 4 or more times in the last 12 months.

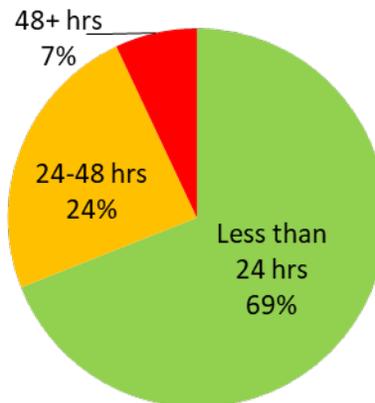


**How long did it usually take for heat to come back on?** For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

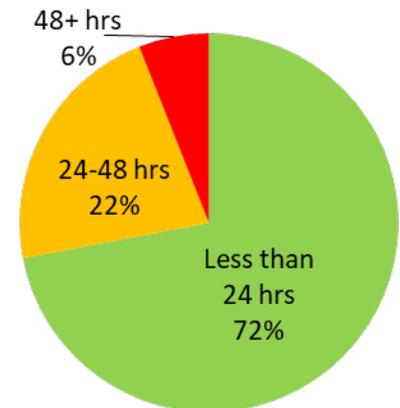
**Watertown Housing Authority**



**Large LHAs in Metro Boston**



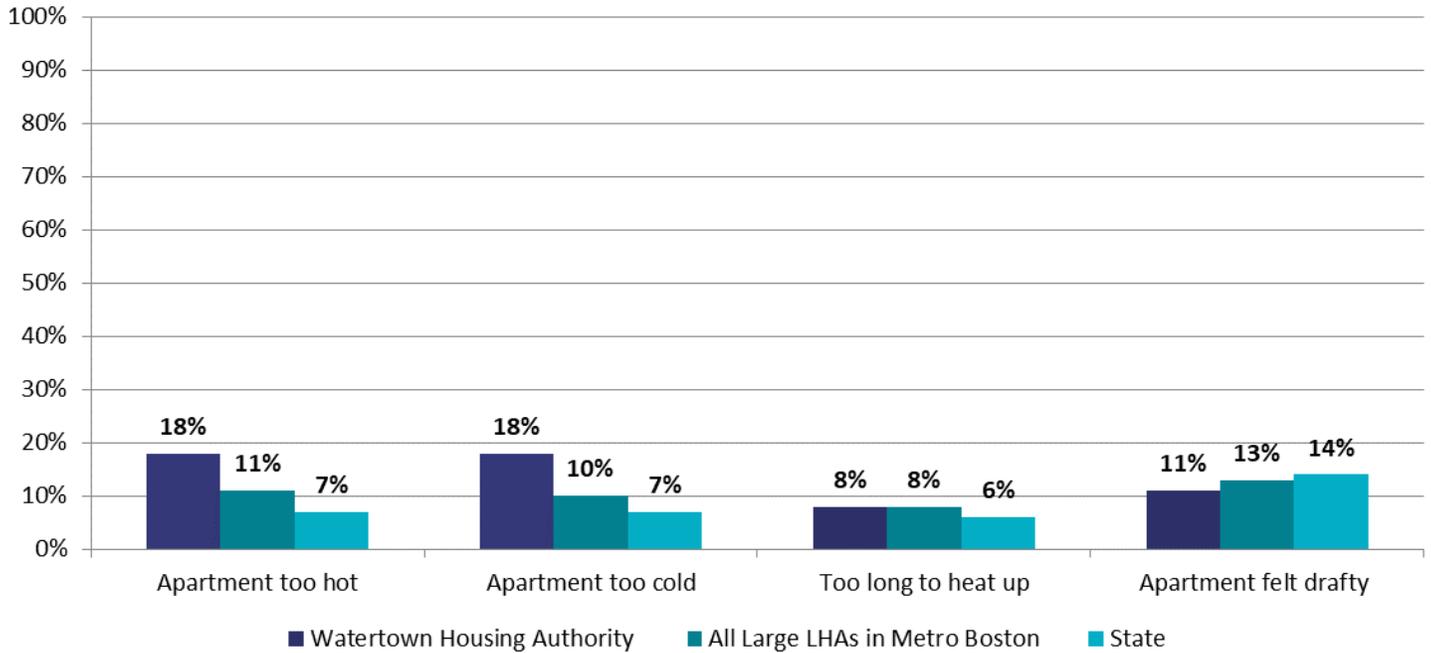
**Entire State**



- **Other Heating Problems**

**In the last 12 months did residents have other heating problems?**

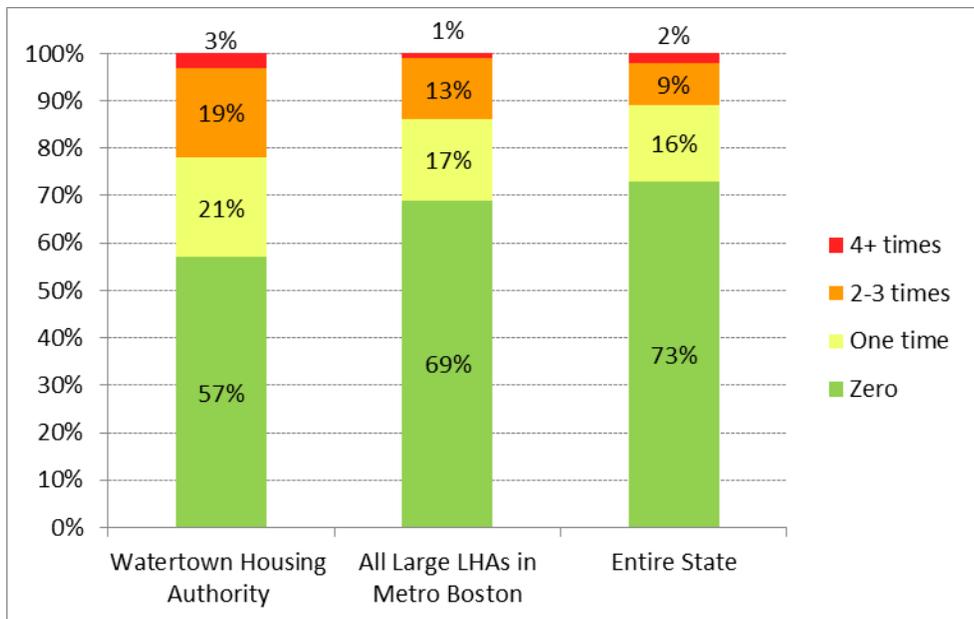
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



