

Work Order Report (w/o Time Tracking)

Community=Ashland House (3800)

Date Range = 6/01/2009 - 6/30/2009

PO #	Seq #	Apt#	Open Date	Start Date	Due Date	Complete Date	Days To Complete	Skill Description	Status	Priority	System & Work Description
A43363	1	100	05/19/09	06/03/09	06/08/09	06/08/09	5	General	Closed	Normal	General - NOTE** Be sure ALL lights are changed to fluorescent bulbs. NO EXCEPTIONS
A43363	2	100	05/19/09	06/03/09	06/08/09	06/08/09	5	Cleaning	Closed	Normal	Clean- 1BR the Entire Unit - Includes: Cleaning windows, window sills, window tracks, ceiling exhaust fans, range hood and rangehood filter, stove, fridge, tub/shower, toilet, kitchen cabinets, light fixtures, vacuum all floors.
A43363	3	100	05/19/09	06/03/09	06/08/09	06/08/09	5	Cleaning	Closed	Normal	Strip/Seal/Wash/Wax the Tile Floor in the Entire Unit Replace- Drip Pans/Toilet Seat the Entire Unit - Replace drip pans on the Stove in the Kitchen
A43363	4	100	05/19/09	06/03/09	06/08/09	06/08/09	5	Cleaning	Closed	Normal	Remove and Replace the toilet seat on the Toilet in the Bathroom
A43363	5	100	05/19/09	06/03/09	06/08/09	06/08/09	5	Cleaning	Closed	Normal	Cleaning - Remove all curtains and traverse rods; if applicable
A43363	6	100	05/19/09	06/03/09	06/08/09	06/08/09	5	Cleaning	Closed	Normal	Baseboard Heaters the Entire Unit - Blow out and vacuum inside and out of baseboard heaters
A43363	7	100	05/19/09	06/03/09	06/08/09	06/08/09	5	Painting	Closed	Normal	Paint Walls/Ceiling- 1BR the Entire Unit
A43363	8	100	05/19/09	06/09/09	06/09/09	06/09/09	0	General	Closed	Normal	Rip Out (1BR) the Carpet at the Entire Unit - **Check subfloor to make sure no nails and screws have lifted. If so, repair as necessary
A43363	9	100	05/19/09	06/09/09	06/09/09	06/09/09	0	Carpet Maintenance	Closed	Normal	Vacuum After Rip Out the Carpet at the Entire Unit
A43363	10	100	05/19/09	06/10/09	06/10/09	06/10/09	0	General	Closed	Normal	Replace - Ginger Jar the Carpet at the Entire Unit
A43363	11	100	05/19/09	06/03/09	06/08/09	06/08/09	5	General	Closed	Normal	Process security dep charges the Entire Unit
A43542	1		06/04/09	06/05/09	06/13/09		21	Ad	Open	Normal	Cleaning - Additional cleaning required above customary turnover cleaning time
CC100	5		01/04/07	06/01/09	06/01/10		25	Ad	Open	Normal	Ad - Immediate Availability \$649.30
HA2575	1		05/27/09	05/26/09	05/26/09	06/03/09	8	Carpet Maintenance	Open	Normal	Running 6/5 to 6/13 in all area newspapers Carpet Maintenance - Monthly spot cleaning of common areas at the property \$275 // All common area carp cleaning \$1,250 (WILL SCHEDULE WHEN NEEDED)
HA2581	1	100	05/27/09	05/27/09	05/27/09	06/03/09	7	Pest Control	Closed	Normal	Pest Control - Spray and bait Units 206/209 and hallway. Evaluate areas around those Units for carpenter ants
								Locksmith	Closed	Normal	Locksmith - Rekey door lock for Unit. Duplicate 3 Unit keys (1 for office, 2 for new tenant) and 2 security doc keys

Summary Totals By Priority

Priority	Total Line Items	Total LI's Opened	Total LI's Completed	Total LI's Past Due	Total Days To Complete	Avg Days To Complete	Total # PO's	Total PO's Opened	Total PO's Completed	Total PO's Past Due
Normal (2)	7	1	5	1	20	4	5	1	3	1

Summary Totals By Skill

Skill	Total Line Items	Total LI's Opened	Total LI's Completed	Total LI's Past Due	Total Days To Complete	Avg Days To Complete	Total # PO's	Total PO's Opened	Total PO's Completed	Total PO's Past Due
Ad (16)	1	1	0	1	0	0	1	1	0	1
Carpet Maintenance (10)	2	0	1	0	0	0	2	0	1	0
Cleaning (8)	2	0	2	0	5	3	1	0	1	0
General (7)	3	0	3	0	5	2	1	0	1	0
Locksmith (21)	1	0	1	0	7	7	1	0	1	0
Painting (1)	1	0	1	0	5	5	1	0	1	0
Pest Control (14)	1	0	1	0	8	8	1	0	1	0