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).

Annual Plan Final

(LHA) Overview and Certification

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

Annual Plan 2024 Overview and Certification

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.

Dev No	Туре	Development Name	Num Bldgs	Year Built	Dwelling Units
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
Total			51		519

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

Annual Plan 2024 Overview and Certification

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

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

Plan History

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

REQ	UIREMENT	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	07/21/2023
	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.	08/23/2023
	(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

Annual Plan 2024 Overview and Certification

Annual Plan Final

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

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	Description
		Spending	
Balance of Formula	\$3,627,132.29		Total of all FF awards minus prior FF
Funding (FF)			spending
LHA Emergency Reserve	\$544,069.84		Amount to reserve for emergencies
Net FF Funds (First 3	\$3,083,062.45	\$2,515,793.07	Funds to plan & amount actually planned
Years of the CIP)			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	\$2,988,713.51	\$2,421,444.13	Funds awarded by DHCD to be used on
Funding (FF)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-	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	\$0.00	\$0.00	Federal funds awarded by a city
Block Grant (CDBG) Funds	•	•	or town for specific projects.
Community Preservation	\$0.00	\$0.00	Community Preservation Act funds awarded
Act (CPA) Funds	·	•	by a city of 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
	, ,	, = 10,000 2 1	categories. See explanation below.
Total funds and	\$8,599,867.31	\$8,032,597.93	Total of all anticipated funding available
planned spending	<i>+0,000,000,100</i>	ψο,οο <i>Σ,οο,</i> .οο	for planned projects and the total of
			planned spending.

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
	ARPA FF: Basement waterproofing	LEXINGTON GARDENS - WOODS 200-03	\$1,210,001	\$0	\$0	\$0	\$692,638	\$267,363	\$0	\$0
	KITCHEN & BATH ASBESTOS TILE REMOVAL	WOODLAND TOWERS 667-02	\$68,063	\$0	\$0	\$65,668	\$2,396	\$0	\$0	\$0
	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 Name	DHCD Special Award		Special DHC	D Awards			Other	Funding	
Project Number		Comment	Emergency Reserve	Compliance Reserve	Sustain- ability	Special Awards	CDBG	СРА	Operating Reserve	Other Funds
321069	FF: Asphalt	underground oil	\$0	\$26,349	\$10,000	\$0	\$0	\$0	\$0	\$0
	walkway and	tank removal								
	parking lot									
	improvements									
321082	FF: Kitchen Rehab,	asbestos removal	\$0	\$2,680,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
	Flooring and ADA									
	Compliance									
	Upgrade									
	-McSherry									
321085	Learning Center		\$0	\$0	\$0	\$0	\$0	\$0	\$611,746	\$0
	Interior									
	Improvements									
	(O.R.)									
321088	ARPA Targeted-	ARPA Formula	\$0	\$0	\$0	\$644,640	\$0	\$0	\$0	\$0
	Watertown Fed	Funding								
	Pac Panel and Fire									
	Alarm System									
321089	ARPA FF:	ARPA Formula	\$0	\$0	\$0	\$704,461	\$0	\$0	\$0	\$250,000
	Basement	Funding								
	waterproofing									
321091	KITCHEN & BATH	asbestos removal	\$0	\$68,063	\$0	\$0	\$0	\$0	\$0	\$0
	ASBESTOS TILE									
	REMOVAL									
321092	Fire Pump	fire alarm panel	\$237,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Replacement	control								
		replacement								

Prepared for Submittal to DHCD

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

Prepared for Submittal to DHCD

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).

Prepared for Submittal to DHCD

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.

Prepared for Submittal to DHCD

	Electric PUM > Threshold	Gas PUM > Threshold	Oil PUM > Threshold	Water PUM > Threshold
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.

Prepared for Submittal to DHCD

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.

^{**&#}x27;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.

Annual Plan 2024 Maintenance and Repair Plan

Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
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.

QUALIFYING EMERGENCY WORK REQUESTS
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:

METHOD	CONTACT INFO.	TIMES
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.	V
2	Maintenance Requests logged into the work system	✓
3	Work Orders generated	✓
4	Work Orders assigned	✓
5	Work Orders tracked	\checkmark
6	Work Orders completed/closed out	✓
7	Maintenance Reports or Lists generated	✓

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

Annual Plan 2024 Maintenance and Repair Plan

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:

<u>Preventive Maintenance Schedule</u> - a table of preventive maintenance items showing specific tasks, who is responsible (staff or vendor), and the month(s) they are scheduled <u>Deferred Maintenance Schedule</u> - 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	Туре	Frequency
Program: Public Housing Project: Public Housi	ng					
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
Program: State 200 Project: 200-1						
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
Program: State 200 Project: 200-2						
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
Program: State 200 Project: 200-3						
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
Program: State 667 Project: 667-1						
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	Туре	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
Program: State 667 Project: 667-2						
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
Program: State 667 Project: 667-3						
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
Program: State 689 Project: 689-1						
109-111 UNION STREETCHEC 1/21/2022 2:35:46 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
Program: State 689 Project: 689-2						
15-17 & 19-21 GREEN STREE 1/21/2022 2:50:24 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
www.pha-web.com		Page 2	of 3			7/18/2023 8:00:20 A

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	Туре	Frequency
Program: State 705 Project: 705-1						
113 & 115 POPLAR STREETC 1/21/2022 2:31:20 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
6 & 8 KEITH STREETCHECK 1/21/2022 2:24:13 PM	Preventive	01/24/2022	-	07/10/2023	Weekly	Days: M
8 & 10 HERSOM STCHECK EN 1/21/2022 2:21:24 PM	Preventive	01/24/2022	05/23/2022	05/23/2022	Weekly	Days: M
ALL SCATTERED SITES: 9 & 1/21/2022 2:14:14 PM	Preventive	01/24/2022	07/18/2022	07/22/2022	Weekly	Days: M, T, W, Th, F
Program: State 705 Project: 705-2						
10 LOCUST LANECHECK ENTI 1/21/2022 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				
Totals:	987	0	987	3,756.31	3.81				

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			
Totals:	988	0	988	3,756.31	3.80			

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 200								
Project: 20	00-3								
101448	Preventive			12/06/2022 08:00 AM	01/19/2023 09:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRIN B) REMOVE ALL TRA C) REPORT BACK TO	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I						
7	Fask Descriptio	n: 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 Commen	A) CUT GRASS, TRI B) REMOVE ALL TR	ENS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	OURS:	01/19/2023 09:26 AM	\$0.00	\$0.00	\$0.00	\$0.00		
	Task Description	n: Weekly Grounds									
102163	Preventive Commen	ts:KEANE FIRE & SAFE	ETY TO PERFORM ANNUA	01/01/2023 08:00 AM AL INSPECTION OF FIRE E	01/04/2023 12:00 AM XTINGUISHERS	\$0.00	\$0.00	\$0.00	\$0.00		
	Task Description	n: Fire Alarms									
102165	Preventive Commen	ts:21 ROBERT FORD F	_	12/28/2022 08:00 AM	01/05/2023 04:17 PM	\$0.00	\$0.00	\$0.00	\$0.00		
	VISUALLY CHECK OUTSIDE WASTE LINE EACH WEEK AT LEXINGTON GARDENS PER ANTHONY, IF CLOGGED CLEAN WITH HOT WATER AND SPRAY IT DOWN.										
	Task Description		E CHECKED DURING LEX	INGTON GARDENS GROU	NDS						
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.										
	Task Description		E CHECKED DURING LEX	INGTON GARDENS GROU	NDS						
102169	Preventive Commen	CHECK ENTIRE PRO A) CUT GRASS, TRI B) REMOVE ALL TR	ENS & BRICKS WEDNESD, DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	S, ETC HOURS: DURS:	01/05/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00		
	Task Description	Task Description: Weekly Grounds									
	Task Description	n: Grounds									
102170	Preventive			12/19/2022 08:00 AM	01/19/2023 09:27 AM	\$0.00	\$0.00	\$0.00	\$0.00		
www.nha-w	rah aam			Page 2 of 211				7/40/2022	8 8·16·49 AM		

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:									
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
102171	Preventive			12/20/2022 08:00 AM	01/19/2023 09:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
102171			NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHI		01/15/2023 05.28 AWI	φ0.00	φ0.00	φυ.υυ	φ0.00
		B) REMOVE ALL TRA	ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
102172	Preventive			12/23/2022 08:00 AM	01/19/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	HOURS:					
	Task Description	on: Weekly Grounds	o ,						
102173	Preventive			12/26/2022 08:00 AM	01/19/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
102173	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
102174	Preventive			12/27/2022 08:00 AM	01/19/2023 03:57 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	HOURS:		·		·	
	Task Description	on: Weekly Grounds		-					
102175	Preventive			12/30/2022 08:00 AM	01/19/2023 03:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-v		Soniose Inc (MCS)		Page 3 of 211					3 8:16:49 AM

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed	
Program	n: State 200									
Project:										
		B) REMOVE ALL TRA								
	rask Descriptio	n: 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 Descriptio	n: 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 Descriptio	n: Weekly Grounds		J, (3_						
102178	Preventive			01/06/2023 08:00 AM	01/19/2023 04:01 PM	\$0.00	\$0.00	\$0.00	\$0.00	
	Comment	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 Descriptio	n: Weekly Grounds								
400070	Danisantissa			04/44/2002 00:00 AM	04/40/0000 00.05 DM	#0.00	#0.00	#0.00	# 0.00	
102372	Preventive 01/11/2023 08:00 AM 01/12/2023 02:05 PM \$0.00 \$0.									
	Task Descriptio		CHECKED DURING LEX	KINGTON GARDENS GROU	NDS					
102373	Preventive			01/09/2023 08:00 AM	01/13/2023 11:31 AM	\$0.00	\$0.00	\$0.00	\$0.00	
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed	
Program	: State 200									
Project: 2										
		CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS & BRICKS WEDNESI PPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	ES, ETC HOURS: HOURS:						
	Task Description	•								
	rask Description	iii. Giodilas								
102374	Preventive			01/09/2023 08:00 AM	01/18/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00	
		A) CUT GRASS, TRINB) REMOVE ALL TRAC) REPORT BACK TO	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F O ML IF ANY PROPERTY	IOURS:						
	Task Description	on: Weekly Grounds								
102375	Preventive			01/10/2023 08:00 AM	01/18/2023 10:29 AM	\$0.00	\$0.00	\$0.00	\$0.00	
	Commen	omments: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	n: Weekly Grounds								
102376	Preventive			01/13/2023 08:00 AM	01/18/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00	
102070		A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	ES, ETC HOURS: HOURS:	6 7/10/2020 10:20 7 WI	ψ0.00	φ0.00	ψο.σσ	ψ0.00	
	Task Description	n: Weekly Grounds								
400404	Preventive			04/46/0000 00 00 654	04/40/0000 40 07 454	# 0.00	#0.00	#0.00	# 0.00	
102484		A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F O ML IF ANY PROPERTY	HOURS:	01/18/2023 10:27 AM	\$0.00	\$0.00	\$0.00	\$0.00	
	Task Description	n: Weekly Grounds								
102485	Preventive			01/17/2023 08:00 AM	01/17/2023 04:17 PM	\$0.00	\$0.00	\$0.00	\$0.00	
www.pha-w				Page 5 of 211		•	*	·	3 8:16:49 AM	
	nagement Computer :	Services, Inc. (MCS)		1 age 3 01 211					y: Sara Allen	

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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	n: Weekly Grounds							
102486	Preventive			01/20/2023 08:00 AM	01/24/2023 10:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER [*] A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: 3 SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	****	****
	Task Description	n: Weekly Grounds							
102587	Preventive			01/23/2023 08:00 AM	01/24/2023 03:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
		s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: 3 SHRUBS, BUSHES DEBRIS, LITTER - HO	S, ETC HOURS: DURS:	0 1/2 1/2020 00 10 1 111	Q 0.00	V 3.00	Ç	4 0.00
	Task Description	n: Weekly Grounds							
102588	Preventive			01/24/2023 08:00 AM	02/02/2023 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER' A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: S SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:					
	Task Description	n: Weekly Grounds							
102589	Preventive			01/27/2023 08:00 AM	02/02/2023 01:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER' A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: 3 SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:					
	Task Description	n: 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	
			be down sinks, empty trash	ter - Clean bathrooms (2 bat as needed (two small bins b						
102721	Preventive Commen	A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	OURS:	02/02/2023 12:59 PM	\$0.00	\$0.00	\$0.00	\$0.00	
	Task Description	on: Weekly Grounds	O WE II 7WY FROM ERT I							
102722	Preventive			01/31/2023 08:00 AM	02/02/2023 12:57 PM	\$0.00	\$0.00	\$0.00	\$0.00	
	Commen	A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	OURS:						
	Task Description	on: Weekly Grounds								
102723	Preventive			02/03/2023 08:00 AM	02/03/2023 10:50 AM	\$0.00	\$0.00	\$0.00	\$0.00	
	Commen	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	on: Weekly Grounds								
102919	Preventive			02/08/2023 08:00 AM	02/08/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00	
	Commen			ter - Clean bathrooms (2 bat as needed (two small bins b						

where computers are.

Task Description: Cleaning/General

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
		B) REMOVE ALL TRAS C) REPORT BACK TO		OURS:					
	Task Description	n: Weekly Grounds							
102924	Preventive			02/07/2023 08:00 AM	02/08/2023 03:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRAS		OURS:					
	Task Description	n: Weekly Grounds							
102925	Preventive			02/10/2023 08:00 AM	02/13/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRAS		OURS:					
	Task Description	n: Weekly Grounds							
103044	Preventive			02/15/2023 08:00 AM	02/15/2023 08:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment			ter - Clean bathrooms (2 bat as needed (two small bins b					
	Task Description	n: Cleaning/General							
103046	Preventive			02/15/2023 08:00 AM	02/21/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD RO VISUALLY CHECK OU' SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	/, IF CLOGGE	ED CLEAN W	ITH HOT WAT	ER AND
	Task Description		CHECKED DURING LEX	INGTON GARDENS GROU	NDS				
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	n: State 200								
Project:	200-3								
	Commen	CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS & BRICKS WEDNESD PERTY TO ENSURE: IMING SHRUBS, BUSHE SH, DEBRIS, LITTER - H) ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Description	on: Weekly Grounds							
	Task Description	on: Grounds							
103048	Preventive			02/13/2023 08:00 AM	02/13/2023 10:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA		OURS:					
	Task Description	on: Weekly Grounds							
103049	Preventive			02/14/2023 08:00 AM	02/15/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA		OURS:					
	Task Description	on: Weekly Grounds	, ,						
103050	Preventive			02/17/2023 08:00 AM	02/17/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA		OURS:					
	Task Description	on: Weekly Grounds							
103164	Preventive			02/22/2023 08:00 AM	02/22/2023 11:05 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:Every Wednesday: cle towels as needed, wip where computers are.	an Lexington learning cer e down sinks, empty trash	nter - Clean bathrooms (2 bat n as needed (two small bins b	throoms on bottom floor & 1 by computers, 1 large one b	on first floor) in, bins in eac	, replace toile ch bathroom),	t paper and pa wipe down cou	per unters
	Task Description	on: Cleaning/General							
103165	Preventive			02/22/2023 08:00 AM	02/22/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-3								
	Comment	s:21 ROBERT FORD ROAD VISUALLY CHECK OUTSI SPRAY IT DOWN.	DE WASTE LINE EA	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGI	ED CLEAN W	ITH HOT WAT	ER AND
	Task Description		ECKED DURING LE	XINGTON GARDENS GROL	INDS				
103166	Preventive Comment	s:LEXINGTON GARDENS & CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHE DEBRIS, LITTER - H	S, ETC HOURS: IOURS:	02/22/2023 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
103167		s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML n: Weekly Grounds	TY TO ENSURE: G SHRUBS, BUSHE DEBRIS, LITTER - H	IOURS:	03/03/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
103168		s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML n: Weekly Grounds	TY TO ENSURE: G SHRUBS, BUSHE DEBRIS, LITTER - H	IOURS:	03/03/2023 02:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
103169		S:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML n: Weekly Grounds	TY TO ENSURE: G SHRUBS, BUSHE DEBRIS, LITTER - H	IOURS:	03/03/2023 02:08 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								
103308	Preventive			03/01/2023 08:00 AM	03/01/2023 04:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
			oe down sinks, empty trash		throoms on bottom floor & 1 by computers, 1 large one b				
103309	Preventive			03/01/2023 08:00 AM	03/03/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:21 ROBERT FORD F VISUALLY CHECK C SPRAY IT DOWN.	=	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGI	ED CLEAN W	TH HOT WAT	ER AND
	Task Description		E CHECKED DURING LEX	KINGTON GARDENS GROU	JNDS				
103310	Preventive			02/27/2023 08:00 AM	03/03/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PRO A) CUT GRASS, TRI B) REMOVE ALL TR	INS & BRICKS WEDNESC DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Description	n: Weekly Grounds							
	Task Description	on: Grounds							
103311	Preventive			02/27/2023 08:00 AM	03/03/2023 02:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:					
	Task Description	on: Weekly Grounds							
103312	Preventive			02/28/2023 08:00 AM	03/03/2023 02:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:					
	Task Description	on: Weekly Grounds							
103313	Preventive			03/03/2023 08:00 AM	03/03/2023 02:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project:									
		A) CUT GRASS, TRIN B) REMOVE ALL TRA C) REPORT BACK TO	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	Task Description	n: Weekly Grounds							
103455	Preventive			03/08/2023 08:00 AM	03/09/2023 10:03 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen		e down sinks, empty trast	nter - Clean bathrooms (2 ba n as needed (two small bins l					
	Task Description	n: Cleaning/General							
103456	Preventive			03/08/2023 08:00 AM	03/09/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:21 ROBERT FORD R VISUALLY CHECK O SPRAY IT DOWN.		CH WEEK AT LEXINGTON			•	·	·
	Task Description		E CHECKED DURING LEX	KINGTON GARDENS GROU	INDS				
103457	Preventive			03/06/2023 08:00 AM	03/10/2023 11:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS & BRICKS WEDNESD PERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Description	n: Weekly Grounds	o men harring entri	<i>5</i> ,,					
	Task Description	n: Grounds							
103458	Preventive			03/06/2023 08:00 AM	03/22/2023 08:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F D ML IF ANY PROPERTY	OURS:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	****	****	****
	Task Description	n: Weekly Grounds		-					
103459	Preventive			03/07/2023 08:00 AM	03/22/2023 08:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-3								
		B) REMOVE ALL TRA		OURS:					
103460	Preventive			03/10/2023 08:00 AM	03/22/2023 08:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA		OURS:					
	Task Description	on: Weekly Grounds							
103579	Preventive			03/15/2023 08:00 AM	03/15/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
103379				ter - Clean bathrooms (2 bat as needed (two small bins b	throoms on bottom floor & 1	on first floor)	, replace toile	paper and pa	per
	Task Description	on: Cleaning/General							
103580	Preventive			03/15/2023 08:00 AM	03/15/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:21 ROBERT FORD R VISUALLY CHECK O SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGI	ED CLEAN W	ITH HOT WAT	ER AND
	Task Description		CHECKED DURING LEX	INGTON GARDENS GROU	INDS				
103581	Preventive			03/13/2023 08:00 AM	03/16/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS & BRICKS WEDNESD PERTY TO ENSURE: IMING SHRUBS, BUSHE: ISH, DEBRIS, LITTER - HI ML IF ANY PROPERTY	S, ETC HOURS: DURS:					
	Task Description	on: Weekly Grounds	J WE II JULY THOSE ENTI	57 WW COL					
	Task Description	on: Grounds							
103582	Preventive			03/13/2023 08:00 AM	03/22/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project:	200-3								
	Commen	IS:LEXINGTON GARDENS 1: CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHE DEBRIS, LITTER - H	OURS:					
	Task Descriptio	n: Weekly Grounds							
103583	Preventive			03/14/2023 08:00 AM	03/22/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	is:LEXINGTON GARDENS 1 CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHE DEBRIS, LITTER - H	OURS:					
	Task Description	n: Weekly Grounds							
103584	Preventive			03/17/2023 08:00 AM	03/22/2023 08:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	IS:LEXINGTON GARDENS 1 CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHE DEBRIS, LITTER - H	OURS:					
	Task Descriptio	n: Weekly Grounds	n /uti i itoi ziti i	57 WW 162					
103735	Preventive			03/22/2023 08:00 AM	03/22/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	ts:Every Wednesday: clean L towels as needed, wipe downwhere computers are.		nter - Clean bathrooms (2 bat n as needed (two small bins b					
	Task Description	n: Cleaning/General							
103736	Preventive			03/22/2023 08:00 AM	03/22/2023 03:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD ROAD VISUALLY CHECK OUTSI SPRAY IT DOWN.	DE WASTE LINE EA	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGE	ED CLEAN W	ITH HOT WAT	ER AND
	Task Descriptio		ECKED DURING LEX	(INGTON GARDENS GROU	NDS				
103737	Preventive			03/20/2023 08:00 AM	03/24/2023 11:44 AM	\$0.00	\$0.00	\$0.00	\$0.00