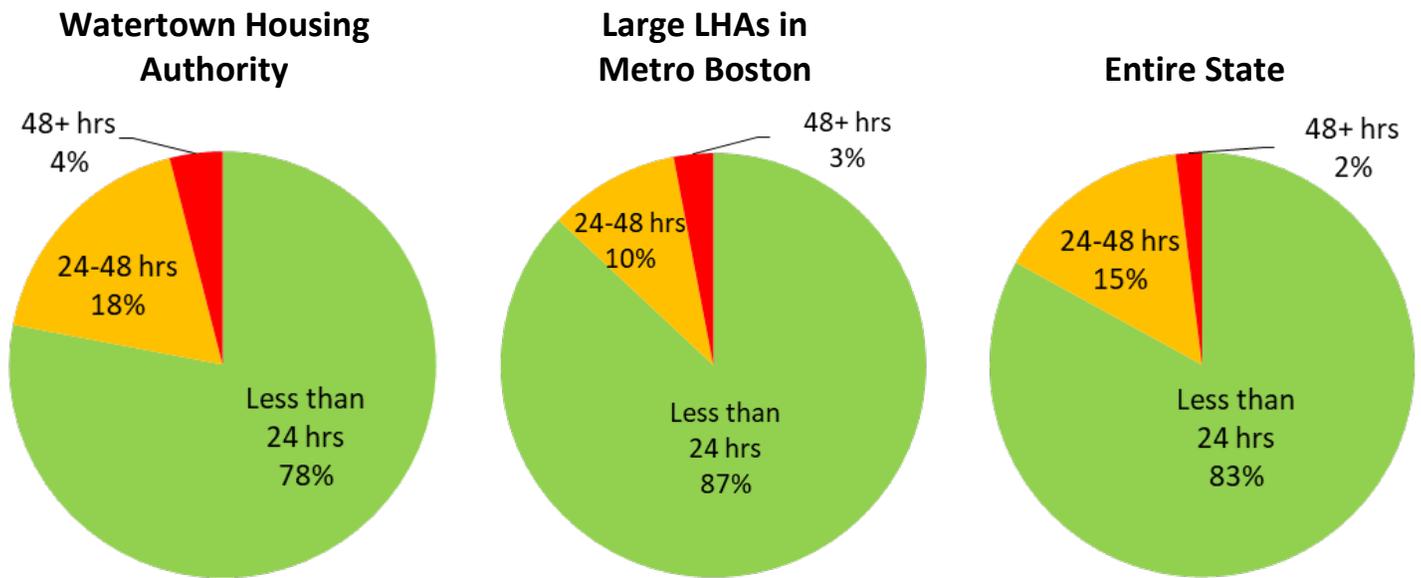
- **Water or Plumbing Problems**

**How many times did residents have no hot water in their apartment?**

The chart below shows how many times respondents did not have no hot water in their apartment in the last 12 months. The green part of the bars shows what percentage of residents did not have the problem at all. The yellow shows who had the problem one time. The orange shows those who had the problem 2-3 times. And the red shows those who had the problem 4 or more times in the last 12 months.



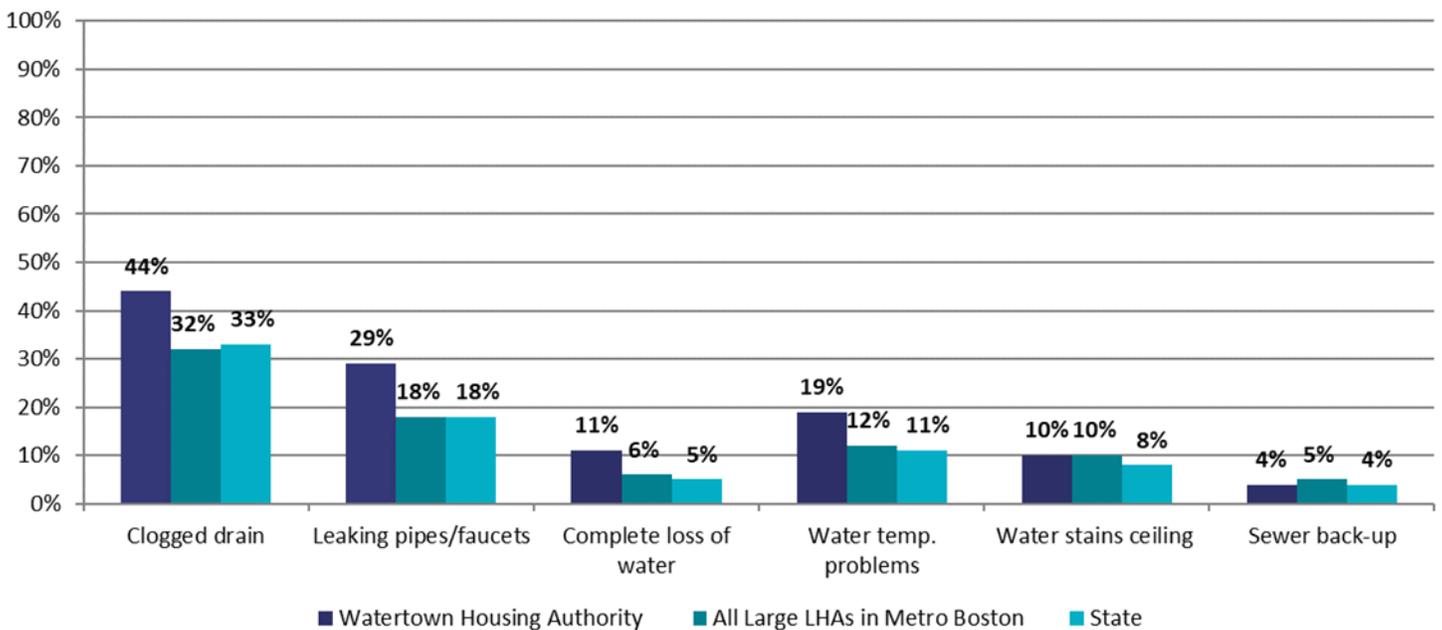
**How long did it usually take for hot water to come back on?** For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