W/O # **Unit Address Tenant Name Created Date Completed Date** Mat. Labor Billed **Priority** Actual Program: State 200 Proiect: 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 \$0.00 \$0.00 \$0.00 \$0.00 Preventive 03/21/2023 08:00 AM 03/22/2023 08:46 AM 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 03/29/2023 08:00 AM 03/31/2023 04:03 PM \$0.00 \$0.00 \$0.00 Preventive \$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	n: 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
	Commen	s:21 ROBERT FORD R VISUALLY CHECK O SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	/, IF CLOGGI	ED CLEAN W	TITH HOT WAT	ER AND
	Task Descriptio		CHECKED DURING LEX	INGTON GARDENS GROU	INDS				
103862	Preventive			03/27/2023 08:00 AM	03/31/2023 11:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS & BRICKS WEDNESD IPERTY TO ENSURE: IMING SHRUBS, BUSHE: ISH, DEBRIS, LITTER - H OML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Description	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
103863	Preventive			03/27/2023 08:00 AM	03/28/2023 03:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 PPERTY TO ENSURE: MMING SHRUBS, BUSHE: NSH, DEBRIS, LITTER - H DML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
103864	Preventive			03/28/2023 08:00 AM	03/28/2023 03:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 PPERTY TO ENSURE: MMING SHRUBS, BUSHE: ISH, DEBRIS, LITTER - H DML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
103865	Preventive			03/31/2023 08:00 AM	04/11/2023 01:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 PPERTY TO ENSURE: MMING SHRUBS, BUSHE: \SH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: 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 Comment	s:Secured Environmer	nt to perform scheduled pest	03/20/2023 01:05 PM control service for rats at Le	03/20/2023 01:08 PM exington Gardens.	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Pest Control							
103991	Preventive			04/05/2023 08:00 AM	04/05/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
			ipe down sinks, empty trash	ter - Clean bathrooms (2 bat as needed (two small bins b					
103992	Preventive			04/05/2023 08:00 AM	04/06/2023 03:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD VISUALLY CHECK (SPRAY IT DOWN.	=	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	/, IF CLOGGI	ED CLEAN W	TITH HOT WAT	ER AND
			BE CHECKED DURING LEX	INGTON GARDENS GROU	INDS				
	Task Descriptio	n: Grounds							
103993	Preventive Comment	CHECK ENTIRE PR A) CUT GRASS, TR B) REMOVE ALL TR	ENS & BRICKS WEDNESD. OPERTY TO ENSURE: IMMING SHRUBS, BUSHES RASH, DEBRIS, LITTER - HO TO ML IF ANY PROPERTY	S, ETC HOURS: OURS:	04/06/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	IO ML IF ANY PROPERTY	DAMAGE					
	Task Descriptio	n: Grounds							
103994	Preventive Comment	A) CUT GRASS, TR B) REMOVE ALL TR	ENS 1-31 OPERTY TO ENSURE: IMMING SHRUBS, BUSHES RASH, DEBRIS, LITTER - HO TO ML IF ANY PROPERTY	OURS:	04/11/2023 01:31 PM	\$0.00	\$0.00	\$0.00	\$0.00

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Task Description: Weekly Grounds

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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	B) REMOVE ALL TRA		OURS:					
	Task Description	n: 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	B) REMOVE ALL TRA		OURS:					
	Task Description	n: 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			er - Clean bathrooms (2 bat as needed (two small bins b					
	Task Description	n: 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	s:21 ROBERT FORD R VISUALLY CHECK O SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGE	ED CLEAN W	ITH HOT WAT	ER AND
	Task Description		CHECKED DURING LEX	INGTON GARDENS GROU	NDS				
104083	Preventive			04/10/2023 08:00 AM	04/10/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments	CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS & BRICKS WEDNESDA PERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	S, ETC HOURS: DURS:					
	Task Description	n: 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								
	Comment	s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:					
	Task Descriptio	n: Weekly Grounds							
104085	Preventive			04/11/2023 08:00 AM	04/11/2023 02:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
		s:LEXINGTON GARDENS 1-	31	0 1/ 1 1/2020 00:00 / 1111	0 1/ 1 1/2020 02111 1 111	ψ0.00	ψ0.00	ψ0.00	ψ0.00
	Comment	CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:					
	Task Descriptio	n: Weekly Grounds							
104086	Preventive			04/14/2023 08:00 AM	04/14/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:					
	Task Descriptio	n: Weekly Grounds							
104238	Preventive			04/19/2023 08:00 AM	04/19/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		s:Every Wednesday: clean Loudon towels as needed, wipe downwhere computers are.		er - Clean bathrooms (2 bat		on first floor)	, replace toile	t paper and pa	per
	Task Descriptio	n: Cleaning/General							
104239	Preventive			04/19/2023 08:00 AM	04/19/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD ROAD VISUALLY CHECK OUTSI SPRAY IT DOWN.	DE WASTE LINE EAC	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGE	ED CLEAN W	ITH HOT WAT	ER AND
	Task Descriptio		ECKED DURING LEX	INGTON GARDENS GROU	NDS				
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	n: State 200								
Project:	200-3								
	Comment	S:LEXINGTON GARDENS & E CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML II	Y TO ENSURE: 5 SHRUBS, BUSHES, EBRIS, LITTER - HOL	ETC HOURS: JRS:					
	Task Descriptio	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
104241	Preventive			04/17/2023 08:00 AM	04/18/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:LEXINGTON GARDENS 1-3 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML II	Y TO ENSURE: 5 SHRUBS, BUSHES, EBRIS, LITTER - HOL	JRS:					
	Task Descriptio	n: Weekly Grounds							
104242	Preventive			04/18/2023 08:00 AM	04/18/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:LEXINGTON GARDENS 1-3 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML II	Y TO ENSURE: S SHRUBS, BUSHES, EBRIS, LITTER - HOL	JRS:					
	Task Descriptio	n: Weekly Grounds							
								_	
104243		S:LEXINGTON GARDENS 1-3 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML II	Y TO ENSURE: S SHRUBS, BUSHES, EBRIS, LITTER - HOL	JRS:	04/21/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds							
104351	Preventive			04/26/2023 08:00 AM	04/26/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
		s:Every Wednesday: clean Le. towels as needed, wipe dow where computers are. n: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	ts:21 ROBERT FORD RO VISUALLY CHECK OU SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGE	ED CLEAN W	TH HOT WAT	ER AND
	Task Description		CHECKED DURING LEX	KINGTON GARDENS GROU	INDS				
104353	Preventive			04/24/2023 08:00 AM	04/28/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA C) REPORT BACK TO	NS & BRICKS WEDNESD PERTY TO ENSURE: MING SHRUBS, BUSHE SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Description	n: Weekly Grounds							
	Task Description	n: Grounds							
	Task Description	n: Grounds							
	Task Description	n: Grounds							
104354	Preventive			04/24/2023 08:00 AM	04/26/2023 08:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA		OURS:					
	Task Description	n: Weekly Grounds							
104355	Preventive			04/25/2023 08:00 AM	04/26/2023 08:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA C) REPORT BACK TO		OURS:					
	rask Descriptio	n: Weekly Grounds							

	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-3								
104356		B) REMOVE ALL TRA C) REPORT BACK TO		IOURS:	04/28/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
104449	Preventive Comment	s:Secured Environment	to perform scheduled pes	04/17/2023 02:27 PM st control service for rats.	04/17/2023 02:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Pest Control							
104515	Preventive Comment			05/03/2023 08:00 AM nter - Clean bathrooms (2 bat n as needed (two small bins b					
	Task Description	where computers are. n: Cleaning/General		. 40	y comparers, marge che s	, 55 545	,,		
	Danisantisa			0E/02/2022 00:00 AM	0E/0E/2022 02:4E DM	ድ ስ ስስ	\$0.00	\$0.00	# 0.04
104516	Preventive			05/03/2023 08:00 AM	05/05/2023 03:15 PM	\$0.00	φυ.υυ	\$0.00	\$0.00
104516		s:21 ROBERT FORD R VISUALLY CHECK O SPRAY IT DOWN.		ACH WEEK AT LEXINGTON		·	·		
104516		VISUALLY CHECK OF SPRAY IT DOWN. GREASE LINE TO BE	UTSIDE WASTE LINE EA		GARDENS PER ANTHONY	·	·		•
104516 104517	Comment	VISUALLY CHECK OF SPRAY IT DOWN. GREASE LINE TO BE IN: Grounds SILEXINGTON GARDER CHECK ENTIRE PRO A) CUT GRASS, TRIMB) REMOVE ALL TRA	UTSIDE WASTE LINE EA CHECKED DURING LE SE & BRICKS WEDNESI SPERTY TO ENSURE: MMING SHRUBS, BUSHE SH, DEBRIS, LITTER - H	ACH WEEK AT LEXINGTON XINGTON GARDENS GROU 05/01/2023 08:00 AM DAY AND THURSDAY ES, ETC HOURS: HOURS:	GARDENS PER ANTHONY	·	·		ER AND
	Comment: Task Description Preventive Comment:	VISUALLY CHECK OF SPRAY IT DOWN. GREASE LINE TO BE IN: Grounds SILEXINGTON GARDER CHECK ENTIRE PRO A) CUT GRASS, TRIMB) REMOVE ALL TRA	UTSIDE WASTE LINE EA E CHECKED DURING LE E CHECKED DURING LE ONS & BRICKS WEDNESI OPERTY TO ENSURE:	ACH WEEK AT LEXINGTON XINGTON GARDENS GROU 05/01/2023 08:00 AM DAY AND THURSDAY ES, ETC HOURS: HOURS:	GARDENS PER ANTHONY	/, IF CLOGGE	ED CLEAN W	TH HOT WAT	ER AND
	Comment: Task Description Preventive Comment:	VISUALLY CHECK OF SPRAY IT DOWN. GREASE LINE TO BE IN: Grounds SILEXINGTON GARDER CHECK ENTIRE PRO A) CUT GRASS, TRIME B) REMOVE ALL TRAC) REPORT BACK TO IN: Weekly Grounds	UTSIDE WASTE LINE EA CHECKED DURING LE SE & BRICKS WEDNESI SPERTY TO ENSURE: MMING SHRUBS, BUSHE SH, DEBRIS, LITTER - H	ACH WEEK AT LEXINGTON XINGTON GARDENS GROU 05/01/2023 08:00 AM DAY AND THURSDAY ES, ETC HOURS: HOURS:	GARDENS PER ANTHONY	/, IF CLOGGE	ED CLEAN W	TH HOT WAT	ER AND
	Task Description Preventive Comment	VISUALLY CHECK OF SPRAY IT DOWN. GREASE LINE TO BE IN: Grounds SELEXINGTON GARDER CHECK ENTIRE PROCE A) CUT GRASS, TRIMED B) REMOVE ALL TRACONE REPORT BACK TOWN. Weekly Grounds THE GROUNDS	UTSIDE WASTE LINE EA CHECKED DURING LE SE & BRICKS WEDNESI SPERTY TO ENSURE: MMING SHRUBS, BUSHE SH, DEBRIS, LITTER - H	ACH WEEK AT LEXINGTON XINGTON GARDENS GROU 05/01/2023 08:00 AM DAY AND THURSDAY ES, ETC HOURS: HOURS:	GARDENS PER ANTHONY	/, IF CLOGGE	ED CLEAN W	TH HOT WAT	ER AND
	Task Description Preventive Comment Task Description Task Description	VISUALLY CHECK OF SPRAY IT DOWN. GREASE LINE TO BE IN: Grounds SELEXINGTON GARDER CHECK ENTIRE PROCESS. TRIME BY REMOVE ALL TRACE OF REPORT BACK TOWN: Weekly Grounds THE Grounds THE GROUND STREET CONTRACT OF THE PORT BACK TOWN: Grounds THE GROUND STREET CONTRACT OF THE PORT BACK TOWN: Grounds	UTSIDE WASTE LINE EA CHECKED DURING LE SE & BRICKS WEDNESI SPERTY TO ENSURE: MMING SHRUBS, BUSHE SH, DEBRIS, LITTER - H	ACH WEEK AT LEXINGTON XINGTON GARDENS GROU 05/01/2023 08:00 AM DAY AND THURSDAY ES, ETC HOURS: HOURS:	GARDENS PER ANTHONY	/, IF CLOGGE	ED CLEAN W	TH HOT WAT	\$0.00 ER AND \$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project:	200-3								
	Commen	IS:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHE: DEBRIS, LITTER - HO	OURS:					
	Task Description	n: Weekly Grounds							
104519	Preventive			05/02/2023 08:00 AM	05/03/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	is:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:					
	Task Descriptio	n: Weekly Grounds							
104520	Preventive			05/05/2023 08:00 AM	05/05/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	IS:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	TY TO ENSURE: G SHRUBS, BUSHES DEBRIS, LITTER - HO	OURS:					
	Task Descriptio	n: Weekly Grounds	/	<i>5</i> ,					
104643	Preventive			05/10/2023 08:00 AM	05/11/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	ts:Every Wednesday: clean L towels as needed, wipe downwhere computers are.		ter - Clean bathrooms (2 bat as needed (two small bins b					
	Task Description	n: Cleaning/General							
104644	Preventive			05/10/2023 08:00 AM	05/11/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD ROAD VISUALLY CHECK OUTSII SPRAY IT DOWN.	DE WASTE LINE EA	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGE	ED CLEAN W	ITH HOT WAT	ER AND
	Task Descriptio		CKED DURING LEX	INGTON GARDENS GROU	NDS				
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
Progran	n: State 200								
Project:	200-3								
		IS:LEXINGTON GARDENS CHECK ENTIRE PROPE A) CUT GRASS, TRIMMI B) REMOVE ALL TRASH C) REPORT BACK TO M IN: Weekly Grounds	RTY TO ENSURE: NG SHRUBS, BUSHES , DEBRIS, LITTER - HO	S, ETC HOURS: DURS:					
	Task Description	n: Grounds							
	Task Description	n: Grounds							
	Task Description	n: Grounds							
	Task Description	n: Grounds							
104646		ts:LEXINGTON GARDENS CHECK ENTIRE PROPE A) CUT GRASS, TRIMMI B) REMOVE ALL TRASH C) REPORT BACK TO M	RTY TO ENSURE: NG SHRUBS, BUSHES , DEBRIS, LITTER - HO	OURS:	05/10/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds	LIF ANY PROPERTY	DAWAGE					
104647	Preventive Commen	is:LEXINGTON GARDENS CHECK ENTIRE PROPE A) CUT GRASS, TRIMMI B) REMOVE ALL TRASH	RTY TO ENSURE: NG SHRUBS, BUSHES , DEBRIS, LITTER - HO	OURS:	05/10/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	C) REPORT BACK TO Mn: Weekly Grounds	LIF ANY PROPERTY	DAMAGE					
104648	Preventive			05/12/2023 08:00 AM	05/15/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	IS:LEXINGTON GARDENS CHECK ENTIRE PROPE A) CUT GRASS, TRIMMI B) REMOVE ALL TRASH C) REPORT BACK TO M	RTY TO ENSURE: NG SHRUBS, BUSHES , DEBRIS, LITTER - HO	DURS:					
	Task Description	n: 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
			pe down sinks, empty trash		throoms on bottom floor & 1 by computers, 1 large one b				
104796	Preventive			05/17/2023 08:00 AM	05/17/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:21 ROBERT FORD F VISUALLY CHECK O SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	Y, IF CLOGGI	ED CLEAN W	TITH HOT WAT	ER AND
	Task Description		E CHECKED DURING LEX	INGTON GARDENS GROU	UNDS				
104797	Preventive			05/15/2023 08:00 AM	05/19/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	CHECK ENTIRE PRO A) CUT GRASS, TRI B) REMOVE ALL TR	ENS & BRICKS WEDNESD DPERTY TO ENSURE: MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Description	on: Weekly Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
104798	Preventive			05/15/2023 08:00 AM	05/15/2023 03:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRI B) REMOVE ALL TR C) REPORT BACK T	:NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:					
	Task Description	on: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-3								
104799	Preventive			05/16/2023 08:00 AM	05/16/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA		OURS:					
	Task Description	n: Weekly Grounds							
104800	Preventive			05/19/2023 08:00 AM	05/19/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 PERTY TO ENSURE: MING SHRUBS, BUSHES SH, DEBRIS, LITTER - HO ML IF ANY PROPERTY I	OURS:					
	Task Description	n: Weekly Grounds							
104917	Preventive			05/24/2023 08:00 AM	05/24/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen			ter - Clean bathrooms (2 bat as needed (two small bins b					
	Task Description	n: Cleaning/General							
104918	Preventive			05/24/2023 08:00 AM	05/24/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:21 ROBERT FORD R VISUALLY CHECK O SPRAY IT DOWN.	-· ·-	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGE	ED CLEAN W	ITH HOT WAT	ER AND

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
Progran	n: 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
	Comment	CHECK ENTIRE PRO A) CUT GRASS, TRII B) REMOVE ALL TRA	NS & BRICKS WEDNESD PERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Descriptio	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
104920	Preventive			05/22/2023 08:00 AM	05/22/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRIF B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
104921	Preventive			05/23/2023 08:00 AM	05/24/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRIF B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
104922	Preventive			05/26/2023 08:00 AM	05/31/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRII B) REMOVE ALL TRA C) REPORT BACK TO	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-3								
105031	Preventive			05/31/2023 08:00 AM	05/31/2023 04:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
			ipe down sinks, empty trash	nter - Clean bathrooms (2 ba n as needed (two small bins l					
105032	Preventive			05/31/2023 08:00 AM	06/01/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:21 ROBERT FORD VISUALLY CHECK (SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	·			·
	Task Description		E CHECKED DURING LEX	(INGTON GARDENS GROL	INDS				
105033	Preventive			05/29/2023 08:00 AM	06/02/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	CHECK ENTIRE PR A) CUT GRASS, TR B) REMOVE ALL TR	ENS & BRICKS WEDNESD OPERTY TO ENSURE: IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H TO ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Description	on: Weekly Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
105034	Preventive			05/29/2023 08:00 AM	05/31/2023 04:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TR B) REMOVE ALL TR	ENS 1-31 OPERTY TO ENSURE: IMMING SHRUBS, BUSHE IASH, DEBRIS, LITTER - H TO ML IF ANY PROPERTY	OURS:					
	Task Description	on: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project:	200-3								
105035		B) REMOVE ALL TRA		OURS:	05/31/2023 04:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
105036		B) REMOVE ALL TRA		DURS:	06/02/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
105176					06/07/2023 01:17 PM chrooms on bottom floor & 1 by computers, 1 large one bi				
105177	Preventive Comment	s:21 ROBERT FORD RO VISUALLY CHECK OU SPRAY IT DOWN.	·· ·-	06/07/2023 08:00 AM CH WEEK AT LEXINGTON	06/07/2023 04:00 PM GARDENS PER ANTHONY	\$0.00 , IF CLOGGE	\$0.00 ED CLEAN W	\$0.00 ITH HOT WAT	\$0.00 ER AND