• **Other Water or Plumbing Problems**

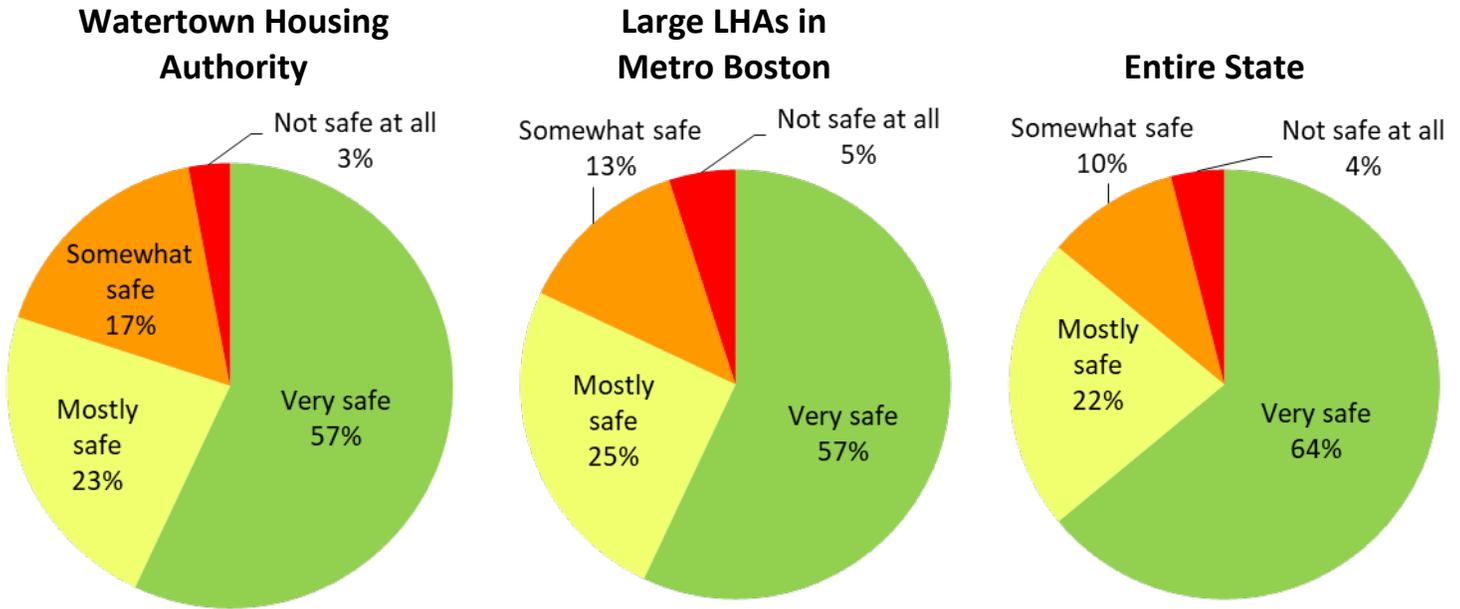
**In the last 12 months did residents have other water or plumbing problems?**

The chart below shows how many times respondents had other water or plumbing problems in the last 12 months.