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
Progran	n: 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
	Comment	CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS & BRICKS WEDNESD PERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	S, ETC HOURS: OURS:					
	Task Descriptio	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
105179	Preventive			06/05/2023 08:00 AM	06/15/2023 10:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
105180	Preventive			06/06/2023 08:00 AM	06/15/2023 10:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRIM B) REMOVE ALL TRA	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
105181	Preventive			06/09/2023 08:00 AM	06/15/2023 10:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRIMB) REMOVE ALL TRAC) REPORT BACK TO	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	OURS:					
	rask Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
			oe down sinks, empty trash	ter - Clean bathrooms (2 bar as needed (two small bins b					
105604	Preventive			06/14/2023 08:00 AM	06/14/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD F VISUALLY CHECK C SPRAY IT DOWN.	=	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	/, IF CLOGGI	ED CLEAN W	TITH HOT WAT	ER AND
	Task Descriptio		E CHECKED DURING LEX	INGTON GARDENS GROU	INDS				
105605	Preventive			06/12/2023 08:00 AM	06/16/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) CUT GRASS, TRI B) REMOVE ALL TR	:NS & BRICKS WEDNESD DPERTY TO ENSURE: MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	S, ETC HOURS: DURS:					
	Task Descriptio	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
105606	Preventive			06/12/2023 08:00 AM	06/15/2023 10:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
105607	Preventive			06/13/2023 08:00 AM	06/15/2023 03:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRI B) REMOVE ALL TR	:NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
			oe down sinks, empty trash	ter - Clean bathrooms (2 bar as needed (two small bins b					
105923	Preventive			06/21/2023 08:00 AM	06/21/2023 04:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD F VISUALLY CHECK C SPRAY IT DOWN.	_	CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	/, IF CLOGGI	ED CLEAN W	TITH HOT WAT	ER AND
	Task Descriptio		CHECKED DURING LEX	INGTON GARDENS GROU	NDS				
105924	Preventive			06/19/2023 08:00 AM	06/23/2023 10:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) CUT GRASS, TRI B) REMOVE ALL TR	NS & BRICKS WEDNESD, DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY	S, ETC HOURS: DURS:					
	Task Descriptio	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
105925	Preventive			06/19/2023 08:00 AM	07/11/2023 11:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							
105926	Preventive			06/20/2023 08:00 AM	07/11/2023 11:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-31 DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	OURS:					
	Task Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Comment		oe down sinks, empty trash	ter - Clean bathrooms (2 bat as needed (two small bins b					
	Task Descriptio	n: Cleaning/General							
106149	Preventive			07/05/2023 08:00 AM	07/05/2023 10:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		oe down sinks, empty trash	ter - Clean bathrooms (2 bat as needed (two small bins b					
	Task Descriptio	n: Cleaning/General							
106150	Preventive			06/28/2023 08:00 AM	06/29/2023 01:35 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD F VISUALLY CHECK C SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGI	ED CLEAN W	ITH HOT WAT	ER AND
	Task Descriptio		E CHECKED DURING LEX	INGTON GARDENS GROU	NDS				
106151	Preventive			07/05/2023 08:00 AM	07/06/2023 11:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:21 ROBERT FORD F VISUALLY CHECK C SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	, IF CLOGGI	ED CLEAN W	ITH HOT WAT	ER AND
	Took Description		E CHECKED DURING LEX	INGTON GARDENS GROU	NDS				
	Task Descriptio	n. Grounds							
106152	Preventive			06/26/2023 08:00 AM	06/30/2023 11:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) CUT GRASS, TRI B) REMOVE ALL TR	INS & BRICKS WEDNESD, DPERTY TO ENSURE: MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	S, ETC HOURS: DURS:					
	Task Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
		CHECK ENTIRE PRO A) CUT GRASS, TRIM B) REMOVE ALL TRA C) REPORT BACK TO	NS & BRICKS WEDNESI PERTY TO ENSURE: IMING SHRUBS, BUSHE SH, DEBRIS, LITTER - F) ML IF ANY PROPERTY	ES, ETC HOURS: HOURS:					
	Task Description	n: Weekly Grounds							
106154	Preventive			06/26/2023 08:00 AM	07/11/2023 11:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA		IOURS:					
	Task Description	n: Weekly Grounds							
106155	Preventive			06/27/2023 08:00 AM	07/11/2023 11:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
100100		B) REMOVE ALL TRA		ES, ETC HOURS: HOURS:	677172020 TT.3674WI	ψ0.00	φ0.00	ψ0.00	ψ0.00
	Task Description	n: Weekly Grounds							
106156	Preventive			06/30/2023 08:00 AM	07/11/2023 11:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
100130		B) REMOVE ALL TRA		ES, ETC HOURS: HOURS:	07/11/2023 11.33 AW	\$0.00	φυ.υυ	\$ 0.00	\$ 0.00
	Task Description	n: Weekly Grounds							
106157	Preventive			07/03/2023 08:00 AM	07/11/2023 11:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
100137		B) REMOVE ALL TRA		ES, ETC HOURS: HOURS:	677172025 11.32 AW	ψ0.00	φ0.00	ψ0.00	ψ0.00
	Task Description	n: Weekly Grounds							
106158	Preventive			07/04/2023 08:00 AM	07/11/2023 11:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-w				Page 34 of 211					3 8:16:49 AM
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2									
		A) CUT GRASS, TRIM B) REMOVE ALL TRA C) REPORT BACK TO	NS 1-31 IPERTY TO ENSURE: IMING SHRUBS, BUSHE ISH, DEBRIS, LITTER - H DML IF ANY PROPERTY	OURS:					
	Task Description	on: Weekly Grounds							
106159	Preventive			07/07/2023 08:00 AM	07/11/2023 11:31 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 PERTY TO ENSURE: MMING SHRUBS, BUSHE ISH, DEBRIS, LITTER - H DML IF ANY PROPERTY	OURS:					
	Task Description	on: Weekly Grounds							
106300	Preventive			07/12/2023 08:00 AM	07/13/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:21 ROBERT FORD R VISUALLY CHECK O SPRAY IT DOWN.		CH WEEK AT LEXINGTON	GARDENS PER ANTHONY	Y, IF CLOGGE	ED CLEAN W	ITH HOT WAT	ER AND
	Task Description		CHECKED DURING LEX	KINGTON GARDENS GROU	INDS				
106302	Preventive			07/10/2023 08:00 AM	07/11/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 PERTY TO ENSURE: MMING SHRUBS, BUSHE ISH, DEBRIS, LITTER - H DML IF ANY PROPERTY	OURS:					
	Task Description	on: Weekly Grounds							
106303	Preventive			07/11/2023 08:00 AM	07/11/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
100505		A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-31 PPERTY TO ENSURE: MMING SHRUBS, BUSHE ISH, DEBRIS, LITTER - H DML IF ANY PROPERTY	S, ETC HOURS: OURS:	07711/2023 11.30 AIVI	ψ0.00	φυ.υυ	φ0.00	ψ0.00
	Task Description	on: Weekly Grounds							
106304	Preventive			07/14/2023 08:00 AM	07/14/2023 11:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
									,
www.pha-w	veh com			Page 35 of 211				7/18/2022	3 8:16:49 AM

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project:	200-3								
		S:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, [C) REPORT BACK TO ML	TY TO ENSURE: S SHRUBS, BUSHES DEBRIS, LITTER - HO	URS:					
	Task Description	n: Weekly Grounds							
106375		s:exterior pest control service	s	06/20/2023 09:41 AM	06/20/2023 09:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	1: Pest Control							
200-3		Incomp	lete: 0	Complete: 165		\$0.00	\$0.00	\$0.00	\$0.00
Project:	200-1								
101580	Preventive Comment	s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER [*] A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, [C) REPORT BACK TO ML	TY TO ENSURE: 3 SHRUBS, BUSHES DEBRIS, LITTER - HO	URS:	01/06/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds	FANT FROFERTTE	MINAGE					
102134	Preventive Comment	s:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: S SHRUBS, BUSHES DEBRIS, LITTER - HO	URS:	01/06/2023 10:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
102135	Preventive			12/20/2022 08:00 AM	01/06/2023 10:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
		S:LEXINGTON GARDENS 1- CHECK ENTIRE PROPER A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, I C) REPORT BACK TO ML	TY TO ENSURE: S SHRUBS, BUSHES DEBRIS, LITTER - HO	URS:					
	i ask Description	n: 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
		A) CUT GRASS, TRII B) REMOVE ALL TRA C) REPORT BACK TO	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F D ML IF ANY PROPERTY	IOURS:					
	Task Descriptio	n: Weekly Grounds							
102137	Preventive			12/26/2022 08:00 AM	01/06/2023 10:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H D ML IF ANY PROPERTY	IOURS:					
	Task Descriptio	n: Weekly Grounds							
102138	Preventive			12/27/2022 08:00 AM	01/06/2023 10:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
102100		A) CUT GRASS, TRII B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F D ML IF ANY PROPERTY	S, ETC HOURS: HOURS:	0 7000 2020 10.0 17441	ψ0.00	ψ0.00	ψο.σσ	ψ0.00
	Task Descriptio	n: Weekly Grounds							
102139	Preventive			12/30/2022 08:00 AM	01/06/2023 10:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
102100		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F D ML IF ANY PROPERTY	S, ETC HOURS: HOURS:	0 700 2020 10.02 7111	ψο.σσ	ψ0.00	ψο.σσ	ψ0.00
	Task Descriptio	n: Weekly Grounds							
102140	Preventive			01/02/2023 08:00 AM	01/06/2023 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
102140		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F D ML IF ANY PROPERTY	S, ETC HOURS: HOURS:	0 1/00/2020 10:00 7 NN	ψ0.00	ψ0.00	ψο.σσ	ψ0.00
	Task Descriptio	n: Weekly Grounds							
102141	Preventive			01/03/2023 08:00 AM	01/06/2023 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-v	veb.com			Page 37 of 211				7/18/2023	3 8:16:49 AM
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project:	200-1								
	Comment	S:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML I	Y TO ENSURE: S SHRUBS, BUSHES EBRIS, LITTER - HC	URS:					
	Task Description	n: Weekly Grounds							
102142	Preventive			01/06/2023 08:00 AM	01/06/2023 09:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML I	Y TO ENSURE: S SHRUBS, BUSHES EBRIS, LITTER - HC	URS:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	****	****	,
	Task Description	n: Weekly Grounds							
102362	Preventive			01/09/2023 08:00 AM	01/12/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
		S:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML I	Y TO ENSURE: S SHRUBS, BUSHES EBRIS, LITTER - HC	, ETC HOURS: URS:		*****	****	*****	*****
	Task Description	n: Weekly Grounds							
102363	Preventive			01/10/2023 08:00 AM	01/12/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML I	Y TO ENSURE: S SHRUBS, BUSHES EBRIS, LITTER - HC	URS:					
	Task Description	n: Weekly Grounds							
102364	Preventive			01/13/2023 08:00 AM	01/19/2023 09:13 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:LEXINGTON GARDENS 1-6 CHECK ENTIRE PROPERT A) CUT GRASS, TRIMMING B) REMOVE ALL TRASH, D C) REPORT BACK TO ML I	Y TO ENSURE: S SHRUBS, BUSHES EBRIS, LITTER - HC	URS:					
	Task Description	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-1								
102365	Preventive Comment	25 Philip Darch Road s:check humidity levels and	Christine D'angelo the dehumidifying unit in	01/12/2023 08:00 AM n basement every Friday m	01/19/2023 02:12 PM norning	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Mold/Mildew							
102471	Preventive Comment	s:LEXINGTON GARDENS 1 CHECK ENTIRE PROPEF A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	RTY TO ENSURE: IG SHRUBS, BUSHES, DEBRIS, LITTER - HO	URS:	01/19/2023 09:12 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
102472	Preventive Comment	s:LEXINGTON GARDENS 1 CHECK ENTIRE PROPEF A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	RTY TO ENSURE: IG SHRUBS, BUSHES, DEBRIS, LITTER - HO	URS:	01/19/2023 09:11 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
102473	Preventive Comment	s:LEXINGTON GARDENS 1 CHECK ENTIRE PROPEF A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	RTY TO ENSURE: IG SHRUBS, BUSHES, DEBRIS, LITTER - HO	URS:	02/02/2023 01:43 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds		-					
102474	Preventive Comment	25 Philip Darch Road s:check humidity levels and	Christine D'angelo the dehumidifying unit ir	01/19/2023 08:00 AM n basement every Friday m	02/03/2023 03:53 PM norning	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Mold/Mildew							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-1								
102574		B) REMOVE ALL TRAS		OURS:	01/23/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
102575	Preventive Comment	B) REMOVE ALL TRAS		OURS:	02/02/2023 01:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
102576		B) REMOVE ALL TRAS		OURS:	02/02/2023 01:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
102577	Preventive Comment	25 Philip Darch Road s:check humidity levels a	Christine D'angelo nd the dehumidifying unit	01/26/2023 08:00 AM in basement every Friday m	02/03/2023 03:52 PM norning	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: 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 Comment	B) REMOVE ALL TRA	PERTY TO ENSURE: IMING SHRUBS, BUSHES SH, DEBRIS, LITTER - HO	DURS:	02/02/2023 01:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds) ML IF ANY PROPERTY I	JAMAGE					
102707	Preventive Comment	B) REMOVE ALL TRA	= -	DURS:	02/02/2023 01:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
102708	Preventive Comment	B) REMOVE ALL TRA		DURS:	02/03/2023 03:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds	THE II THAT I THOU EIGHT	37 HW (CL					
102709		•	Christine D'angelo and the dehumidifying unit	02/02/2023 08:00 AM in basement every Friday m	02/03/2023 03:49 PM norning	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Mold/Mildew							
102910		B) REMOVE ALL TRA	= -	DURS:	02/09/2023 09:54 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								
102911	Preventive			02/07/2023 08:00 AM	02/09/2023 09:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRI B) REMOVE ALL TR C) REPORT BACK T	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	IOURS:					
	rask Descriptio	n: Weekly Grounds							
102912	Preventive			02/10/2023 08:00 AM	02/10/2023 11:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F O ML IF ANY PROPERTY	IOURS:					
	Task Descriptio	n: Weekly Grounds							
103034	Preventive			02/13/2023 08:00 AM	02/13/2023 10:36 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	IOURS:		·		·	·
	Task Descriptio	n: Weekly Grounds							
103035	Preventive			02/14/2023 08:00 AM	02/14/2023 09:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
100000		A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F O ML IF ANY PROPERTY	:S, ETC HOURS: HOURS:	02/1/2020 00:00 / 1111	ψ0.00	V 0.00	ψο.σσ	ψ0.00
	Task Descriptio	n: Weekly Grounds							
103036	Preventive			02/17/2023 08:00 AM	02/28/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
103030		A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	:S, ETC HOURS: HOURS:	02/20/2023 02:03 T WI	ψ0.00	φ0.00	ψ0.00	ψ0.00
	Task Descriptio	n: Weekly Grounds							
103150	Preventive			02/20/2023 08:00 AM	02/28/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
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N/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Bille
Program	: State 200								
Project:									
	Comme	A) CUT GRASS, TRI B) REMOVE ALL TR	ENS 1-6 OPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:					
	Task Descript	ion: Weekly Grounds							
103151	Preventive			02/21/2023 08:00 AM	02/28/2023 02:09 PM	\$0.00	\$0.00	\$0.00	\$0.0
	Comme	A) CUT GRASS, TRI B) REMOVE ALL TR	ENS 1-6 OPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - F O ML IF ANY PROPERTY	IOURS:					
	Task Descript	ion: Weekly Grounds							
103152	Preventive			02/24/2023 08:00 AM	02/28/2023 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.0
	Comme	A) CUT GRASS, TRI B) REMOVE ALL TR	ENS 1-6 OPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	IOURS:					
	Task Descript	ion: Weekly Grounds							
103295	Preventive			02/27/2023 08:00 AM	02/28/2023 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.0
	Comme	A) CUT GRASS, TRI B) REMOVE ALL TR	ENS 1-6 OPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	IOURS:					
	Task Descript	ion: Weekly Grounds							
03296	Preventive	ı		02/28/2023 08:00 AM	02/28/2023 02:11 PM	\$0.00	\$0.00	\$0.00	\$0.0
	Comme	A) CUT GRASS, TRI B) REMOVE ALL TR	ENS 1-6 OPERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	IOURS:					
	Task Descript	ion: Weekly Grounds							
103297	Preventive			03/03/2023 08:00 AM	03/07/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.0
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:									
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
103444	Preventive			03/06/2023 08:00 AM	03/07/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
100444		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - I D ML IF ANY PROPERT	ES, ETC HOURS: HOURS:	05/01/2025 11.02 AW	φ0.00	φ0.00	ψ0.00	ψ0.00
	Task Description	on: Weekly Grounds							
103445	Preventive			03/07/2023 08:00 AM	03/22/2023 11:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - O ML IF ANY PROPERT	HOURS:		·		·	
	Task Description	on: Weekly Grounds							
103446	Preventive			03/10/2023 08:00 AM	03/22/2023 11:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I D ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
103568	Preventive			03/13/2023 08:00 AM	03/22/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
100000		A) CUT GRASS, TRII B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - O ML IF ANY PROPERT	ES, ETC HOURS: HOURS:	032222011107111	\$ 0.00	φ0.00	ψο.σσ	ψ0.00
	Task Description	on: Weekly Grounds							
103569	Preventive			03/14/2023 08:00 AM	03/22/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:									
		B) REMOVE ALL TRA		HOURS:					
		,							
103570	Preventive			03/17/2023 08:00 AM	03/22/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRA		HOURS:					
	Task Descriptio	n: Weekly Grounds							
103724	Preventive			03/20/2023 08:00 AM	03/22/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA		ES, ETC HOURS: HOURS:	00,22,2020 0	φοισσ	40.00	Ç	φοισσ
	Task Descriptio	n: Weekly Grounds	JWE II ANT THOT EICH	BANIAGE					
103725	Preventive			03/21/2023 08:00 AM	03/22/2023 11:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRA		HOURS:					
	Task Descriptio	n: Weekly Grounds							
103978	Preventive	I EVINIOTONI OARREI	VIO. 4. 0	04/03/2023 08:00 AM	04/11/2023 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRA		HOURS:					
	Task Descriptio	n: Weekly Grounds							
103979	Preventive			04/04/2023 08:00 AM	04/11/2023 01:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-1								
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I D ML IF ANY PROPERTY	HOURS:					
	Task Description	on: Weekly Grounds							
103980	Preventive			04/07/2023 08:00 AM	04/11/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
100000		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I D ML IF ANY PROPERTY	ES, ETC HOURS: HOURS:	0-4-11/2020 02.10 1 W	ψ0.00	φ0.00	ψ0.50	ψ0.00
	Task Description	on: Weekly Grounds							
104070	Preventive			04/10/2023 08:00 AM	04/11/2023 02:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I D ML IF ANY PROPERTY	HOURS:					
	Task Description	on: Weekly Grounds							
104071	Preventive			04/11/2023 08:00 AM	04/11/2023 02:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I D ML IF ANY PROPERTY	HOURS:					
	Task Description	on: Weekly Grounds							
104072	Preventive			04/14/2023 08:00 AM	04/14/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
.0.0.2		A) CUT GRASS, TRII B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I D ML IF ANY PROPERTY	ES, ETC HOURS: HOURS:	· · · · · · · · · · · · · · · · · · ·	Q 0.00	¥0.00	4 0.00	φσισσ
	Task Description	on: Weekly Grounds		-					
104227	Preventive			04/17/2023 08:00 AM	04/18/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:									
	Commer	A) CUT GRASS, TRI B) REMOVE ALL TR	:NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT ^N	HOURS:					
	Task Descripti	on: Weekly Grounds							
104228	Preventive			04/18/2023 08:00 AM	04/18/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	ES, ETC HOURS: HOURS:		*****	****	*****	*****
	Task Descripti	on: Weekly Grounds							
104229	Preventive			04/21/2023 08:00 AM	04/21/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	HOURS:					
	Task Description	on: Weekly Grounds							
104340	Preventive			04/24/2023 08:00 AM	04/26/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRI B) REMOVE ALL TR	INS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	HOURS:					
	Task Descripti	on: Weekly Grounds							
104341	Preventive			04/25/2023 08:00 AM	04/26/2023 08:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRI B) REMOVE ALL TR	:NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	ES, ETC HOURS: HOURS:		*****	****	*****	****
	Task Description	on: Weekly Grounds		-					
104342	Preventive			04/28/2023 08:00 AM	04/28/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:									
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
104502	Preventive			05/01/2023 08:00 AM	05/03/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
.0.002		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	ES, ETC HOURS: HOURS:	00/00/2020 0 1101 1 111	V 3.00	V 3.00	Ç	ψ0.00
	Task Description	on: Weekly Grounds							
104503	Preventive			05/02/2023 08:00 AM	05/03/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
104504	Preventive			05/05/2023 08:00 AM	05/05/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
104632	Preventive			05/08/2023 08:00 AM	05/10/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	ES, ETC HOURS: HOURS:		*****	****	*****	•
	Task Description	on: Weekly Grounds							
104633	Preventive			05/09/2023 08:00 AM	05/10/2023 04:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:									
	Commer	A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
104634	Preventive			05/12/2023 08:00 AM	05/15/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	ES, ETC HOURS: HOURS:	0.00.100.200.000.1.11	V 0.00	40.00	Ç	V 0.00
	Task Description	on: Weekly Grounds							
104784	Preventive			05/15/2023 08:00 AM	05/15/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERTY	HOURS:					
	Task Description	on: Weekly Grounds							
104785	Preventive			05/16/2023 08:00 AM	05/16/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
104786	Preventive			05/19/2023 08:00 AM	05/19/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRI B) REMOVE ALL TR	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I O ML IF ANY PROPERT	ES, ETC HOURS: HOURS:		*****	****	*****	****
	Task Description	on: Weekly Grounds							
104897	Preventive			05/22/2023 08:00 AM	05/22/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-1								
		A) CUT GRASS, TRII B) REMOVE ALL TRA C) REPORT BACK T	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - 1 O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
104898	Preventive			05/23/2023 08:00 AM	05/24/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - I D ML IF ANY PROPERT	ES, ETC HOURS: HOURS:	00,2	V 0.00	V SISS	Ç	V 0.00
	Task Description	on: Weekly Grounds							
104899	Preventive			05/26/2023 08:00 AM	05/31/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - O ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
105017	Preventive			05/29/2023 08:00 AM	05/31/2023 04:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - I D ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
105018	Preventive			05/30/2023 08:00 AM	05/31/2023 04:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
100010		A) CUT GRASS, TRII B) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSHI ASH, DEBRIS, LITTER - O ML IF ANY PROPERT	ES, ETC HOURS: HOURS:	0.0000000000000000000000000000000000000	ψ0.00	V 0.00	ψοισσ	ψ0.00
	Task Description	on: Weekly Grounds		-					
105019	Preventive			06/02/2023 08:00 AM	06/02/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-1								
	Commer	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - D ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
105164	Preventive			06/05/2023 08:00 AM	06/12/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - D ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
105165	Preventive			06/06/2023 08:00 AM	06/15/2023 10:26 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - D ML IF ANY PROPERT	HOURS:		·		·	
	Task Description	on: Weekly Grounds							
105166	Preventive			06/09/2023 08:00 AM	07/11/2023 11:29 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - D ML IF ANY PROPERT	HOURS:					
	Task Description	on: Weekly Grounds							
105591	Preventive			06/12/2023 08:00 AM	06/20/2023 01:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRIMB) REMOVE ALL TRA	NS 1-6 DPERTY TO ENSURE: MMING SHRUBS, BUSH ASH, DEBRIS, LITTER - D ML IF ANY PROPERT	ES, ETC HOURS: HOURS:		*****	****	*****	*****
	Task Description	on: Weekly Grounds							
105592	Preventive			06/13/2023 08:00 AM	06/15/2023 10:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	State 200								
Project: 2	200-1								
	Comme	A) CUT GRASS, TRI B) REMOVE ALL TR	ENS 1-6 OPERTY TO ENSURE: MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	OURS:					
	Task Descript	tion: Weekly Grounds							

200-1	Inco	mplete: 0	Complete: 79		\$0.00	\$0.00	\$0.00	\$0.00
Project: 2	200-2							
102143		BUSHES, ETC I, DEBRIS, LITTER D IF ANY PROPERTY DA		01/03/2023 12:19 PM JLATED DEBRIS AND TRA	\$0.00	\$0.00	\$0.00	\$0.00
102144		BUSHES, ETC I, DEBRIS, LITTER D IF ANY PROPERTY DA		01/03/2023 12:21 PM JLATED DEBRIS AND TRA	\$0.00	\$0.00	\$0.00	\$0.00
102145		BUSHES, ETC I, DEBRIS, LITTER D IF ANY PROPERTY DA		01/03/2023 12:22 PM JLATED DEBRIS AND TRA	\$0.00	\$0.00	\$0.00	\$0.00

Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
: State 200								
200-2								
Preventive			12/26/2022 08:00 AM	01/03/2023 12:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
Commen	CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO	BS, BUSHES, ETC ISH, DEBRIS, LITTER O AD IF ANY PROPERTY I		ULATED DEBRIS AND TRA	ASH			
Task Description	n: Weekly Grounds							
Preventive			12/27/2022 08:00 AM	01/03/2023 12:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO G) CHECK 1 BUILDIN	3S, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I		ULATED DEBRIS AND TRA	ASH			
Task Description	n: Weekly Grounds							
Preventive			12/30/2022 08:00 AM	01/03/2023 12:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
Commen	CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO	BS, BUSHES, ETC ISH, DEBRIS, LITTER DAD IF ANY PROPERTY I		ULATED DEBRIS AND TRA	ASH			
Task Description	n: Weekly Grounds							
Preventive			01/02/2023 08:00 AM	01/03/2023 12:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO G) CHECK 1 BUILDIN	BS, BUSHES, ETC ISH, DEBRIS, LITTER O AD IF ANY PROPERTY I		ULATED DEBRIS AND TRA	ASH			
	Preventive Comment Task Description Preventive Comment Task Description Preventive Comment Task Description Preventive Comment Task Description	Preventive Comments:WILLOW PARK CHECK ENTIRE PRO A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO G) CHECK 1 BUILDIN Task Description: Weekly Grounds Preventive Comments:WILLOW PARK CHECK ENTIRE PRO A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO G) CHECK 1 BUILDIN Task Description: Weekly Grounds Preventive Comments:WILLOW PARK CHECK ENTIRE PRO A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO G) CHECK 1 BUILDIN Task Description: Weekly Grounds Preventive Comments:WILLOW PARK C) REPORT BACK TO G) CHECK 1 BUILDIN Task Description: Weekly Grounds Preventive Comments:WILLOW PARK CHECK ENTIRE PRO A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO CHECK ENTIRE PRO A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO	Preventive 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 G) CHECK 1 BUILDING PER DAY BASEMENTS Task Description: Weekly Grounds Preventive 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 G) CHECK 1 BUILDING PER DAY BASEMENTS Task Description: Weekly Grounds Preventive 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 IG) CHECK 1 BUILDING PER DAY BASEMENTS Task Description: Weekly Grounds Preventive 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 IG) CHECK 1 BUILDING PER DAY BASEMENTS	Estate 200 200-2 Preventive 12/26/2022 08:00 AM 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 ACCUM Task Description: Weekly Grounds Preventive 12/27/2022 08:00 AM 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 ACCUM Task Description: Weekly Grounds Preventive 12/30/2022 08:00 AM 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 ACCUM Task Description: Weekly Grounds Preventive 01/02/2023 08:00 AM 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 ACCUM Task Description: Weekly Grounds	Preventive 12/26/2022 08:00 AM 01/03/2023 12:15 PM 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 TRANSHIPMENT BACK TO AD IF ANY PROPERTY DAMAGE Preventive 12/27/2022 08:00 AM 01/03/2023 12:14 PM 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 TRANSH DEBRIS WILLOW PARK CHECK ENTIRE PROPERTY TO ENSURE: A) TRIMMING SHRUBS, BUSHES, ETC B) REMOVE ALL TRASH, DEBRIS, LITTER 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 TRANSH DEBRIS 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 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 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 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 DEBRIS AND TRASH BURNES PROPERTY DAMAGE C) CHECK BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH BURNES PROPERTY DAMAGE C) CHECK BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH BURNES PROPERTY DAMAGE C) CHECK BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH BURNES PR	Preventive 12/26/2022 08:00 AM 01/03/2023 12:15 PM \$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 Preventive 12/27/2022 08:00 AM 01/03/2023 12:14 PM \$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 Preventive 12/30/2022 08:00 AM 01/03/2023 12:13 PM \$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 Preventive 01/02/2023 08:00 AM 01/03/2023 12:11 PM \$0.00 Comments:WILLOW PARK CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH Task Description: Weekly Grounds	State 200	State 200

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
102151	Preventive			01/06/2023 08:00 AM	01/06/2023 04:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
102154	Preventive			01/02/2023 08:00 AM	01/05/2023 11:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER D AD IF ANY PROPERTY	DAMAGE					
	Task Description	n: Weekly Grounds							
	Task Description	n: Grounds							
102155	Preventive Commen	ts:Inspect Boiler Room		01/01/2023 08:00 AM	01/24/2023 10:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all bo n: Inspect Boilers	iler room components for n	ormal operation.					
102156	Preventive	ro-EVEDY MEEK OHAA	IGE TRASH BAGS IN THE	12/19/2022 08:00 AM WILLOW PARK LAUNDRY	01/03/2023 12:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description		TOL TRACTIDAGO IN THE	WILLOW I AIN LAUNDRY	TOOMS				
102157	Preventive			12/26/2022 08:00 AM	01/03/2023 12:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
	Comme	nts:EVERY WEEK CHA	NGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	'ROOMS				
	Task Descript	ion: Other Work							
102158	Preventive			01/02/2023 08:00 AM	01/04/2023 02:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:EVERY WEEK CHA	NGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	'ROOMS				
	Task Descript	ion: Other Work							
102159	Preventive			12/20/2022 08:00 AM	01/03/2023 12:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme			Y AFTERNOON PLEASE MA					,
	Task Descript		OUT, TOILET PAPER AND F	PAPER TOWELS ARE STO	CKED, ROOM IS CLEAN F	OR WATERT	OWN BOYS A	AND GIRLS CL	.UB
	rask Descript	ion. Grounds							
102160	Preventive			12/27/2022 08:00 AM	01/03/2023 04:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
102100			MORNING AND THURSDAY	Y AFTERNOON PLEASE M		•			
			OUT, TOILET PAPER AND F	PAPER TOWELS ARE STO	CKED, ROOM IS CLEAN F	OR WATERT	OWN BOYS A	AND GIRLS CL	UB
	Task Descript	ion: Grounds							
100101	Danier			04/00/0000 00 00 00 AM	04/00/0000 04 44 DM	# 0.00	# 0.00	# 0.00	# 0.00
102161	Preventive		MORNING AND THURSDAY	01/03/2023 08:00 AM Y AFTERNOON PLEASE M.	01/06/2023 04:14 PM AKE SURE THAT WILLOW	\$0.00	\$0.00 NING CENTE	\$0.00 R IS DISINEE(\$0.00
	Commo			PAPER TOWELS ARE STO					
	Task Descript	ion: Grounds							
400400	Danier			04/04/0000 00 00 00 AM	04/04/0000 00 05 444	# 0.00	# 0.00	# 0.00	# 0.00
102162			ETV TO DERECOM ANNI I	01/01/2023 08:00 AM AL INSPECTION OF FIRE E	01/04/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
			ETT TO TENT ONW ANNO	AL INOI LOTION OF TIME L	EXTINOCIONENO				
	rask Descript	ion: Fire Alarms							
102366	Preventive			01/09/2023 08:00 AM	01/11/2023 04:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
102300		nts:WILLOW PARK		01/09/2023 00.00 AW	01/11/2023 04.431 W	ψ0.00	ψ0.00	ψ0.00	ψ0.00
	•	CHECK ENTIRE PR	OPERTY TO ENSURE:						
			JBS, BUSHES, ETC RASH, DEBRIS, LITTER						
			TO AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ALII ATEN NERDIS ANN TR	АСН			
	Task Descript	ion: Weekly Grounds	INOTER DAT BAGEMENT	O HALLWATO FOR ACCOM	IOLATED DEDICIO AND TR	AOH			
102367	Preventive			01/10/2023 08:00 AM	01/11/2023 04:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
		,	BUSHES, ETC , DEBRIS, LITTER D IF ANY PROPERTY I	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
102368	Preventive			01/13/2023 08:00 AM	01/13/2023 12:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WILLOW PARK CHECK ENTIRE PROPE A) TRIMMING SHRUBS, B) REMOVE ALL TRASH C) REPORT BACK TO AI G) CHECK 1 BUILDING F	BUSHES, ETC , DEBRIS, LITTER D IF ANY PROPERTY I	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
102369	Preventive			01/09/2023 08:00 AM	01/12/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments	S:WILLOW PARK CHECK ENTIRE PROPE A) TRIMMING SHRUBS, B) REMOVE ALL TRASH C) REPORT BACK TO A	BUSHES, ETC , DEBRIS, LITTER	DAMAGE					
	Task Description	n: Weekly Grounds							
	Task Description	n: Grounds							
102370	Preventive Comments	s:EVERY WEEK CHANGE	TRASH BAGS IN THE	01/09/2023 08:00 AM WILLOW PARK LAUNDRY	01/12/2023 12:34 PM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Other Work							
102371	Preventive			01/10/2023 08:00 AM	01/13/2023 12:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments Task Description	TRASH IS TAKEN OUT,		AFTERNOON PLEASE MA APER TOWELS ARE STOO			NING CENTE	R IS DISINFE	

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TRA	ASH			
	Task Description	on: Weekly Grounds							
102476	Preventive			01/17/2023 08:00 AM	01/18/2023 11:05 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
102477	Preventive			01/20/2023 08:00 AM	01/20/2023 02:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK T	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
102479	Preventive			01/17/2023 08:00 AM	01/19/2023 10:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	TRASH IS TAKEN OF		AFTERNOON PLEASE MAPER TOWELS ARE STO					
102480	Preventive Commen	ts:EVERY WEEK CHAN	IGE TRASH BAGS IN THE	01/16/2023 08:00 AM WILLOW PARK LAUNDRY	01/19/2023 03:31 PM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
		on: 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	n: State 200								
Project:	200-2								
	Comment	s:WILLOW PARK CHECK ENTIRE PROPE A) TRIMMING SHRUBS, B) REMOVE ALL TRASH C) REPORT BACK TO A G) CHECK 1 BUILDING	BUSHES, ETC , DEBRIS, LITTER D IF ANY PROPERTY		IULATED DEBRIS AND TR	ASH			
	Task Descriptio	n: Weekly Grounds							
102579	Preventive Comment	s:WILLOW PARK CHECK ENTIRE PROPE A) TRIMMING SHRUBS, B) REMOVE ALL TRASH	BUSHES, ETC , DEBRIS, LITTER	01/24/2023 08:00 AM	01/24/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
		C) REPORT BACK TO A G) CHECK 1 BUILDING			MULATED DEBRIS AND TR	ASH			
	Task Descriptio	n: Weekly Grounds							
102580	Preventive Comment	s:WILLOW PARK CHECK ENTIRE PROPE		01/27/2023 08:00 AM	01/28/2023 08:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	A) TRIMMING SHRUBS, B) REMOVE ALL TRASH C) REPORT BACK TO A G) CHECK 1 BUILDING n: Weekly Grounds	, DEBRIS, LITTER D IF ANY PROPERTY I		IULATED DEBRIS AND TR.	ASH			
102582	Preventive Comment	s:EVERY WEEK CHANGE	TRASH BAGS IN THE	01/23/2023 08:00 AM WILLOW PARK LAUNDRY	01/26/2023 02:17 PM ' ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Other Work							
102583	Preventive			01/24/2023 08:00 AM	01/26/2023 01:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment Task Descriptio	TRASH IS TAKEN OUT,			AKE SURE THAT WILLOW CKED, ROOM IS CLEAN FO				

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	ts:WILLOW PARK CHECK ENTIRE PROPEF A) TRIMMING SHRUBS, E B) REMOVE ALL TRASH, C) REPORT BACK TO AD G) CHECK 1 BUILDING P	BUSHES, ETC DEBRIS, LITTER) IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
102711	Preventive			01/31/2023 08:00 AM	01/31/2023 12:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WILLOW PARK CHECK ENTIRE PROPEF A) TRIMMING SHRUBS, I B) REMOVE ALL TRASH, C) REPORT BACK TO AL G) CHECK 1 BUILDING P	BUSHES, ETC DEBRIS, LITTER DIF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
102712	Preventive			02/03/2023 08:00 AM	02/03/2023 10:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WILLOW PARK CHECK ENTIRE PROPEF A) TRIMMING SHRUBS, E B) REMOVE ALL TRASH, C) REPORT BACK TO AD G) CHECK 1 BUILDING P	BUSHES, ETC DEBRIS, LITTER DIF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
102714		ts:Inspect Boiler Room		02/01/2023 08:00 AM	02/09/2023 10:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all boiler rans. Inspect Boilers	oom components for n	ormal operation.					
102715		ts:EVERY WEEK CHANGE	TRASH BAGS IN THE	01/30/2023 08:00 AM WILLOW PARK LAUNDRY	02/02/2023 01:54 PM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Other Work							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 200								
Project: 2	200-2								
102716	Preventive			01/31/2023 08:00 AM	02/02/2023 01:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment			Y AFTERNOON PLEASE MA PAPER TOWELS ARE STO					
	Task Description		II, IOILLI FAFER AND F	AFER TOWELS ARE STOC	CRED, ROOM IS CLEAN I	OK WATEKI	OWN BOTS	AND GIRLS CL	-06
102913	Preventive			02/06/2023 08:00 AM	02/07/2023 03:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:WILLOW PARK							
		CHECK ENTIRE PRO							
		A) TRIMMING SHRUE B) REMOVE ALL TRA	•						
			AD IF ANY PROPERTY		III ATED DEDDIE AND TD	A CLI			
	Task Description	n: Weekly Grounds	G PER DAY BASEMENTS	S HALLWAYS FOR ACCUM	OLATED DEBRIS AND TR	АЗП			
	·	,							
102914	Preventive			02/07/2023 08:00 AM	02/07/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:WILLOW PARK							
		CHECK ENTIRE PRO A) TRIMMING SHRUE							
		B) REMOVE ALL TRA	SH, DEBRIS, LITTER						
) AD IF ANY PROPERTY G PER DAY BASEMENT	DAMAGE S HALLWAYS FOR ACCUM	I II ATEN NERRIS ANN TR	ΔSH			
	Task Description	n: Weekly Grounds	OT ER DAT BASEMENT	OTTALLWATOT ON ACCOUNT	OLATED DEBITIO AND TH	AOH			
	·	·							
102915	Preventive			02/10/2023 08:00 AM	02/16/2023 12:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:WILLOW PARK							
		CHECK ENTIRE PRO A) TRIMMING SHRUE							
		B) REMOVE ALL TRA	SH, DEBRIS, LITTER						
			AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	III ATED DERDIG AND TD	лоп			
	Task Description	n: Weekly Grounds	OT ER DAT BASEMENT	O HALLWATO FOR ACCOM	OLATED DEBITIO AND TH	AOH			
	·	•							
102917	Preventive			02/06/2023 08:00 AM	02/09/2023 11:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:EVERY WEEK CHAN	GE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS	•		•	•
	Task Description	n: 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 Task Description	TRASH IS TAKEN OUT			AKE SURE THAT WILLOW CKED, ROOM IS CLEAN FO				- ,
103037	Preventive			02/13/2023 08:00 AM	02/16/2023 12:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comments		S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY D		ULATED DEBRIS AND TRA	ASH			
	Task Description	n: 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		S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY [ULATED DEBRIS AND TRA	ASH			
	Task Description	n: 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		S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY [ULATED DEBRIS AND TRA	ASH			
	Task Description	n: 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	S:WILLOW PARK CHECK ENTIRE PROF A) TRIMMING SHRUB: B) REMOVE ALL TRAS C) REPORT BACK TO	S, BUSHES, ETC	DAMAGE					
	Task Description	n: Weekly Grounds							
	Task Description	n: Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-2								
103041	Preventive Commer	nts:MONTHLY CLEAN I	HALLWAYS OF ONE BUILD	02/01/2023 08:00 AM DING AT WILLOW PARK	02/27/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Cleaning/General							
103042	Preventive	nts:FVFRY WFFK CHA	NGE TRASH BAGS IN THE	02/13/2023 08:00 AM	02/25/2023 08:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
		on: Other Work	NOL TIVIOTI BACO IN THE	WILLOW I FILLY ENGINEERS	TO O INC				
103043	Preventive Commer			02/14/2023 08:00 AM / AFTERNOON PLEASE MA					
	Task Description		OUT, TOILET PAPER AND F	PAPER TOWELS ARE STO	CKED, ROOM IS CLEAN FO	OR WATERT	OWN BOYS A	AND GIRLS CL	.UB
103153	Preventive Commer	A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: JBS, BUSHES, ETC RASH, DEBRIS, LITTER TO AD IF ANY PROPERTY	02/20/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	02/22/2023 04:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Weekly Grounds	ING FER DAT BASEMENT	STIALLWATS FOR ACCOM	IOLATED DEBNIS AND TRA	ASIT			
103154	Preventive Commer	A) TRIMMING SHRU	OPERTY TO ENSURE: JBS, BUSHES, ETC LASH, DEBRIS, LITTER	02/21/2023 08:00 AM	02/22/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00

- C) REPORT BACK TO AD IF ANY PROPERTY DAMAGE
 G) CHECK 1 BUILDING PER DAY BASEMENTS HALLWAYS FOR ACCUMULATED DEBRIS AND TRASH