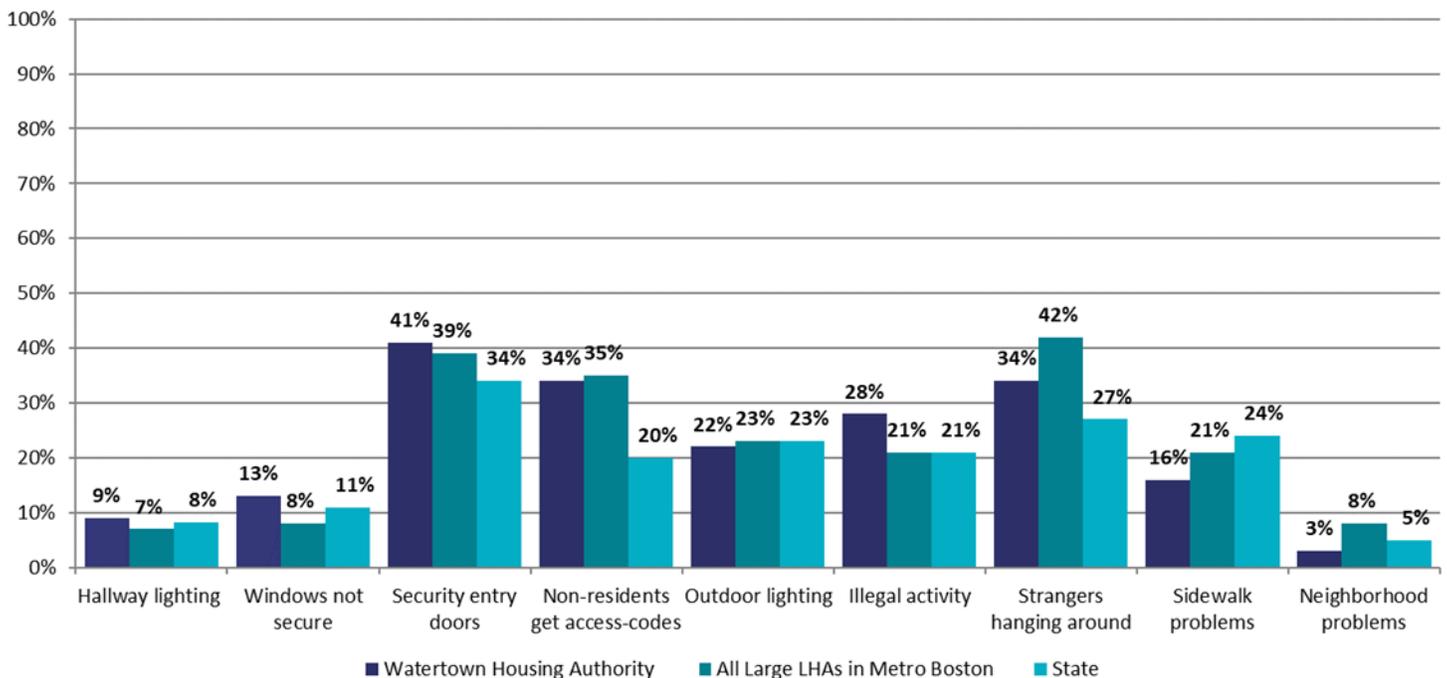


# Safety

**Respondents were asked how safe they felt in their development.** The charts below show what percentage of residents said they felt “very safe”, “mostly” safe, “somewhat safe”, or “not safe at all” in their development in the last 12 months.



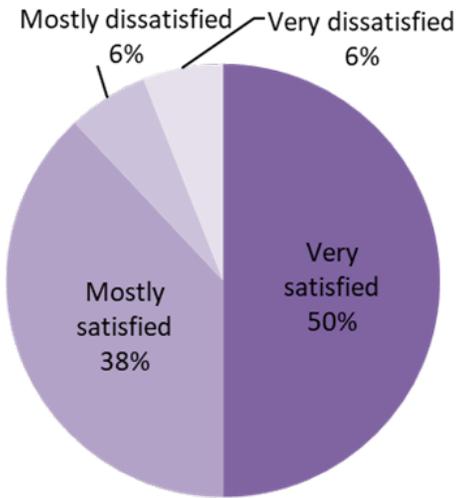
**Reasons why respondents felt unsafe in their development:** Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



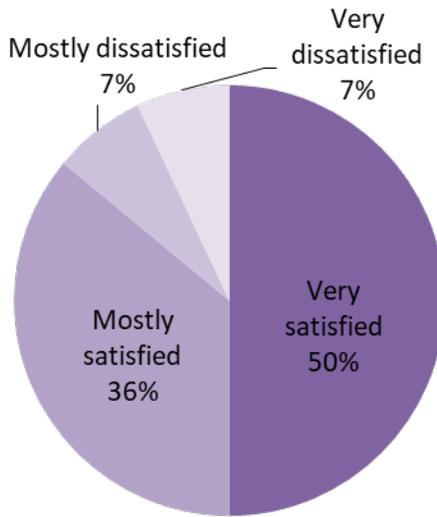
# Overall Satisfaction

Respondents were asked about their overall satisfaction living in their development. The chart below shows what percentage of people said they were “very satisfied”, “mostly satisfied”, “mostly dissatisfied”, or “very dissatisfied”.