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
	Commen	ts:WILLOW PARK CHECK ENTIRE PROP A) TRIMMING SHRUBS B) REMOVE ALL TRAS C) REPORT BACK TO G) CHECK 1 BUILDING	, BUSHES, ETC H, DEBRIS, LITTER AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
103156	Preventive			02/20/2023 08:00 AM	02/22/2023 01:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WILLOW PARK CHECK ENTIRE PROP A) TRIMMING SHRUBS B) REMOVE ALL TRAS C) REPORT BACK TO	, BUSHES, ETC H, DEBRIS, LITTER	DAMAGE					
	Task Description	n: Weekly Grounds							
	Task Description	on: Grounds							
103159	Preventive			02/21/2023 08:00 AM	02/24/2023 01:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen			AFTERNOON PLEASE MA					
	Task Description		, TOILET PAPER AND P	PAPER TOWELS ARE STO	SKED, ROOM IS CLEAN FO	OK WATERIO	JVVIN BOTS /	AND GIRLS CL	JUB
103160	Preventive			02/20/2023 08:00 AM	02/24/2023 08:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:EVERY WEEK CHANG	E TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	on: Other Work							
103298	Preventive			02/27/2023 08:00 AM	02/28/2023 01:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WILLOW PARK CHECK ENTIRE PROP A) TRIMMING SHRUBS B) REMOVE ALL TRAS C) REPORT BACK TO G) CHECK 1 BUILDING	, BUSHES, ETC H, DEBRIS, LITTER AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	n: 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								
	Commer		S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY I		ULATED DEBRIS AND TRA	ASH			
	Task Description	on: Weekly Grounds							
103300	Preventive			03/03/2023 08:00 AM	03/03/2023 11:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer		S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY I		ULATED DEBRIS AND TRA	ASH			
	Task Description	on: Weekly Grounds							
100001	5			00/07/0000 00 00 414	00/00/0000 04 40 DM	40.00	40.00	# 0.00	# 2.22
103301		nts:WILLOW PARK CHECK ENTIRE PROP A) TRIMMING SHRUB: B) REMOVE ALL TRAS C) REPORT BACK TO on: Weekly Grounds	S, BUSHES, ETC	02/27/2023 08:00 AM	03/03/2023 01:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Grounds							
	Task Description	on: Grounds							
103302	Preventive Commer	nts:Inspect Boiler Room Monthly Inspection		03/01/2023 08:00 AM	03/01/2023 10:39 AM	\$0.00	\$0.00	\$0.00	\$0.00
		, ,	er room components for no	ormal operation					
	Task Description	on: Inspect Boilers	er room components for the	ormai operation.					
103303	Preventive Commer Task Description	TRASH IS TAKEN OUT			03/01/2023 02:14 PM AKE SURE THAT WILLOW CKED, ROOM IS CLEAN FO				

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
	Commen	ts:MONTHLY CLEAN H	ALLWAYS OF ONE BUILD	ING AT WILLOW PARK					
	Task Description	n: Cleaning/General							
103306	Preventive			02/27/2023 08:00 AM	03/01/2023 02:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:EVERY WEEK CHAN	IGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	n: Other Work							
103447	Preventive			03/06/2023 08:00 AM	03/07/2023 03:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY [LIL ATED DEDDIG AND TO	A C.L.			
	Task Description	n: Weekly Grounds	NG PER DAY BASEMENTS	S HALLWAYS FOR ACCUM	OLATED DEBRIS AND TRA	ASH			
103448	Preventive			03/07/2023 08:00 AM	03/07/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY [DAMAGE S HALLWAYS FOR ACCUM	UII ATED DEBRIS AND TRA	ASH			
	Task Description	n: Weekly Grounds							
103449	Preventive			03/10/2023 08:00 AM	03/10/2023 04:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY [DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH			
	Task Description	n: 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 # **Unit Address Tenant Name Created Date Completed Date** Mat. Labor Billed **Priority** Actual 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 Comment	ts:WILLOW PARK CHECK ENTIRE PRO	PERTY TO ENSURE:	03/17/2023 08:00 AM	03/23/2023 08:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
		C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY D		IULATED DEBRIS AND TR	ASH			
	Task Descriptio	n: Weekly Grounds							
103574	Preventive			03/13/2023 08:00 AM	03/16/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) TRIMMING SHRU B) REMOVE ALL TRA	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER D AD IF ANY PROPERTY D	DAMAGE					
	Task Descriptio	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
103575	Preventive			03/14/2023 08:00 AM	03/14/2023 01:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
		TRASH IS TAKEN O			AKE SURE THAT WILLOW CKED, ROOM IS CLEAN FO				
	Task Descriptio	n: Grounds							
103577	Preventive Comment	ts:EVERY WEEK CHAN	GE TRASH BAGS IN THE	03/13/2023 08:00 AM WILLOW PARK LAUNDRY	03/14/2023 01:41 PM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Other Work							
103667	Preventive			03/15/2023 12:04 PM	03/22/2023 03:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	ts:Inspect mechanical ro	oms at willow park - check f	or leaks, trash/debris, remo	ove cardboard, make neat a	nd orderly etc	c. Per ML, in p	reparation for	PMR.
	Task Descriptio	n: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
103727	Preventive Comment		3S, BUSHES, ETC .SH, DEBRIS, LITTER) AD IF ANY PROPERTY	03/20/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	03/23/2023 08:25 AM ULATED DEBRIS AND TRA	\$0.00 ASH	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds							
103728	Preventive Comment		3S, BUSHES, ETC .SH, DEBRIS, LITTER) AD IF ANY PROPERTY		03/22/2023 03:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	IG PER DAY BASEMENTS	S HALLWAYS FOR ACCUM	DLATED DEBRIS AND TRA	ASH			
103729	Preventive Comment		3S, BUSHES, ETC .SH, DEBRIS, LITTER) AD IF ANY PROPERTY	03/24/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	03/24/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	IG FER DAT BASEMENTS	S HALLWATS FOR ACCOM	OLATED DEBRIS AND TRA	чоп			
103730	Preventive Comment	ts:WILLOW PARK CHECK ENTIRE PRO A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO	BS, BUSHES, ETC	03/20/2023 08:00 AM	03/24/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		n: Weekly Grounds							
	Task Description Task Description								
	Task Descriptio								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-2								
103731	Preventive			03/21/2023 08:00 AM	03/22/2023 03:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen			Y AFTERNOON PLEASE MA PAPER TOWELS ARE STO					- ,
	Task Description		OI, TOILLT FAFER AND	FAFER TOWLES ARE STO	ORED, ROOM 13 CLEAN PO	JK WAILKI	OWN BOTS	AND GIRLS CI	-06
103733	Preventive			03/20/2023 08:00 AM	03/23/2023 08:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:EVERY WEEK CHA	NGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	n: Other Work							
103805	Preventive			03/21/2023 04:07 PM	03/22/2023 03:52 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:inspect laundry room	s in all willow park building	s - check for leaks - empty tra	ash				
	Task Description	n: Cleaning/General							
103852	Preventive			03/27/2023 08:00 AM	03/29/2023 09:19 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WILLOW PARK	OPERTY TO ENSURE:						
			JBS, BUSHES, ETC						
			ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE					
				S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
103853	Preventive			03/28/2023 08:00 AM	03/29/2023 09:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
100000		ts:WILLOW PARK		03/20/2023 00:00 AW	05/25/2025 05.22 AW	ψ0.00	ψ0.00	ψ0.00	ψ0.00
	00	CHECK ENTIRE PR	OPERTY TO ENSURE:						
			JBS, BUSHES, ETC ASH, DEBRIS, LITTER						
		C) REPORT BACK 1	O AD IF ANY PROPERTY		11 11 ATED DEDDIC AND TO	A C.L.I			
		G) CHECK 1 BUILD	NG PER DAY BASEMENT	S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-2								
103854		A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T G) CHECK 1 BUILDI	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENT:	03/31/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	03/31/2023 12:06 PM IULATED DEBRIS AND TR.	\$0.00 ASH	\$0.00	\$0.00	\$0.00
	Task Description	on: Weekly Grounds							
103855	Preventive Commer	A) TRIMMING SHRU B) REMOVE ALL TR	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	03/27/2023 08:00 AM	03/31/2023 12:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Weekly Grounds	O AD IF ANT FROFERTI	DAWAGE					
103856	Preventive Commer Task Description	TRASH IS TAKEN O		03/28/2023 08:00 AM Y AFTERNOON PLEASE MA PAPER TOWELS ARE STO					
103858		its:EVERY WEEK CHAN	IGE TRASH BAGS IN THE	03/27/2023 08:00 AM E WILLOW PARK LAUNDRY	03/31/2023 12:04 PM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
103944		ts:Secured Environmen	to perform scheduled pest	03/20/2023 10:26 AM t control service for rats.	03/20/2023 10:33 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: 2	200-2								
103981	Preventive			04/03/2023 08:00 AM	04/05/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENTS	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
103982	Preventive			04/04/2023 08:00 AM	04/05/2023 04:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENTS	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
103983	Preventive			04/07/2023 08:00 AM	04/07/2023 03:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENTS	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
103984	Preventive			04/03/2023 08:00 AM	04/06/2023 01:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TR	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE					
	Task Description	on: Weekly Grounds							

Task Description: Grounds

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-2								
103985	Preventive Comment	s:Inspect Boiler Room		04/01/2023 08:00 AM	04/13/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all boiler roon: Inspect Boilers	om components for nor	mal operation.					
103986	Preventive Comment	s:EVERY TUESDAY MORNIN TRASH IS TAKEN OUT, TO n: Grounds							
103988		s:MONTHLY CLEAN HALLW. n: Cleaning/General	AYS OF ONE BUILDIN	04/01/2023 08:00 AM NG AT WILLOW PARK	05/02/2023 03:36 PM	\$0.00	\$0.00	\$0.00	\$0.00
103989	Preventive Comment Task Description	s:EVERY WEEK CHANGE TF	RASH BAGS IN THE W	04/03/2023 08:00 AM VILLOW PARK LAUNDRY	04/07/2023 03:13 PM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
104073	Preventive Comment	s:WILLOW PARK CHECK ENTIRE PROPERT		04/10/2023 08:00 AM	04/10/2023 03:18 PM	\$0.00	\$0.00	\$0.00	\$0.00

- 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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
		G) CHECK 1 BUILDING	S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR.	ASH			
	Task Descripti	on: Weekly Grounds							
404075	Danie d'an			0.4/4.4/0.000.00.00.00.4.14	0.4/4.4/0.000 00 00 DM	# 0.00	#0.00	# 0.00	# 0.00
104075	Preventive	nts:WILLOW PARK		04/14/2023 08:00 AM	04/14/2023 03:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	CHECK ENTIRE PROF A) TRIMMING SHRUBS B) REMOVE ALL TRAS C) REPORT BACK TO	S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Descripti	on: Weekly Grounds							
104076	Preventive			04/10/2023 08:00 AM	04/14/2023 11:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:WILLOW PARK CHECK ENTIRE PROF A) TRIMMING SHRUBS B) REMOVE ALL TRAS C) REPORT BACK TO	S, BUSHES, ETC	DAMAGE					
	Task Descripti	on: Weekly Grounds							
							•		40.00
104077	Preventive		DAUNO AND THURDODAY	04/11/2023 08:00 AM	04/13/2023 09:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commei			/ AFTERNOON PLEASE M/ PAPER TOWELS ARE STO					
	Task Descripti	on: Grounds							
							•	40.00	A 0 . 0 -
104079	Preventive Comme	nts:EVERY WEEK CHANG	E TRASH BAGS IN THE	04/10/2023 08:00 AM WILLOW PARK LAUNDRY	04/13/2023 09:58 AM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descripti	on: Other Work							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-2								
104230	Preventive Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	04/17/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	04/18/2023 10:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds	NO FER DAT BASEMENTS	STIALLWATS FOR ACCOM	IOLATED DEBNIS AND TRA	ASIT			
104231	Preventive Commen	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	04/18/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	04/18/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds	NOT EN DAT BASEMENT	STIALEWATOT ON ACCOM	IOLATED DEDICIO AIND TIC	AOI I			
104232	Preventive Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	04/21/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	04/21/2023 08:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds	NG PER DAT BASEMENT	S HALLWAYS FOR ACCOM	IOLATED DEBRIS AND TRA	АЗП			
104233	Preventive Commen	A) TRIMMING SHRU B) REMOVE ALL TR	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	04/17/2023 08:00 AM DAMAGE	04/21/2023 01:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
104234	Preventive Commen			04/18/2023 08:00 AM AFTERNOON PLEASE MA PAPER TOWELS ARE STO					

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Task Description: Grounds

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	State 200								
Project: 2	200-2								
104236	Preventive Commen	ts:EVERY WEEK CHA	NGE TRASH BAGS IN THE	04/17/2023 08:00 AM WILLOW PARK LAUNDRY	04/21/2023 08:35 AM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Other Work							
104343	Preventive Commen	A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: JBS, BUSHES, ETC ASH, DEBRIS, LITTER TO AD IF ANY PROPERTY		04/25/2023 08:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Weekly Grounds	ING PER DAT BASEMENT	S HALLWAYS FOR ACCUM	IDLATED DEBRIS AND TR.	АЗП			
104344	Preventive Commen	A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: JBS, BUSHES, ETC ASH, DEBRIS, LITTER TO AD IF ANY PROPERTY NG PER DAY BASEMENT:	04/25/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	04/25/2023 08:13 AM	\$0.00 ASH	\$0.00	\$0.00	\$0.00
	Task Description	on: Weekly Grounds							
104345	Preventive Commen	A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: JBS, BUSHES, ETC IASH, DEBRIS, LITTER TO AD IF ANY PROPERTY ING PER DAY BASEMENT:	04/28/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	04/28/2023 03:24 PM	\$0.00 ASH	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
104346		A) TRIMMING SHRUB) REMOVE ALL TR	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	04/24/2023 08:00 AM	04/28/2023 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Grounds							
	Task Description	on: Grounds							
104347	Preventive Commen Task Description	TRASH IS TAKEN O		04/25/2023 08:00 AM / AFTERNOON PLEASE M/ PAPER TOWELS ARE STOO					
104349	Preventive Commen Task Description		NGE TRASH BAGS IN THE	04/24/2023 08:00 AM WILLOW PARK LAUNDRY	04/28/2023 03:26 PM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
104454		ts:Secured Environmen	t to perform scheduled pest	04/17/2023 03:18 PM control service for rats	04/17/2023 03:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
104505	Preventive Commen	ts:WILLOW PARK CHECK ENTIRE PR	OPERTY TO ENSURE:	05/01/2023 08:00 AM	05/01/2023 09:36 AM	\$0.00	\$0.00	\$0.00	\$0.00

- 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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
104506	Preventive Comment		3S, BUSHES, ETC .SH, DEBRIS, LITTER O AD IF ANY PROPERTY	05/02/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	05/02/2023 02:28 PM IULATED DEBRIS AND TR	\$0.00 ASH	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds							
104507	Preventive Comment	,	3S, BUSHES, ETC .SH, DEBRIS, LITTER) AD IF ANY PROPERTY	05/05/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	05/12/2023 10:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	O TEN DAN DAGEMENT						
104508		ts:WILLOW PARK CHECK ENTIRE PRO A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO	BS, BUSHES, ETC	05/01/2023 08:00 AM	05/05/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	•							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
104509	Preventive Comment	ts:Inspect Boiler Room		05/01/2023 08:00 AM	05/01/2023 09:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Descriptio	Visually inspect all boi n: Inspect Boilers	ler room components for n	ormal operation.					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-2								
104510	Preventive			05/02/2023 08:00 AM	05/02/2023 02:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment			AFTERNOON PLEASE MAPER TOWELS ARE STO					
	Task Descriptio		JUT, TOILET PAPER AND F	PAPER TOWELS ARE STO	CRED, ROOM IS CLEAN FO	JR WAIERI	OWIN BOYS	AND GIRLS CI	_UB
	•								
104512	Preventive			05/01/2023 08:00 AM	05/30/2023 04:09 PM	\$0.00	\$0.00	\$0.00	\$0.00
		s:MONTHLY CLEAN I	HALLWAYS OF ONE BUILD		00/00/2020 0 1100 1 111	ψ0.00	ψ0.00	ψ0.00	φοισσ
	Task Descriptio	n: Cleaning/General							
104513	Preventive			05/01/2023 08:00 AM	05/02/2023 02:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
104313		s:EVERY WEEK CHA	NGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY		ψ0.00	ψ0.00	ψ0.00	ψ0.00
	Task Descriptio	n: Other Work							
	rask Bescriptio	ii. Other Work							
104635	Preventive			05/08/2023 08:00 AM	05/12/2023 10:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
104033		s:WILLOW PARK		05/06/2023 06.00 AIVI	03/12/2023 10.43 AW	φυ.υυ	φυ.υυ	φυ.υυ	φυ.υυ
	Commen	CHECK ENTIRE PR	OPERTY TO ENSURE:						
			JBS, BUSHES, ETC RASH, DEBRIS, LITTER						
		C) REPORT BACK	TO AD IF ANY PROPERTY		ATED DEDDIG AND TD	A O. I.			
	Task Descriptio	n: Weekly Grounds	ING PER DAY BASEMENT	S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	. doi: 2 000p0	comy c.camac							
104636	Preventive			05/09/2023 08:00 AM	05/12/2023 10:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
104030		s:WILLOW PARK		03/03/2023 00.00 AW	05/12/2025 10.45 AW	ψ0.00	ψ0.00	ψ0.00	ψ0.00
	Commen	CHECK ENTIRE PR	OPERTY TO ENSURE:						
			JBS, BUSHES, ETC RASH, DEBRIS, LITTER						
		C) REPORT BACK	TO AD IF ANY PROPERTY						
		G) CHECK 1 BUILD	ING PER DAY BASEMENT:	S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commer		3S, BUSHES, ETC .SH, DEBRIS, LITTER) AD IF ANY PROPERTY I		IULATED DEBRIS AND TR.	ASH			
	Task Description	on: Weekly Grounds							
104638	Preventive			05/08/2023 08:00 AM	05/12/2023 01:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
		•	BS, BUSHES, ETC	DAMAGE					
	•	on: Weekly Grounds							
	Task Description								
	Task Description	on: Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
104639	Preventive			05/09/2023 08:00 AM	05/12/2023 10:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer				AKE SURE THAT WILLOW CKED, ROOM IS CLEAN FO				- ,
	Task Description		TI, TOILLT FAI LICAND I	AI EIL TOWELS AILE STO	ONED, NOOM 13 CLEAN IN	OK WATEKT	OWN BOTS /	AND GIRLS CL	-06
104641	Preventive Commer	nts:EVERY WEEK CHAN	GE TRASH BAGS IN THE	05/08/2023 08:00 AM WILLOW PARK LAUNDRY	05/12/2023 10:47 AM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: 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
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH			
	Task Description	on: Weekly Grounds							
104788	Preventive			05/16/2023 08:00 AM	05/16/2023 11:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH			
	Task Description	on: Weekly Grounds							
104789	Preventive			05/19/2023 08:00 AM	05/19/2023 09:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH			
	Task Description	n: Weekly Grounds							
104790	Preventive			05/15/2023 08:00 AM	05/19/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) TRIMMING SHRU B) REMOVE ALL TRA	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE					
	Task Description	on: Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
104791	Preventive			05/16/2023 08:00 AM	05/18/2023 02:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2									
	Comment			Y AFTERNOON PLEASE MA PAPER TOWELS ARE STO					
	Task Descriptio		,		,				
104793	Preventive			05/15/2023 08:00 AM	05/19/2023 09:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	ts:EVERY WEEK CHAI	IGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Descriptio	n: Other Work							
104900	Preventive			05/22/2023 08:00 AM	05/22/2023 11:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENT	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Description	n: Weekly Grounds							
104901	Preventive			05/23/2023 08:00 AM	05/24/2023 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENT	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Descriptio	n: Weekly Grounds							
104902	Preventive			05/26/2023 08:00 AM	05/26/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENT	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Descriptio	n: Weekly Grounds							
104903	Preventive			05/22/2023 08:00 AM	05/26/2023 12:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) TRIMMING SHRU B) REMOVE ALL TR	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE					
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
	Task Description	on: Weekly Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
104904	Preventive			05/23/2023 08:00 AM	05/26/2023 02:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen Task Description	TRASH IS TAKEN O		Y AFTERNOON PLEASE M/ PAPER TOWELS ARE STO					
104906	Preventive	. = . =		05/22/2023 08:00 AM	05/26/2023 02:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
		ts:EVERY WEEK CHAN on: Other Work	NGE TRASH BAGS IN THE	: WILLOW PARK LAUNDRY	ROOMS				
101055	5			05/45/0000 00 00 00	05/45/0000 00 00 DM	Фо оо	00.00	40.00	Φο οο
104955	Preventive Commen	ts:Secured Environmen	t to perform scheduled pes	05/15/2023 03:26 PM t control service for rats.	05/15/2023 03:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Pest Control							
105020	Preventive			05/29/2023 08:00 AM	05/30/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENT	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
105021	Preventive			05/30/2023 08:00 AM	05/30/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG PER DAY BASEMENT.	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds	- -						
105022	Preventive			06/02/2023 08:00 AM	06/02/2023 11:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
			S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY D		ULATED DEBRIS AND TRA	ASH			
105023	Preventive			05/29/2023 08:00 AM	06/02/2023 10:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
		,	S, BUSHES, ETC	AMAGE					
	Task Descriptio	n: Weekly Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
105024	Preventive Comment	ts:Inspect Boiler Room		06/01/2023 08:00 AM	06/20/2023 09:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Descriptio	Visually inspect all boilen: Inspect Boilers	er room components for no	rmal operation.					
105025	Preventive Comment				06/02/2023 11:52 AM AKE SURE THAT WILLOW CKED, ROOM IS CLEAN FO				
	Task Descriptio		,		,			- · · · · · · · ·	
105027		ts:MONTHLY CLEAN HA	LLWAYS OF ONE BUILDII	06/01/2023 08:00 AM NG AT WILLOW PARK	06/20/2023 02:06 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: 2	200-2								
105028	Preventive Comment	s:EVERY WEEK CHA	NGE TRASH BAGS IN THE	05/29/2023 08:00 AM WILLOW PARK LAUNDRY	06/02/2023 11:54 AM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Other Work							
105167	Preventive Comment	A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK	OPERTY TO ENSURE: JBS, BUSHES, ETC ASH, DEBRIS, LITTER TO AD IF ANY PROPERTY NG PER DAY BASEMENT	06/05/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	06/12/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	NOTER BATTER BATTER	OTHINEE WITTO TOTAL PROCESS.	OLATED DEDICIO AND THE	NOT I			
105168	Preventive Comment	A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK	OPERTY TO ENSURE: JBS, BUSHES, ETC LASH, DEBRIS, LITTER TO AD IF ANY PROPERTY NG PER DAY BASEMENT	06/06/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	06/06/2023 08:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds							
105169	Preventive Comment	A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK	OPERTY TO ENSURE: JBS, BUSHES, ETC ASH, DEBRIS, LITTER TO AD IF ANY PROPERTY	06/09/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	06/09/2023 11:06 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds	ING I EN DAT DAGEWENT	S HALLWATS FOR ACCOM	IOLATED DEDKIS AND TRA	1011			

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	ts:WILLOW PARK CHECK ENTIRE PROI A) TRIMMING SHRUB B) REMOVE ALL TRA: C) REPORT BACK TO	S, BUSHES, ETC	DAMAGE					
	Task Description	n: Weekly Grounds							
	Task Description	n: Grounds							
	Task Description	n: Grounds							
105171	Preventive			06/06/2023 08:00 AM	06/07/2023 09:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen Task Description	TRASH IS TAKEN OU			AKE SURE THAT WILLOW CKED, ROOM IS CLEAN FO				
105173	Preventive			06/05/2023 08:00 AM	06/12/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:EVERY WEEK CHANC	GE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	n: Other Work							
105594	Preventive			06/12/2023 08:00 AM	06/12/2023 10:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen		S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY D		ULATED DEBRIS AND TRA	ASH			
	Task Description	n: Weekly Grounds							
105595	Preventive			06/13/2023 08:00 AM	06/13/2023 09:15 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WILLOW PARK CHECK ENTIRE PROI A) TRIMMING SHRUB B) REMOVE ALL TRA: C) REPORT BACK TO G) CHECK 1 BUILDIN	S, BUSHES, ETC SH, DEBRIS, LITTER AD IF ANY PROPERTY D	DAMAGE HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH			
	Task Description	n: Weekly Grounds							
105596	Preventive			06/16/2023 08:00 AM	06/16/2023 08:14 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
		A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
105597	Preventive			06/12/2023 08:00 AM	06/16/2023 12:58 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) TRIMMING SHRUI B) REMOVE ALL TRA	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER O AD IF ANY PROPERTY	DAMAGE					
	Task Description	on: Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
105598	Preventive			06/13/2023 08:00 AM	06/14/2023 08:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer Task Description	TRASH IS TAKEN OU		∕ AFTERNOON PLEASE M PAPER TOWELS ARE STO					
105600	Preventive			06/12/2023 08:00 AM	06/14/2023 08:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	ts:EVERY WEEK CHAN	IGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	on: Other Work							
105913	Preventive			06/19/2023 08:00 AM	06/20/2023 08:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
.000.0		A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY			·	4 3.33	Ç	ψο.σσ
	Task Description	on: Weekly Grounds							
105914	Preventive			06/20/2023 08:00 AM	06/20/2023 08:08 AM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-v		Services, Inc. (MCS)		Page 86 of 211					3 8:16:49 AM by: Sara Allen

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
	Commer	A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I	DAMAGE S HALLWAYS FOR ACCUN	IULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
105915	Preventive			06/23/2023 08:00 AM	06/23/2023 08:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) TRIMMING SHRUE B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I	DAMAGE S HALLWAYS FOR ACCUM	IULATED DEBRIS AND TR	ASH			
	Task Description	on: Weekly Grounds							
105916	Preventive			06/19/2023 08:00 AM	06/23/2023 10:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) TRIMMING SHRUE B) REMOVE ALL TRA	DPERTY TO ENSURE: BS, BUSHES, ETC ASH, DEBRIS, LITTER D AD IF ANY PROPERTY I	DAMAGE					
	Task Description	on: Weekly Grounds							
105917	Preventive			06/20/2023 08:00 AM	06/22/2023 12:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer			AFTERNOON PLEASE MA	AKE SURE THAT WILLOW	PARK LEAR	NING CENTE	R IS DISINFE	CTED,
	Task Description		,						
105919	Preventive			06/19/2023 08:00 AM	06/26/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	ts:EVERY WEEK CHAN	GE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	on: Other Work							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed			
Program	: State 200											
Project: 2	200-2											
106128	Preventive			06/26/2023 08:00 AM	07/03/2023 08:49 AM	\$0.00	\$0.00	\$0.00	\$0.00			
		G) CHECK 1 BUILDIN	S, BUSHES, ETC SH, DEBRIS, LITTER) AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH						
	Task Description	n: Weekly Grounds										
106129	Preventive			06/27/2023 08:00 AM	07/03/2023 08:51 AM	\$0.00	\$0.00	\$0.00	\$0.00			
	Commen		S, BUSHES, ETC SH, DEBRIS, LITTER) AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH						
	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			
	Commen		S, BUSHES, ETC SH, DEBRIS, LITTER) AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TRA	ASH						
	Task Description	n: Weekly Grounds										
106131	Preventive			07/03/2023 08:00 AM	07/03/2023 08:53 AM	\$0.00	\$0.00	\$0.00	\$0.00			
.00101	Commen	G) CHECK 1 BUILDIN	S, BUSHES, ETC SH, DEBRIS, LITTER) AD IF ANY PROPERTY				φ0.00	ψ0.00	φ0.00			
	Task Description: Weekly Grounds											

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 200								
Project: 2	200-2								
106132	Preventive			07/04/2023 08:00 AM	07/04/2023 11:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		S, BUSHES, ETC H, DEBRIS, LITTER AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Descriptio	n: Weekly Grounds							
106133	Preventive			07/07/2023 08:00 AM	07/07/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		S, BUSHES, ETC H, DEBRIS, LITTER AD IF ANY PROPERTY	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			
	Task Descriptio	n: Weekly Grounds							
106134	Preventive			06/26/2023 08:00 AM	06/30/2023 10:33 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WILLOW PARK CHECK ENTIRE PROP A) TRIMMING SHRUBS B) REMOVE ALL TRAS C) REPORT BACK TO	S, BUSHES, ETC	DAMAGE					
	Task Descriptio	n: Weekly Grounds							
106135	Preventive			07/03/2023 08:00 AM	07/07/2023 11:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WILLOW PARK CHECK ENTIRE PROP A) TRIMMING SHRUBS B) REMOVE ALL TRAS C) REPORT BACK TO	S, BUSHES, ETC	DAMAGE					
	Task Descriptio	n: Weekly Grounds							
106136	Preventive Comment	s:Inspect Boiler Room		07/01/2023 08:00 AM	07/05/2023 12:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Descriptio	Visually inspect all boile n: Inspect Boilers	r room components for n	ormal operation.					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen			AFTERNOON PLEASE MA APER TOWELS ARE STO					
	Task Description	on: Grounds							
106138	Preventive			07/04/2023 08:00 AM	07/07/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen			AFTERNOON PLEASE MA APER TOWELS ARE STO					
	Task Description	on: Grounds							
106141	Preventive			07/01/2023 08:00 AM	07/10/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MONTHLY CLEAN H	ALLWAYS OF ONE BUILD	ING AT WILLOW PARK					
	Task Description	on: Cleaning/General							
106142	Preventive			06/26/2023 08:00 AM	07/03/2023 08:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:EVERY WEEK CHAN	IGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	on: Other Work							
106143	Preventive			07/03/2023 08:00 AM	07/07/2023 11:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:EVERY WEEK CHAN	IGE TRASH BAGS IN THE	WILLOW PARK LAUNDRY	ROOMS				
	Task Description	on: Other Work							
106290	Preventive			07/10/2023 08:00 AM	07/10/2023 04:54 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I	DAMAGE S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR	ASH			

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 200								
Project:	200-2								
106291	Preventive Commen		S, BUSHES, ETC SH, DEBRIS, LITTER) AD IF ANY PROPERTY	07/11/2023 08:00 AM DAMAGE S HALLWAYS FOR ACCUM	07/11/2023 03:13 PM ULATED DEBRIS AND TR	\$0.00 ASH	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
106292	Preventive Commen		S, BUSHES, ETC SH, DEBRIS, LITTER) AD IF ANY PROPERTY		07/14/2023 08:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Weekly Grounds	G PER DAT BASEMENTS	S HALLWAYS FOR ACCUM	ULATED DEBRIS AND TR.	АЗП			
106294	Preventive Comment Task Description	TRASH IS TAKEN OU		07/11/2023 08:00 AM AFTERNOON PLEASE MA APER TOWELS ARE STOO					- ,
106296	Preventive Comment Task Description		GE TRASH BAGS IN THE	07/10/2023 08:00 AM WILLOW PARK LAUNDRY	07/17/2023 07:56 AM ROOMS	\$0.00	\$0.00	\$0.00	\$0.00
106373		ts:exterior pest control se on: Pest Control	ervice for rat burrows by 18	06/08/2023 09:24 AM 3 Quimby dumpsters	06/08/2023 09:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
106374		ts:exterior pest control se on: Pest Control	ervices for rat burrows by 1	06/19/2023 09:36 AM 8 Quimby dumpster site	06/19/2023 09:40 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: 2	200-2								
106386	Preventive			06/20/2023 01:47 PM	06/20/2023 01:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:exterior pest contro	l services						
	Task Descripti	on: Pest Control							
200-2			Incomplete: 0	Complete: 195		\$0.00	\$0.00	\$0.00	\$0.00
State 200)		Incomplete: 0	Complete: 439		\$0.00	\$0.00	\$0.00	\$0.00
Program:	WHDC Holdin	g LLC							
Project: 1	00 Warren Str	eet							
102119	Preventive			01/03/2023 08:18 AM	01/03/2023 08:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:Check all hallway li	ghts in front of doorways						
	Task Descripti	on: A403 needs a ball	ast						
102248	Preventive			01/03/2023 01:41 PM	01/03/2023 09:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:Painted first floor ba	athroom next to laundry room						
102681	Preventive	eta-Diale en maint fan M	/ Ctt	01/25/2023 12:37 PM	01/25/2023 12:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	its:Pick up paint for, w	arren Street apartments						
400004	D			04/00/0000 00 57 444	04/00/0000 04 40 DM	# 0.00	# 0.00	Ф0.00	# 0.00
102691	Preventive	nts:Paint shop floor		01/26/2023 09:57 AM	01/26/2023 01:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	its.i aint shop hoof							
102823	Preventive			02/01/2023 08:55 AM	02/01/2023 08:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
102023		nts:Bulk trash		02/01/2023 00:33 AW	02/01/2023 00.30 AW	ψ0.00	ψ0.00	φ0.00	ψ0.00
103823	Preventive			03/23/2023 09:57 AM	03/23/2023 09:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
		nts: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: 1	00 Warren Stre	et							
103896	Preventive Comment	100 Warren Street s:AMERICAN ALARM QU	JARTERLY INSPECTION	01/25/2023 08:00 AM	03/06/2023 09:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Fire Alarms							
103909	Preventive Comment	s:Two broken tables in co	mmunity room	03/29/2023 07:41 AM	03/29/2023 07:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
103910	Preventive Comment	s:Put up parking signs for	getting new stickers by A	03/29/2023 07:59 AM pril 1	03/29/2023 08:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
103931	Preventive Comment	100 Warren Street Unit A306 ss:Sheade won't go up and	•	03/30/2023 10:30 AM over	03/30/2023 10:31 AM	\$0.00	\$0.00	\$0.00	\$0.00
103932	Preventive Comment	s:Put quiet tabs on doors	in hallway	03/30/2023 10:38 AM	03/30/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
103934	Preventive Comment	s:Put door alarms on eme	ergency only exits	03/30/2023 11:38 AM	03/30/2023 11:39 AM	\$0.00	\$0.00	\$0.00	\$0.00
103949		100 Warren Street	perform scheduled pest	03/20/2023 12:58 PM control service for rats. (A &	03/20/2023 01:03 PM & B building)	\$0.00	\$0.00	\$0.00	\$0.00

Task Description: Pest Control

OC Holding L		Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
9	LC							
/arren Street								
reventive Comments:	Repaint parking lot lines		04/13/2023 08:26 AM	04/13/2023 08:26 AM	\$0.00	\$0.00	\$0.00	\$0.00
reventive Comments:	Restripe a building parking lo	ot	04/19/2023 01:12 PM	04/19/2023 01:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	100 Warren Street Secured Environment to peri Pest Control	form scheduled pest	04/17/2023 02:30 PM control service for rats. (A &	04/17/2023 02:33 PM & B building)	\$0.00	\$0.00	\$0.00	\$0.00
reventive Comments:	Service Kabota tractor put ai	r in tires greased all	05/09/2023 12:24 PM fittings checked fluids	05/09/2023 12:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
reventive Comments:	Stripe parking lot		05/11/2023 12:43 PM	05/11/2023 12:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
	·	form scheduled pest	05/15/2023 03:41 PM control service for rats. (A &	05/15/2023 03:44 PM & B building)	\$0.00	\$0.00	\$0.00	\$0.00
reventive Comments:	Roof fan motors		05/30/2023 01:38 PM	05/30/2023 01:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
reventive Comments:	Check roof fan motors motor	s	05/31/2023 12:38 PM	06/01/2023 06:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
re [Comments: eventive Comments: Description: eventive Comments:	Comments: Stripe parking lot eventive 100 Warren Street Comments:Secured Environment to perform to perform the comment of the	Comments: Stripe parking lot eventive 100 Warren Street Comments:Secured Environment to perform scheduled pest Description: Pest Control eventive Comments:Roof fan motors	Comments: Stripe parking lot eventive 100 Warren Street 05/15/2023 03:41 PM Comments:Secured Environment to perform scheduled pest control service for rats. (A Description: Pest Control eventive 05/30/2023 01:38 PM Comments:Roof fan motors eventive 05/31/2023 12:38 PM	Comments: Stripe parking lot eventive 100 Warren Street 05/15/2023 03:41 PM 05/15/2023 03:44 PM Comments: Secured Environment to perform scheduled pest control service for rats. (A & B building) Description: Pest Control eventive 05/30/2023 01:38 PM 05/30/2023 01:39 PM Comments: Roof fan motors eventive 05/31/2023 12:38 PM 06/01/2023 06:21 AM	Comments: Stripe parking lot eventive 100 Warren Street 05/15/2023 03:41 PM 05/15/2023 03:44 PM \$0.00 Comments: Secured Environment to perform scheduled pest control service for rats. (A & B building) Description: Pest Control eventive 05/30/2023 01:38 PM 05/30/2023 01:39 PM \$0.00 Comments: Roof fan motors eventive 05/31/2023 12:38 PM 06/01/2023 06:21 AM \$0.00	Comments: Stripe parking lot eventive 100 Warren Street 05/15/2023 03:41 PM 05/15/2023 03:44 PM \$0.00 \$0.00 Comments: Secured Environment to perform scheduled pest control service for rats. (A & B building) Description: Pest Control eventive 05/30/2023 01:38 PM 05/30/2023 01:39 PM \$0.00 \$0.00 Comments: Roof fan motors eventive 05/31/2023 12:38 PM 06/01/2023 06:21 AM \$0.00 \$0.00	Comments: Stripe parking lot eventive 100 Warren Street 05/15/2023 03:41 PM 05/15/2023 03:44 PM \$0.00 \$0.00 \$0.00 Comments: Secured Environment to perform scheduled pest control service for rats. (A & B building) Description: Pest Control eventive 05/30/2023 01:38 PM 05/30/2023 01:39 PM \$0.00 \$0.00 \$0.00 Comments: Roof fan motors

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: WHDC Holding	LLC							
Project: 1	100 Warren Stre	et							
105432	Preventive Comment	s:Remove screens at end	of vents for dryers To inc	06/07/2023 01:24 PM crease airflow	06/07/2023 01:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
106063	Preventive Comment	100 Warren Street	ommunity room to provic	06/05/2023 12:17 PM le access for back up AC un	06/05/2023 12:20 PM hits in case of AC issues	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Contractor Work							
106064	Preventive Comment	100 Warren Street	on	05/03/2023 12:24 PM	05/03/2023 12:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Fire Pumps/Sprinkler Sy	/stem						
106101	Preventive Comment	100 Warren Street s:Install two portable air co	nditioners in community	06/29/2023 11:58 AM rowing in case of an emerg	07/05/2023 08:02 AM ency and test	\$0.00	\$0.00	\$0.00	\$0.00
106376	Preventive Comment Task Descriptio	100 Warren Street s:exterior pest control serv n: Pest Control	ices for A & B building	06/20/2023 09:44 AM	06/20/2023 09:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	·								
100 War	ren Street	Inco	mplete: 0	Complete: 26		\$0.00	\$0.00	\$0.00	\$0.00
WHDC H	lolding LLC	Inco	mplete: 0	Complete: 26		\$0.00	\$0.00	\$0.00	\$0.00
Program:	: Public Housing								
Project: F	Public Housing								
102127	Preventive Comment	100 Warren Street ss:Inspect Boiler Room		01/01/2023 08:00 AM	01/10/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
		Visually inspect all boiler	room components for ne	ormal operation.					

visually inspect all boiler footh components for normal operation.

Task Description: Inspect Boilers

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: Public Housing	ı							
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
	Comment	ts:CLEAN AROUND AL	L WASHERS, DRYERS AN	D VENTS					
	Task Description	n: Cleaning/General							
102129	Preventive	100 Warren Street	TV TO DEDECOM ANNUA	01/01/2023 08:00 AM	01/04/2023 09:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
			ETY TO PERFORM ANNUA	L INSPECTION OF FIRE E	XTINGUISHERS				
	Task Descriptio	n: Fire Alarms							
102133	Preventive			01/02/2023 08:00 AM	01/06/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO	ET "A" AND "B" BUILDING DPERTY TO ENSURE: BS, BUSHES, ETC. ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I ING BAGS ON FRONT TRE		ONLY				
		E) CHECK / CLEAN 7 F) "A" BUILDING MO	ΓRASH ROOMS P FLOORS EACH WEEK &		ONT				
	Task Description	G) CHECK FIRE HOS	SE BOXES FOR TRASH						
	r don 2 doonpilo	Troomy Crounds							
102361	Preventive			01/09/2023 08:00 AM	01/13/2023 10:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) TRIMMING SHRU	ET "A" AND "B" BUILDING DPERTY TO ENSURE: BS, BUSHES, ETC. ASH, DEBRIS, LITTER						
		C) REPORT BACK T	O AD IF ANY PROPERTY [ING BAGS ON FRONT TRE		ONY				
			FRASH ROOMS P FLOORS EACH WEEK & SE BOXES FOR TRASH	GENERAL CLEANING					
	Task Descriptio	n: 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
	Commen	ts:Check Fuel Level For RECORD NUMBER (Emergency Generator DF GALLONS (275 gallon ta	ank)					
		CHECK GENERATO	R AND FUEL LEVEL						
		REFIL LEVEL: 150							
	Task Description	n: Emergency Generat	or						

la Para II I anno a Santo				Completed Date	Mat.	Labor	Actual	Billed
blic Housing								
lic Housing								
Preventive Comments	100 Warren Street :AMERICAN ALARM QUAR	TERLY INSPECTION	01/25/2023 08:00 AM	03/06/2023 03:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
sk Description	: Fire Alarms							
Preventive	:For on-call duties please he	- d to do do do do	01/25/2023 01:30 PM	01/26/2023 08:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
Comments	sander truck is without mate							
sk Description	Developments: Woodland 7: Ice prevention in parking Ic		eet A & B, Lexington Gard	lens Parking lots Sitewide, N	McSherry Ga	rdens, and Wi	llow Park.	
Preventive Comments	100 Warren Street Inspect Boiler Room		02/01/2023 08:00 AM	02/01/2023 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Monthly Inspection							
sk Description	Visually inspect all boiler root: Inspect Boilers	om components for norr	mal operation.					
Preventive Comments	100 Warren Street :CLEAN AROUND ALL WAS	SHERS, DRYERS AND	02/01/2023 08:00 AM VENTS	02/01/2023 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
sk Description	: Cleaning/General							
Preventive Comments	:American Alarm to perform	inspection/service.	12/27/2022 10:26 AM	01/27/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
sk Description	: Fire Alarms							
	•	inspection/service.	01/10/2023 10:28 AM	01/10/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
F F	Preventive Comments k Description Preventive Comments k Description Preventive Comments	Comments:CLEAN AROUND ALL WAS k Description: Cleaning/General Preventive Comments:American Alarm to perform k Description: Fire Alarms Preventive	Preventive 100 Warren Street Comments:CLEAN AROUND ALL WASHERS, DRYERS AND Rescription: Cleaning/General Preventive Comments:American Alarm to perform inspection/service. Representive Preventive Comments:American Alarms	Preventive 100 Warren Street 02/01/2023 08:00 AM Comments: CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Description: Cleaning/General 12/27/2022 10:26 AM Comments: American Alarm to perform inspection/service. Preventive 01/10/2023 10:28 AM Comments: American Alarm to perform inspection/service.	Preventive 100 Warren Street 02/01/2023 08:00 AM 02/01/2023 12:29 PM Comments: CLEAN AROUND ALL WASHERS, DRYERS AND VENTS R Description: Cleaning/General Preventive 12/27/2022 10:26 AM 01/27/2023 10:28 AM Comments: American Alarm to perform inspection/service. R Description: Fire Alarms Preventive 01/10/2023 10:28 AM 01/10/2023 10:30 AM Comments: American Alarm to perform inspection/service.	Preventive 100 Warren Street 02/01/2023 08:00 AM 02/01/2023 12:29 PM \$0.00 Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Description: Cleaning/General Preventive 12/27/2022 10:26 AM 01/27/2023 10:28 AM \$0.00 Comments:American Alarm to perform inspection/service. R Description: Fire Alarms Preventive 01/10/2023 10:28 AM 01/10/2023 10:30 AM \$0.00 Comments:American Alarm to perform inspection/service.	Preventive 100 Warren Street 02/01/2023 08:00 AM 02/01/2023 12:29 PM \$0.00 \$0.00 Comments: CLEAN AROUND ALL WASHERS, DRYERS AND VENTS R Description: Cleaning/General Preventive 12/27/2022 10:26 AM 01/27/2023 10:28 AM \$0.00 \$0.00 Comments: American Alarm to perform inspection/service. R Description: Fire Alarms Preventive 01/10/2023 10:28 AM 01/10/2023 10:30 AM \$0.00 \$0.00 Comments: American Alarm to perform inspection/service.	Preventive 100 Warren Street 02/01/2023 08:00 AM 02/01/2023 12:29 PM \$0.00 \$0.00 \$0.00 Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS R Description: Cleaning/General Preventive 12/27/2022 10:26 AM 01/27/2023 10:28 AM \$0.00 \$0.00 \$0.00 Comments:American Alarm to perform inspection/service. R Description: Fire Alarms Preventive 01/10/2023 10:28 AM 01/10/2023 10:30 AM \$0.00 \$0.00 \$0.00 Comments:American Alarm to perform inspection/service.