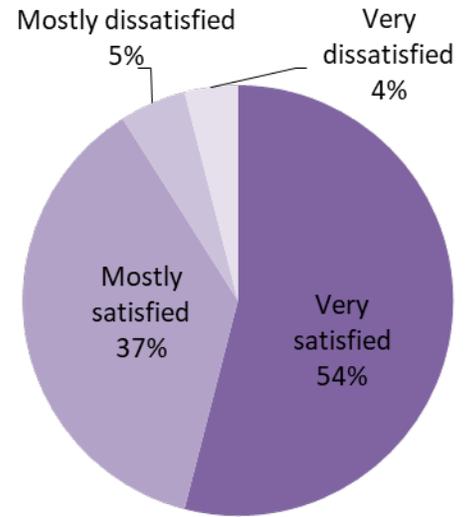
### Watertown Housing Authority



### Large LHAs in Metro Boston



### Entire State



# WATERTOWN HOUSING AUTHORITY

## Performance Management Review (PMR) Report

Fiscal Year End 12/31/2022

\*For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority

# Performance Management Review

<b>DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)</b> <b>PMR Desk Audit Ratings Summary Official Published PMR Record</b> For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority				
Housing Authority	Watertown Housing Authority			
Fiscal Year Ending	12/31/2022			
Housing Management Specialist	Robert Pelletier			
Facilities Management Specialist	Wilzor Exantus			
Criteria	Score/Rating			
	Management			
Occupancy Rate	<b>c.667</b>	<b>c.705</b>	<b>c.200</b>	<b>Cumulative</b>
	No Findings	No Findings	No Findings	No Findings
Tenant Accounts Receivable (TAR)	<b>c.667</b>	<b>c.705</b>	<b>c.200</b>	<b>Cumulative</b>
	No Findings	Operational Guidance	Operational Guidance	No Findings
Board Member Training	No Findings			
Certifications and Reporting Submissions	Operational Guidance			
Annual Plan	No Findings			
	Financial			
Adjusted Net Income	No Findings			
Operating Reserves	No Findings			
	Capital			
Capital Spending	Operational Guidance			

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)  
Staff Certification & Training Rating**

**For any questions on your FMS PMR Ratings, please contact your HMS.**

LHA Name	WATERTOWN HOUSING AUTHORITY
FYE	12/31/2022
HMS Name	Bob Pelletier
FMS Name	Wilzor Exantus

Criteria	Rating
Staff Certification and Training	No Findings

# Watertown Housing Authority

## Occupancy

Rating All: No Findings

Rating 667: No Findings

Rating 705: No Findings

Rating 200: No Findings

- Enter vacancies into system at least monthly and ensure that there are no duplicates. Reach out to HMS if accidental duplicates occur.
- Use online vacancy system, see user guide if need help. All vacancies must be reported; and quarterly certifications must be completed certifying all data is in system. Request waivers when applicable.
- Follow tenant selection best practices to improve vacancy turnover (pulling lists in CHAMP as soon as vacancy occurs and previewing list to prescreen in advance of vacancies as needed).
- Include unit turnovers in capital improvement plan.
- Engage in a management agreement or contract with private firms to help with heavy unit turnover.
- Review turnovers with staff weekly or biweekly to monitor status of vacant units.
- Develop plan for updating units with long term occupancy to limit turn over time at vacancy; family units may need consistent attentions o when lease up, condition is not affecting vacancy turnover time.
- Ensure that yearly inspection findings are addressed and address tenant damage/lease violations.
- Please refer to PHN 2022-15 Vacancy Waiver Policy Update, Attachment B.
- Other:

## Tenant Accounts Receivable (TAR)

Rating All: No Findings

Rating 667: No Findings

Rating 705: Operational Guidance

Rating 200 : Operational Guidance

- Create or update rent collection policy and procedures and submit to DHCD for review, with supporting Board vote.
- Adhere to your rent collection policy and lease, i.e. sending notices, reminder letters, 14 day notice to quit, 30 day notice etc. Send notices to tenants early and frequently.
- Increase ways to accept rent payment, i.e. check scanners, lock boxes, electronic debit, autopay, etc.
- Report to credit bureau when resident has vacated unit with past due rent balance.
- Consider using small claims court (<https://www.mass.gov/info-details/massachusetts-law-about-small-claims>)
- Create written repayment agreements, either in house or court ordered, and ensure they are adhered to.
- Evaluate vacated balances to better understand what is collectible and what is unlikely to be collected. Don't allow tenant balances to build-up before doing lease enforcement. Review aged receivables report regularly.
- Set reasonable thresholds for commencing legal action.
- Ensure proper documentation of past due balances and collection efforts with tenants.
- Other:

## Board Member Training

**Rating:** No Findings

- Ensure you update the board attendance application with the most recent board members, and their term dates.
  
- Ensure each board member has a unique email for the board member training.
- Provide computer guidance as needed to help board members complete the training.
- Other:**

## Certifications and Reporting Submissions

**Rating:** Operational Guidance

- Submit all four quarterly vacancy certifications by the end of the month following the quarter end.
- Submit all four quarters of Tenants Accounts Receivables (TAR) application within 60 days of quarter end.
  
- Submit all four quarterly operating statements within 60 days of the quarter end.
- Schedule board meetings well in advance. Consider scheduling a backup date to ensure you are able to have your board vote/approval in time to meet reporting deadlines.
  