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: Public Housing								
Project:	Public Housing								
102990	Preventive Comment	s:Truck maintenance		02/08/2023 03:25 PM	02/08/2023 03:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Truck maintenance							
103033	Preventive Comment	s:100 WARREN STREET CHECK ENTIRE PROPE A) TRIMMING SHRUBS, B) REMOVE ALL TRASH C) REPORT BACK TO A D) ENSURE WATERING E) CHECK / CLEAN TRA F) "A" BUILDING MOP F G) CHECK FIRE HOSE I	RTY TO ENSURE: BUSHES, ETC. I, DEBRIS, LITTER D IF ANY PROPERTY D BAGS ON FRONT TRE SH ROOMS LOORS EACH WEEK &	ES ARE FULL PER ANTH	02/17/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	one in indicate						
103149	Preventive			02/20/2023 08:00 AM	02/24/2023 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:100 WARREN STREET ' CHECK ENTIRE PROPE A) TRIMMING SHRUBS, B) REMOVE ALL TRASH C) REPORT BACK TO A D) ENSURE WATERING E) CHECK / CLEAN TRA F) "A" BUILDING MOP F G) CHECK FIRE HOSE I	RTY TO ENSURE: BUSHES, ETC. I, DEBRIS, LITTER D IF ANY PROPERTY D BAGS ON FRONT TRE SH ROOMS LOORS EACH WEEK &	ES ARE FULL PER ANTH	ONY				
	Task Descriptio	n: Weekly Grounds							
103292	Preventive Comment	100 Warren Street s:Inspect Boiler Room Monthly Inspection		03/01/2023 08:00 AM	03/02/2023 01:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
		, ,							
	Task Descriptio	Visually inspect all boiler n: Inspect Boilers	room components for no	rmal operation.					
103293		100 Warren Street s:CLEAN AROUND ALL W n: Cleaning/General	ASHERS, DRYERS ANI	03/01/2023 08:00 AM D VENTS	03/02/2023 01:45 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:	Public Housing	ı							
Project: F	Public Housing								
103294	Preventive			02/27/2023 08:00 AM	03/03/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PRA) TRIMMING SHRUB) REMOVE ALL TRC) REPORT BACK TD) ENSURE WATERE) CHECK / CLEANF) "A" BUILDING MC	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY ING BAGS ON FRONT TR	EES ARE FULL PER ANTH	ONY				
	Task Description	n: Weekly Grounds							
103443	Preventive			03/06/2023 08:00 AM	03/10/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PRANCE AND TRIMMING SHRUB. B) REMOVE ALL TRANCE TO REPORT BACK TO ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MC	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY ING BAGS ON FRONT TR	DAMAGE EES ARE FULL PER ANTH		V	Ç	Ç	Ç
	Task Description	n: Weekly Grounds							
103567	Preventive			03/13/2023 08:00 AM	03/17/2023 10:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PR A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T D) ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MC	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY ING BAGS ON FRONT TR	DAMAGE EES ARE FULL PER ANTH	ONY				

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: Public Housing								
Project: I	Public Housing								
103723	Preventive Comments	CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA	ET "A" AND "B" BUILDING DPERTY TO ENSURE: BS, BUSHES, ETC. ASH, DEBRIS, LITTER D AD IF ANY PROPERTY D.	03/20/2023 08:00 AM	03/24/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	D) ENSURE WATERI E) CHECK / CLEAN T F) "A" BUILDING MO	NG BAGS ON FRONT TREI	ES ARE FULL PER ANTH	ONY				
	. 401. 2 0001. pt0.								
103834	Preventive Comments	s:Change water filter bu	uilding four boiler room	03/23/2023 01:59 PM	03/23/2023 01:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: 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	CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO D) ENSURE WATERI E) CHECK / CLEAN TO F) "A" BUILDING MO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY D ING BAGS ON FRONT TREI	ES ARE FULL PER ANTH	ONY				
	Task Description	: Weekly Grounds	DE BOXEST ON TRAIN						
103975	Preventive Comments	100 Warren Street s:Inspect Boiler Room		04/01/2023 08:00 AM	04/06/2023 09:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all bo	iler room components for no	rmal operation.					
103976			L WASHERS, DRYERS AND	04/01/2023 08:00 AM O VENTS	04/06/2023 09:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: Public Housing	l							
Project: F	Public Housing								
103977	Preventive			04/03/2023 08:00 AM	04/06/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PR A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK TO D) ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MO	ASH, DEBRIS, LITTER TO AD IF ANY PROPERTY D KING BAGS ON FRONT TRE	ES ARE FULL PER ANTH	ONY				
	rask bescriptio	ii. Weekly Glounds							
104069	Preventive			04/10/2023 08:00 AM	04/14/2023 10:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PR A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK TO D) ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MC G) CHECK FIRE HO	ASH, DEBRIS, LITTER TO AD IF ANY PROPERTY D KING BAGS ON FRONT TRE	ES ARE FULL PER ANTH	ONY				
	Task Description	n: Weekly Grounds							
104226	Preventive			04/17/2023 08:00 AM	04/21/2023 10:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PR A) TRIMMING SHRUB) REMOVE ALL TR C) REPORT BACK TO D) ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MO	ASH, DEBRIS, LITTER TO AD IF ANY PROPERTY D RING BAGS ON FRONT TRE	ES ARE FULL PER ANTH	ONY				
	Task Description	n: Weekly Grounds							
104222	Droventing	100 Morres Chr. 1		04/05/0000 00:00 454	06/40/2022 20:20 DN4	# 0.00	¢ 0.00	\$0.00	60.00
104338	Preventive Commen	100 Warren Street ts:AMERICAN ALARM for June	QUARTERLY INSPECTION	04/25/2023 08:00 AM - changed to annual inspec	06/12/2023 03:36 PM ctions for whole building (ex	\$0.00 cluding 1st flo	\$0.00 or - done duri	\$0.00 ing quarterly), s	\$0.00 scheduled
	Task Description	n: Fire Alarms							
104339	Preventive			04/24/2023 08:00 AM	04/28/2023 10:32 AM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-we	eb.com			Page 101 of 211				7/18/2023	8 8:16:49 AM
	agement Computer S	Services, Inc. (MCS)		•					y: Sara Allen

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: Public Housing								
Project: F	Public Housing								
		CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T D) ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MC	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I ING BAGS ON FRONT TRE	EES ARE FULL PER ANTH	ONY				
104499	Preventive Commen	100 Warren Street s:Inspect Boiler Room Monthly Inspection		05/01/2023 08:00 AM	05/03/2023 01:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	Visually inspect all bon: Inspect Boilers	oiler room components for no	ormal operation.					
104500		100 Warren Street ss:CLEAN AROUND AL n: Cleaning/General	L WASHERS, DRYERS AN	05/01/2023 08:00 AM ID VENTS	05/04/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
104501		CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T D) ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MC	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I ING BAGS ON FRONT TRE	EES ARE FULL PER ANTH	05/05/2023 10:17 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	: 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			
		CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO D) ENSURE WATERI E) CHECK / CLEAN TO F) "A" BUILDING MO G) CHECK FIRE HOS	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I NG BAGS ON FRONT TRE	EES ARE FULL PER ANTH	ONY							
	Task Descriptio	n: Weekly Grounds										
104783	Preventive			05/15/2023 08:00 AM	05/19/2023 10:50 AM	\$0.00	\$0.00	\$0.00	\$0.00			
	Comment	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 Descriptio	n: Weekly Grounds										
104896	Preventive			05/22/2023 08:00 AM	05/26/2023 10:57 AM	\$0.00	\$0.00	\$0.00	\$0.00			
	Comment	CHECK ENTIRE PRO A) TRIMMING SHRUI B) REMOVE ALL TRA C) REPORT BACK TO D) ENSURE WATERI E) CHECK / CLEAN TO F) "A" BUILDING MO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY I NG BAGS ON FRONT TRE	EES ARE FULL PER ANTH	ONY							
	Task Descriptio	n: 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			
	Comment	s:Inspect Boiler Room										
		Monthly Inspection										
	Task Descriptio	Visually inspect all bon: Inspect Boilers	ler room components for no	ormal operation.								

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: Public Housing	ı							
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
	Comment	ts:CLEAN AROUND AL	L WASHERS, DRYERS AN	ND VENTS					
	Task Descriptio	n: Cleaning/General							
105016	Preventive			05/29/2023 08:00 AM	06/02/2023 10:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TR. C) REPORT BACK T D) ENSURE WATER E) CHECK / CLEAN T F) "A" BUILDING MO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY ING BAGS ON FRONT TR	DAMAGE EES ARE FULL PER ANTH	ONY				
	Task Description	n: Weekly Grounds							
105163	Preventive			06/05/2023 08:00 AM	06/09/2023 10:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TR. C) REPORT BACK T D) ENSURE WATER E) CHECK / CLEAN T F) "A" BUILDING MO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY ING BAGS ON FRONT TR	DAMAGE EES ARE FULL PER ANTH	ONY				
	Task Description	n: Weekly Grounds							
105590	Preventive			06/12/2023 08:00 AM	06/16/2023 11:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
103390		CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TR. C) REPORT BACK T D) ENSURE WATER E) CHECK / CLEAN F) "A" BUILDING MO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY ING BAGS ON FRONT TR	DAMAGE EES ARE FULL PER ANTH		\$0.00	\$ 0.00	φ0.00	φ0.00
	Task Descriptio	n: Weekly Grounds							
105909	Preventive			06/19/2023 08:00 AM	06/23/2023 09:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
	vah aan			Page 104 of 211				7/40/000	3 8:16:49 AM
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: Public Housing	ı							
Project:	Public Housing								
		CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO D) ENSURE WATER E) CHECK / CLEAN TO F) "A" BUILDING MO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG BAGS ON FRONT TR	DAMAGE EES ARE FULL PER ANTH	ONY				
106087	Preventive Commen	ts:Hasp Locks on utility	room doors and new locks	06/27/2023 11:24 AM	06/27/2023 11:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
106118	Preventive Commen	100 Warren Street ts:Inspect Boiler Room		07/01/2023 08:00 AM	07/06/2023 11:16 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all bon: Inspect Boilers	iler room components for n	ormal operation.					
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
	Commen	ts:CLEAN AROUND AL	L WASHERS, DRYERS AN	ND VENTS					
	Task Description	n: Cleaning/General							
106120	Preventive			06/26/2023 08:00 AM	06/30/2023 10:23 AM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TRA C) REPORT BACK TO D) ENSURE WATER E) CHECK / CLEAN TO F) "A" BUILDING MO	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY NG BAGS ON FRONT TR	DAMAGE EES ARE FULL PER ANTH		. 33-2	¥ 1/1 =		, = = 0
	Task Description	n: Weekly Grounds							
106121	Preventive			07/03/2023 08:00 AM	07/07/2023 09:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	Public Housin	g							
Project: F	Public Housing								
	Commer	CHECK ENTIRE PRO A) TRIMMING SHRU B) REMOVE ALL TR C) REPORT BACK T	ASH, DEBRIS, LITTER O AD IF ANY PROPERTY ING BAGS ON FRONT TR	DAMAGE	NTHONY				

E) CHECK / CLEAN TRASH ROOMS
F) "A" BUILDING MOP FLOORS EACH WEEK & GENERAL CLEANING
G) CHECK FIRE HOSE BOXES FOR TRASH

Visually inspect all boiler room components for normal operation.

Task Description: Weekly Grounds

Task Description: Inspect Boilers

Public H	ousing	Incomplete: 0	Complete: 47		\$0.00	\$0.00	\$0.00	\$0.00
Public H	ousing	Incomplete: 0	Complete: 47		\$0.00	\$0.00	\$0.00	\$0.00
Program:	State 667							
Project: 6	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/Genera	al						
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 @ MO	CSHERRY					
	OUTSIDE LAUNI	DRY STAIRWELL/BACK COMMU	NITY ROOM DOOR ON O	QUIRK STREET				
	LEAVE TENANTS	C CCOOR						
	Task Description: Snow Removal	5 SCOOP.						
102193	Preventive		01/01/2023 08:00 AM	01/06/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
102193	Comments:Inspect Boiler Ro	om	0 1/0 1/2023 00:00 AIVI	0 1/00/2023 03.00 T W	ψ0.00	ψ0.00	ψ0.00	ψ0.00
	·							
	Monthly Inspectio	n						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
102194	Preventive			01/01/2023 08:00 AM	01/04/2023 12:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:KEANE FIRE & SAF	ETY TO PERFORM ANNUA	L INSPECTION OF FIRE E	XTINGUISHERS				
	Task Description	n: Fire Alarms							
102197	Preventive			01/02/2023 08:00 AM	01/06/2023 09:29 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen		ENS DAILY GROUNDS OPERTY TO ENSURE:						
	Tool Bookinto	B) REMOVE ALL TO C) REPORT BACK D) COMMON ACCE	IMMING SHRUBS, BUSHES RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	DAMAGE	ON AREAS				
	i ask Descriptio	n: Weekly Grounds							
102381	Preventive			01/09/2023 08:00 AM	01/12/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:FILL 1 BUCKETS W	ITH ICE MELT WEEKLY @	MCSHERRY					
		OUTSIDE LAUNDRY	STAIRWELL/BACK COMM	MUNITY ROOM DOOR ON	QUIRK STREET				
	Task Description	LEAVE TENANTS S n: Snow Removal	COOP.						
102382	Preventive			01/09/2023 08:00 AM	01/13/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
102302			ENS DAILY GROUNDS OPERTY TO ENSURE:	0 1/03/2023 00:00 AW	01/10/2020 00:30 AW	ψ0.00	ψ0.00	ψ0.00	ψ0.00
	Task Descriptio	B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHES RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	DAMAGE	ON AREAS				

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: 6	67-1								
102595	Preventive Comment	s:AMERICAN ALARM (QUARTERLY INSPECTION	01/25/2023 08:00 AM	03/06/2023 03:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Fire Alarms							
102727	Preventive Comment	s:Inspect Boiler Room		02/01/2023 08:00 AM	02/16/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Descriptio	Visually inspect all boins Inspect Boilers	ler room components for no	ormal operation.					
102926	Preventive Comment	s:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PERTY TO ENSURE:	02/06/2023 08:00 AM	02/07/2023 03:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR. C) REPORT BACK T	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER O ML IF ANY PROPERTY I SSIBLE BASEMENT MECH	DAMAGE	ON AREAS				
	Task Descriptio	n: Weekly Grounds							
102927	Preventive Comment	s:MCSHERRY GARDE	NS DAILY GROUNDS	02/07/2023 08:00 AM	02/07/2023 03:27 PM	\$0.00	\$0.00	\$0.00	\$0.00

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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 667								
Project: 6	667-1								
103051	Preventive			02/13/2023 08:00 AM	02/16/2023 12:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	,	ON AREAS				
	Task Description	on: Weekly Grounds	SOIDEE BAGEMENT MEO	WINDAE ROOMS, COMMIS	, in the second				
103052	Preventive			02/14/2023 08:00 AM	02/16/2023 12:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	·	ON AREAS				
	Task Description	on: Weekly Grounds							
103053	Preventive			02/17/2023 08:00 AM	02/22/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PPERTY 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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
103055	Preventive Comment		ENS DAILY GROUNDS OPERTY TO ENSURE:	02/13/2023 08:00 AM	02/17/2023 09:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECI	,	ON AREAS				
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
103170	Preventive Comment	s:MCSHERRY GARDE	ENS DAILY GROUNDS	02/20/2023 08:00 AM	02/24/2023 01:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PR	OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECI	,	ON AREAS				
	Task Descriptio	n: Weekly Grounds							
103171	Preventive			02/21/2023 08:00 AM	02/22/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECI	,	ON AREAS				

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
103172	Preventive			02/24/2023 08:00 AM	02/24/2023 01:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:MCSHERRY GARDE CHECK ENTIRE PRO	INS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		N AREAS				
	Task Descriptio	n: Weekly Grounds							
103175	Preventive			02/20/2023 08:00 AM	02/24/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
	Task Descriptio	B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		N AREAS				
	Task Descriptio	n: Grounds							
103314	Preventive			02/27/2023 08:00 AM	02/28/2023 01:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		IN AREAS				
	Task Descriptio	n: Weekly Grounds							
103315	Preventive			02/28/2023 08:00 AM	02/28/2023 01:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•	INI ADEAS				
	Task Descriptio	n: Weekly Grounds	OCIDEL DAGENIENT MEGF	IANIOAL NOOMO, COMMIC	IN AILEAU				
103316	Preventive			03/03/2023 08:00 AM	03/03/2023 11:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-w	reb.com			Page 111 of 211				7/18/2023	3 8:16:49 AM
	nagement Computer S	Services, Inc. (MCS)		- G					y: Sara Allen

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-1								
	Commen	ts:MCSHERRY GARDENS CHECK ENTIRE PROPE							
		,	I, DEBRIS, LITTER IL IF ANY PROPERTY		N AREAS				
	Task Description	on: Weekly Grounds							
103317	Preventive Commen	ts:Inspect Boiler Room		03/01/2023 08:00 AM	03/01/2023 04:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all boiler on: Inspect Boilers	room components for n	ormal operation.					
103318	Preventive Commen	ts:MCSHERRY GARDENS CHECK ENTIRE PROPE		02/27/2023 08:00 AM	03/02/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	A) CUT GRASS, TRIMM B) REMOVE ALL TRASH C) REPORT BACK TO N D) COMMON ACCESSIE on: Weekly Grounds	I, DEBRIS, LITTER IL IF ANY PROPERTY		ON AREAS				
	Task Description	on: Grounds							
	Task Description	on: Grounds							
103320	Preventive Commen	ts:CLEAN AROUND ALL W	ASHERS, DRYERS AN	03/01/2023 08:00 AM ND VENTS	03/01/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 667								
Project: 6	667-1								
103461	Preventive Commen		ENS DAILY GROUNDS OPERTY TO ENSURE:	03/06/2023 08:00 AM	03/07/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECI		ON AREAS				
	Task Description	on: Weekly Grounds							
103462	Preventive Commen		ENS DAILY GROUNDS OPERTY TO ENSURE:	03/07/2023 08:00 AM	03/07/2023 03:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECI	•	ON AREAS				
103463	Preventive Commen		ENS DAILY GROUNDS OPERTY TO ENSURE:	03/10/2023 08:00 AM	03/10/2023 04:32 PM	\$0.00	\$0.00	\$0.00	\$0.00