- Set a recurring appointment in your email calendar for help remembering reporting dates and deadlines.
- Other:**

## Annual Plan Submission

**Rating:** No Findings

- Annual Plan submitted up to 45 days late
- Annual Plan not submitted/submitted more than 45 days late
- Other:**

# Adjusted Net Income/Revenue

Rating: No Findings

## Revenue:

- Update and adhere to rent collection policy
- Update marketing plan
- Update internal policies related to vacant unit turnover
- Review rent roll to identify outstanding rents and/or patterns of rent delinquency.
- Review operating statements to identify trends in revenue collection such as LHA-wide or development-centered rent issues.
- Follow tenant selection best practices to improve vacancy turnover (pulling lists in CHAMP as soon as vacancy occurs and previewing list to prescreen in advance of vacancies as needed)
- Set up repayment agreements with tenants as soon as tenant becomes in arrears; do not let large balances accrue.
- Make it easier for tenants to pay rent. For example, consider online payments, lockboxes for night time drop-off or extended office hours
- Review budget reports with both fee accountant/financial staff and your board to stay on top of revenue trends.
- Ensure rent determinations are completed regularly and are in adherence with DHCD policy

## Expense:

### *Salaries*

- Monitor expenses throughout the year; over or underspending in certain budget lines, can be fixed by reducing or increasing other lines to ensure you stay within your ANUEL.
- Consider a reorganization of staff time/roles and improve processes.
- Hire temporary workers or offer overtime to current employees to pick up the workload of staff out on leave.
- Ensure your budget is in compliance with state and federal requirements regarding allocations.

### *Legal*

- Review and if needed revise tenant selection process, rent collection process and notice to quit process to reduce evictions/legal costs.
- Start tracking or better estimate eviction costs based on historical averages throughout the year. If legal costs for evictions are running higher than expected, reduce other budget lines to ensure you stay within your ANUEL.
- If you qualify, use DHCD's regional attorney program.

### *Utilities*

- Use online resources such as WegoWise, MassEnergyInsight or software provided by your utility company to track and monitor utility usage. Review the usage monthly to look for unusual expenditures.
- Weatherize units to improve insulation. Reach out to maintenance director or DHCD staff for more information.
- Request a referral from your HMS to DHCD's sustainability coordinator if you are interested in saving money through the installation of low-flow toilets, showerheads, LED lights or other cost-savings, energy-efficient measures. DHCD frequently has incentive programs that pay for the procurement and installation of energy and water saving appliances and tools at your LHA.
- Ensure that you have an air conditioner policy that precludes a/c being in windows out of season/enforce policy if already in place.

### Maintenance

- Develop or update your preventive maintenance, deferred maintenance and routine maintenance plans and review monthly with maintenance staff.
- Develop or update your procurement and purchasing policies and review with staff.
- Develop a system to schedule and track preventive maintenance, reach out to your facilities management specialist for assistance.
- If contractor costs are high, see if your current maintenance team can complete the work or if it is possible to contract with a tradesman.
- Consider bulk purchasing for supplies and shop around for the best deals.
- Consider investing (through purchase or maintenance) in equipment that may reduce hours spent on maintenance (such as a snow blower to reduce time shoveling).
- Other:

## Operating Reserve

**Rating:** No Findings

- Please refer to 2019-01 Revisions to PMR Criteria for 1st Publishing Year and 2018-04 PHN 2018-04 Operating Reserve Augmentation and New Spending Thresholds and current budget guidelines. An LHA may spend down to 35% of maximum reserve level without consulting DHCD, but the LHA must budget these expenses in the correct line items of their annual operating budget. If the expense occurred after DHCD approval of the annual operating budget, the LHA should submit a budget revision with these expenditures.
- Any expenditures from the operating reserve that will result in a projected operating reserve of less than 35% of maximum reserve level, requires *prior written approval* from DHCD, *unless the expenses are to resolve health and safety issues*.
- Each LHA must maintain a projected operating reserve of 20% of maximum reserve level, which *remains the minimum operating reserve level for all LHAs*.
- Other:

## Capital Spending

**Rating:** Operational Guidance

- Spent 50-79% of the past three years of Formula Funding (FF)
- Spent less than 50% of the past three years of Formula Funding (FF)
- Other:

## Staff Training and Certification

Rating: No Findings

- Develop an employee training policy (including how to request training, training options)
- Assess workplace to determine office capabilities to access learning options (e.g. available workspace, hardware equipped to fully participate in webinars)
- Create a shared calendar of current and upcoming trainings to gauge employee interest.
- Diversify the LHAs learning options (i.e., online, recorded, phased, in person, etc.) ; Survey the workforce to determine which learning options are preferred
- Subscribe staff to DHCD Public Housing Constant Contact to receive updates on upcoming DHCD trainings (i.e. CHAMP, FMS, etc.)
- Other:**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)  
CHAMP PMR Report**

**For any questions on your CHAMP PMR Report, please contact your HMS.**

Housing Authority	Watertown Housing Authority
Fiscal Year End Date	December 31, 2022
Dates	January 1, 2022 to December 31, 2022
HMS Name	Bob Pelletier

**Criteria 1: Paper applications available, received and entered into CHAMP**

Criteria 1A: Paper Application Availability

Rating: No Findings

Recommendations: 1. No recommendations.

Criteria 1B: Paper Application Timestamps

Rating: Corrective Action

Recommendations: 1. Prioritize the data entry of CHAMP Paper Applications to ensure that all CHAMP Paper Applications are entered into CHAMP accurately.  
2. Prioritize the intake of CHAMP Paper Applications to ensure that all CHAMP Paper Applications are date and timestamped.

Criteria 1C: Paper Application Entry

Rating: No Findings

Recommendations: 1. No recommendations.

**Criteria 2: All vacancies are reported and all occupied units filled with CHAMP**

Criteria 2A: Vacancies Reported and Recorded on Time

Rating: Operational Guidance

Recommendations: 1. Ensure that all vacancies are recorded in the DHCD Housing Apps Vacancy Reporting System within 30 days of the vacancy date.  
2. Establish reoccurring calendars reminders to help ensure vacancy data is entered into the DHCD Housing Apps Vacancy Reporting System within 30 days.

Criteria 2B: Vacancies Filled Using CHAMP

Rating: No Findings

Recommendations: 1. No recommendations.

Report Date: April 27, 2023

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)  
PMR Physical Condition Report**

**For any questions on your FMS PMR Ratings, please contact your FMS.**

LHA Name	WATERTOWN HOUSING AUTHORITY
FYE	12/31/2022
HMS Name	Bob Pelletier
FMS Name	Wilzor Exantus

Criteria 1: 100% of units inspected during FYE under review

Rating: No Findings

- Recommendations:
1. Ensure Inspection Reports are created for each Unit Inspection
  2. Ensure that all deficiencies found at the time of unit inspection are included in Inspection Reports including tenant violations
  3. Ensure that work orders are created, tracked, and completed for all deficiencies identified during unit inspection
  4. Ensure that work orders are created, tracked, and completed for all Health and Safety deficiencies

Criteria 2: Unit inspection Reports create, track, and report Work Orders for inspection repairs, and Work Orders are completed within 30 days or added to DM/CIP

Rating: Corrective Action

- Recommendations:
1. Ensure Inspection Reports are created for each Unit Inspection
  2. Ensure that all deficiencies found at the time of unit inspection are included in Inspection Reports including tenant violations
  3. Ensure that work orders are created, tracked, and completed for all deficiencies identified during unit inspection
  4. Ensure that work orders are created, tracked, and completed for all Health and Safety deficiencies

Criteria 3: Unit Inspection Reports accurately reflect necessary repairs

Rating: No Findings

- Recommendations:
1. No recommendations

Criteria 4: Work Orders created for every vacancy and completed within 30 days (or waiver requested)

Rating: No Findings

- Recommendations:
1. No recommendations

Criteria 5: Vacancy Turnover Work Orders accurately reflect necessary repairs

Rating: No Findings

Recommendations: 1. No recommendations

Criteria 6: LHA Preventive Maintenance Plan accurately reflects all necessary work to maximize life of LHA components

Rating: No Findings

Recommendations: 1. No recommendations

Criteria 7: All emergency work orders are created, tracked, reported and completed within 48 hours

Rating: No Findings

Recommendations: 1. No recommendations

Criteria 8: All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP

Rating: No Findings

Recommendations: 1. No recommendations

### **Health & Safety Deficiencies**

Inspection reports were provided to the LHA at the time of the DHCD site visit. Health and safety deficiencies were identified during the PMR Inspection. These items must be completed or initiated within 48 hours. Following completion of these health and safety deficiencies, the Executive Director must login to the FMS software application and certify, by electronic signature, that all health and safety deficiencies have been completed. Please contact your assigned FMS for further assistance.