- 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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
103464	Preventive Comment		ENS DAILY GROUNDS OPERTY TO ENSURE:	03/06/2023 08:00 AM	03/10/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	N AREAS				
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
	Task Descriptio	n: Grounds							
	·								
103585	Preventive			03/13/2023 08:00 AM	03/14/2023 01:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Descriptio	n: Weekly Grounds		,					
103586	Preventive			03/14/2023 08:00 AM	03/14/2023 01:42 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	,	ON AREAS				

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-1								
103587	Preventive Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE:		03/17/2023 08:00 AM	03/22/2023 03:57 PM	\$0.00	\$0.00	\$0.00	\$0.00	
	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
	Comment		ENS DAILY GROUNDS OPERTY 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 Descriptio	n: Grounds							
103741	Preventive			03/20/2023 08:00 AM	03/23/2023 08:26 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		ENS DAILY GROUNDS OPERTY 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								
	raok Decomplie	n. Weekly Creands							
103742	Preventive			03/21/2023 08:00 AM	03/22/2023 03:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment		ENS DAILY GROUNDS OPERTY 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	n: 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
	Comment	s:MCSHERRY GARDEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	ML IF ANY PROPERTY	,	ON AREAS				
	Task Descriptio	n: Weekly Grounds							
103744	Preventive			03/20/2023 08:00 AM	03/24/2023 09:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:MCSHERRY GARDEN CHECK ENTIRE PRO							
	Task Description	B) REMOVE ALL TRA	ML IF ANY PROPERTY		ON AREAS				
	Task Descriptio	•							
	Task Descriptio								
	Task Descriptio								
	rask Descriptio	n. Grounds							
103866	Preventive			03/27/2023 08:00 AM	03/29/2023 09:20 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:MCSHERRY GARDEN CHECK ENTIRE PRO							

- 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

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
	Commer	nts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PERTY TO ENSURE:						
		B) REMOVE ALL TR. C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECI	•	ON AREAS				
	Task Descripti	on: Weekly Grounds							
103868	Preventive			03/31/2023 08:00 AM	03/31/2023 03:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECI		ON AREAS				
	Task Description	on: Weekly Grounds							
103869	Preventive			03/27/2023 08:00 AM	03/31/2023 09:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECI		ON AREAS				
	Task Descripti	on: Weekly Grounds							
	Task Description	on: Grounds							
103947	Preventive Commer	nts:Secured Environment	to perform scheduled pesi	03/20/2023 10:52 AM	03/20/2023 10:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
		on: Pest Control							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-1								
103997	Preventive Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	INS DAILY GROUNDS OPERTY TO ENSURE:	04/03/2023 08:00 AM	04/05/2023 04:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	B) REMOVE ALL TR C) REPORT BACK 1	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	DN AREAS				
103998	Preventive			04/04/2023 08:00 AM	04/05/2023 04:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	IMMING SHRUBS, BUSHE (ASH, DEBRIS, LITTER (O ML IF ANY PROPERTY SSIBLE BASEMENT MECK	•	ON AREAS				
	Task Description	on: Weekly Grounds							
103999	Preventive			04/07/2023 08:00 AM	04/07/2023 03:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	:NS DAILY GROUNDS DPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK 1	IMMING SHRUBS, BUSHE LASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	,	DN AREAS				
	Task Description	on: Weekly Grounds							
104000	Preventive Commen	ts:Inspect Boiler Room		04/01/2023 08:00 AM	04/05/2023 03:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all bo on: Inspect Boilers	iler room components for n	ormal operation.					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project:									
		A) CUT GRASS, TRI B) REMOVE ALL TR C) REPORT BACK T D) COMMON ACCES	PERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY		ON AREAS				
	•	on: Weekly Grounds							
	Task Descripti								
	Task Description	on: Grounds							
104003	Preventive Commer	nts:CLEAN AROUND ALI	_ WASHERS, DRYERS AI	04/01/2023 08:00 AM ND VENTS	04/04/2023 04:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Cleaning/General							
104087	Preventive Commer	nts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PERTY TO ENSURE:	04/10/2023 08:00 AM	04/10/2023 03:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descripti	B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MEC		ON AREAS				
104088	Preventive Commer	nts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PERTY TO ENSURE:	04/11/2023 08:00 AM	04/12/2023 03:43 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descripti	B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MEC	•	DN AREAS				

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 667								
Project: 6	667-1								
104089	Preventive Comment	s:MCSHERRY GARDENS D CHECK ENTIRE PROPER		04/14/2023 08:00 AM	04/14/2023 03:37 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML D) COMMON ACCESSIBL n: Weekly Grounds	DEBRIS, LITTER IF ANY PROPERTY I	DAMAGE	ON AREAS				
104090	Preventive			04/10/2023 08:00 AM	04/14/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:MCSHERRY GARDENS D. CHECK ENTIRE PROPER							
	Task Descriptio	A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML D) COMMON ACCESSIBL n: Weekly Grounds	DEBRIS, LITTER IF ANY PROPERTY I	DAMAGE	ON AREAS				
	Task Descriptio	n: Grounds							
	Task Descriptio	n: 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
	Comment	s:AD to inspect unit for any is	ssues						
104244	Preventive			04/17/2023 08:00 AM	04/18/2023 10:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:MCSHERRY GARDENS D CHECK ENTIRE PROPER							
		A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML D) COMMON ACCESSIBL	DEBRIS, LITTER IF ANY PROPERTY I	DAMAGE	ON AREAS				
	Task Descriptio	n: Weekly Grounds							
104245	Preventive			04/18/2023 08:00 AM	04/18/2023 10:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
104245	rieventive			04/10/2023 U6.UU AIVI	U4/ 10/2023 10.43 AIVI	φυ.υυ	φυ.υυ	φυ.υυ	φυ.υυ

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
	Commer	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE KASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	on: Weekly Grounds							
104246	Preventive			04/21/2023 08:00 AM	04/21/2023 08:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	on: Weekly Grounds							
104247	Preventive			04/17/2023 08:00 AM	04/21/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	ts:MCSHERRY GARDE CHECK ENTIRE PRO	ENS DAILY GROUNDS OPERTY TO ENSURE:						
	Teel Beautati	B) REMOVE ALL TR C) REPORT BACK D) COMMON ACCE	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	•	on: Weekly Grounds							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
104357	Preventive			04/24/2023 08:00 AM	04/25/2023 08:12 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	ts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIRI E RASEMENT MECH	•	IN AREAS				
	Task Description	on: Weekly Grounds	SOIDLE DAGLINLINI MEGI	" " TOOKE ROOMO, OOMINIO	NY MENO				
104358	Preventive			04/25/2023 08:00 AM	04/25/2023 08:13 AM	\$0.00	\$0.00	\$0.00	\$0.00
	rob oom			Dogo 404 of 044				7/40/000	2 0.16.40 ^*4
www.pha-w		Services, Inc. (MCS)		Page 121 of 211					3 8:16:49 AM by: Sara Allen

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-1								
	Comme	nts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Descripti	on: Weekly Grounds	SOIDEE BAGEMENT MEO	WINDAL ROOMS, COMMISS	NA AREAG				
104359	Preventive			04/28/2023 08:00 AM	04/28/2023 03:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	DN AREAS				
	Task Descripti	on: Weekly Grounds							
104360	Preventive			04/24/2023 08:00 AM	04/28/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
	Task Descripti	B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		DN AREAS				
	Task Descripti	on: Grounds							
	Task Descripti	on: Grounds							
104386	Preventive			04/21/2023 04:30 PM	04/21/2023 06:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
			ues (low water pressure) mi	ultiple buildings					
	Task Descripti	on: Low Water Pressure	9						
	Comme	nts:intermittent water iss	ues (low water pressure) mo	ultiple buildings					
	Task Descripti	on: Low Water Pressure	e						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 667								
Project: 6	67-1								
104451	Preventive Commen	ts:Secured Environme	nt to perform scheduled pes	04/17/2023 02:49 PM t control service for rats	04/17/2023 02:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Pest Control							
104521	Preventive Commen		ENS DAILY GROUNDS OPERTY TO ENSURE:	05/01/2023 08:00 AM	05/01/2023 09:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Took Doggriptic	B) REMOVE ALL T C) REPORT BACK	RIMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY ESSIBLE BASEMENT MEC	•	ON AREAS				
	rask Description	on. Weekly Glounus							
104522	Preventive Commen		ENS DAILY GROUNDS OPERTY TO ENSURE:	05/02/2023 08:00 AM	05/02/2023 02:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptic	B) REMOVE ALL T C) REPORT BACK	RIMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY ESSIBLE BASEMENT MEC		ON AREAS				
104523	Preventive Commen		ENS DAILY GROUNDS OPERTY TO ENSURE:	05/05/2023 08:00 AM	05/12/2023 10:48 AM	\$0.00	\$0.00	\$0.00	\$0.00

- 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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 667								
Project: 6	667-1								
104524	Preventive Commen	ts:Inspect Boiler Room		05/01/2023 08:00 AM	05/05/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all bon: Inspect Boilers	iler room components for r	normal operation.					
104525	Preventive Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS DPERTY TO ENSURE:	05/01/2023 08:00 AM	05/05/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MEC		ON AREAS				
	Task Description	n: Grounds							
	Task Description	n: Grounds							
104527	Preventive Commen	ts:CLEAN AROUND AL	L WASHERS, DRYERS AI	05/01/2023 08:00 AM ND VENTS	05/05/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Cleaning/General							
104649	Preventive Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS DPERTY TO ENSURE:	05/08/2023 08:00 AM	05/12/2023 10:47 AM	\$0.00	\$0.00	\$0.00	\$0.00

- 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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 667								
Project: 6	67-1								
104650	Preventive			05/09/2023 08:00 AM	05/12/2023 10:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE IASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	DN AREAS				
	Task Description	on: Weekly Grounds							
104651	Preventive			05/12/2023 08:00 AM	05/12/2023 10:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE IASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Description	on: Weekly Grounds		,					
104652	Preventive			05/08/2023 08:00 AM	05/12/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		DN AREAS				

Task Description: Grounds Task Description: Grout/Caulk Task Description: Grounds

Task Description: Grounds

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 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 O5/19/2023 08:00 AM 05/19/2023 09:40 AM \$0.00 \$0.00 \$0.00 \$0.00 \$0.0	W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
104801	Program	: State 667								
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 104802 Preventive 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 104803 Preventive Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH DEBRIS, LITTER 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 104803 Preventive 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 104804 Preventive Comments:MCSHERRY GARDENS DAILY GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOY 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: Weekly Grounds Task Description: Weekly Grounds	Project:	667-1								
B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO MLIF 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 \$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 MLIF 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 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	104801				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 M. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds 104803 Preventive 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 M. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds 104804 Preventive O5/15/2023 08:00 AM 05/19/2023 09:30 AM \$0.00 \$0.00 \$0.00 \$0.00 \$0.0		Task Description	B) REMOVE ALL TR C) REPORT BACK T D) COMMON ACCE	ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	DAMAGE	ON AREAS				
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 M. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds 104803 Preventive 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 M. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds 104804 Preventive O5/15/2023 08:00 AM 05/19/2023 09:30 AM \$0.00 \$0.00 \$0.00 \$0.00 \$0.0			·							
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 \$0.00	104802	Preventive			05/16/2023 08:00 AM	05/19/2023 09:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
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		Commen								
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 \$0.00 \$0.00 \$0.00 \$0.00			B) REMOVE ALL TR C) REPORT BACK T	ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	DAMAGE	ON AREAS				
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 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	n: Weekly Grounds							
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 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	104803	Preventive			05/19/2023 08:00 AM	05/19/2023 09:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
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 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		Commen								
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			B) REMOVE ALL TR C) REPORT BACK T	ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	DAMAGE	DN AREAS				
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	n: Weekly 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	104804	Preventive			05/15/2023 08:00 AM	05/19/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
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		Commen								
Task Description: Grounds		Took Doorintin	B) REMOVE ALL TR C) REPORT BACK T D) COMMON ACCE	ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	DAMAGE	ON AREAS				
		•	•							
Task Description: Grounds		•								
		Task Description	n: Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project:	667-1								
104923	Preventive Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS PPERTY TO ENSURE:	05/22/2023 08:00 AM	05/22/2023 11:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	DAMAGE	ON AREAS				
104924	Preventive			05/23/2023 08:00 AM	05/24/2023 12:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS DPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	DAMAGE	ON AREAS				
	Task Description	on: Weekly Grounds							
104925	Preventive			05/26/2023 08:00 AM	05/26/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	DAMAGE	ON AREAS				
	Task Description	on: Weekly Grounds							
104926	Preventive			05/22/2023 08:00 AM	05/26/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS DPERTY TO ENSURE:						
	Tools Dogoviptic	B) REMOVE ALL TR C) REPORT BACK T D) COMMON ACCES	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER 'O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	DAMAGE	ON AREAS				
	•	on: Weekly Grounds							
	Task Description								
	Task Description	on: Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 667								
Project: 6	67-1								
104959	Preventive Commen	ts:Secured Environmen	t to perform scheduled pest	05/15/2023 03:48 PM control service for rats.	05/15/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Pest Control							
105037	Preventive Commen	ts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:	05/29/2023 08:00 AM	05/30/2023 08:41 AM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	,	ON AREAS				
	Task Description	on: Weekly Grounds							
105038	Preventive	· MOOUEDDY 04 DD		05/30/2023 08:00 AM	05/30/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PR	OPERTY TO ENSURE:						
		B) REMOVE ALL TF C) REPORT BACK D) COMMON ACCE	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECI	,	ON AREAS				
	Task Description	on: Weekly Grounds							
105039	Preventive Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	:NS DAILY GROUNDS DPERTY TO ENSURE:	06/02/2023 08:00 AM	06/02/2023 11:51 AM	\$0.00	\$0.00	\$0.00	\$0.00

- 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

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
	Commen	ts:Inspect Boiler Room							
		Monthly Inspection							
	Task Description	Visually inspect all bons: Inspect Boilers	oiler room components for r	normal operation.					
105041	Preventive			05/29/2023 08:00 AM	06/01/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
	Task Description	B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MEC	·	DN AREAS				
	Task Description	n: Grounds							
105043	Preventive Commen	ts:CLEAN AROUND AL	L WASHERS, DRYERS AI	06/01/2023 08:00 AM ND VENTS	06/01/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Cleaning/General							
105182	Preventive Commen	ts:MCSHERRY GARDE	:NS DAILY GROUNDS	06/05/2023 08:00 AM	06/05/2023 10:39 AM	\$0.00	\$0.00	\$0.00	\$0.00

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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
105183	Preventive			06/06/2023 08:00 AM	06/06/2023 08:16 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE (ASH, DEBRIS, LITTER (O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	on: Weekly Grounds		·					
105184	Preventive			06/09/2023 08:00 AM	06/09/2023 11:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PR	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	n: Weekly Grounds							
105185	Preventive			06/05/2023 08:00 AM	06/07/2023 09:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
	Task Description	B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE (ASH, DEBRIS, LITTER) (O ML IF ANY PROPERTY (SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	,							
105609	Preventive			06/12/2023 08:00 AM	06/12/2023 10:42 AM	\$0.00	\$0.00	\$0.00	\$0.00
		ts:MCSHERRY GARDE CHECK ENTIRE PR	NS DAILY GROUNDS OPERTY TO ENSURE:	03/12/2020 00:00 /	00, 12, 2020 10112 1111	ψ0.00	ψ0.00	φοισο	Ψ0.00
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIRI E RASEMENT MECH		IN AREAS				
	Task Description	on: Weekly Grounds	SOIDEE DAGEMENT MEGI	,, ii ii o, ie i tooliio, ooliiliio	TY MILIO				
105610	Preventive			06/13/2023 08:00 AM	06/13/2023 09:15 AM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-w	eb.com			Page 130 of 211				7/18/2023	3 8:16:49 AM
	nagement Computer S	Services, Inc. (MCS)		V					y: Sara Allen

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
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 MI. 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 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 MI. 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 COMMENTATION OF THE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS LITTER C) REPORT BACK TO MI. IF ANY PROPERTY DAMAGE D). COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds Task Description: Weekly Grounds Task Description: Weekly GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS LITTER C) REPORT BACK TO MI. IF ANY PROPERTY DAMAGE D). COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly GROUNDS CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS LITTER C) REPORT BACK TO MI. IF ANY PROPERTY DAMAGE D). COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly GROUNDS COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly GROUNDS LITTER C) REPORT BACK TO MI. IF ANY PROPERTY DAMAGE D). COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly GROUNDS LITTER C) REPORT BACK TO MI. IF ANY PROPERTY DAMAGE D). COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly GROUNDS	Program	: State 667								
CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO MI. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds 80.00 \$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 MI. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds 105612 Preventive A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO MIL IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds Task Description: Weekly Grounds Task Description: Grounds Task Description: Weekly Grounds	Project:									
B) REMOVE ALL TRASH, DEBRIS, LITTER C) REPORT BACK TO MILE PANY 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 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 MILE 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 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 MILE FANY PROPERTY DAMAGE C) REPORT BACK TO MILE FANY PROPERTY DAMAGE Task Description: Weekly Grounds Task Description: Grounds Preventive 06/19/2023 08:00 AM 06/20/2023 08:07 AM \$0.00 \$0.00 \$0.00		Comment								
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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 06/12/2023 08:00 AM 06/16/2023 09:30 AM \$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: Grounds Task Description: Grounds Preventive O6/19/2023 08:00 AM 06/20/2023 08:07 AM \$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: Weekly Grounds		Task Descriptio	n: Weekly Grounds							
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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 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: Grounds Task Description: Grounds Preventive 06/19/2023 08:00 AM 06/20/2023 08:07 AM \$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: Weekly Grounds		Comment								
Preventive 06/12/2023 08:00 AM 06/16/2023 09:30 AM \$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 MI. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Grounds Task Description: Grounds Preventive 06/19/2023 08:00 AM 06/20/2023 08:07 AM \$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 MI. IF ANY PROPERTY DAMAGE D) COMMON ACCESSIBLE BASEMENT MECHANICAL ROOMS, COMMON AREAS Task Description: Weekly Grounds			B) REMOVE ALL TR. C) REPORT BACK T	ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	DAMAGE	N AREAS				
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 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 Descriptio	n: Weekly 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 Preventive 06/19/2023 08:00 AM 06/20/2023 08:07 AM \$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
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 Preventive 06/19/2023 08:00 AM 06/20/2023 08:07 AM \$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		Comment								
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 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			B) REMOVE ALL TR C) REPORT BACK T	ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	DAMAGE	N AREAS				
Preventive 06/19/2023 08:00 AM 06/20/2023 08:07 AM \$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 Descriptio	,							
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 Descriptio	n: 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	105928	Preventive			06/19/2023 08:00 AM	06/20/2023 08:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
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		Comment								
Task Description: Weekly Grounds			B) REMOVE ALL TR. C) REPORT BACK T	ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	DAMAGE	N AREAS				
105929 Preventive 06/20/2023 08:00 AM 06/20/2023 08:09 AM \$0.00 \$0.00 \$0.00		Task Descriptio								
	105929	Preventive			06/20/2023 08:00 AM	06/20/2023 08:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
	Commer	nts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Description	on: Weekly Grounds							
105930	Preventive			06/23/2023 08:00 AM	06/23/2023 08:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Description	on: Weekly Grounds							
105931	Preventive			06/19/2023 08:00 AM	06/23/2023 08:22 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
	Took Description	B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	•	•							
	Task Description	on: Grounds							
	Task Description	on: Grounds							
106160	Preventive			06/26/2023 08:00 AM	07/03/2023 08:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:MCSHERRY GARDE CHECK ENTIRE PR	ENS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	•	IN AREAS				
	Task Description	on: Weekly Grounds	SOURCE DI COLINIEI VILOI						
106161	Preventive			06/27/2023 08:00 AM	07/03/2023 08:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
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www.pha-w		Services, Inc. (MCS)		Page 132 of 211					y: Sara Allen

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project:	667-1								
	Comme	nts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK 1	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Descript	ion: Weekly Grounds							
							•		40.00
106162	Preventive			06/30/2023 08:00 AM	07/03/2023 08:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:MCSHERRY GARDE CHECK ENTIRE PRO	INS DAILY GROUNDS DPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK 1	IMMING SHRUBS, BUSHE IASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Descript	ion: Weekly Grounds							
106163	Preventive			07/03/2023 08:00 AM	07/03/2023 08:51 AM	\$0.00	\$0.00	\$0.00	\$0.00
100100		nts:MCSHERRY GARDE	NS DAILY GROUNDS OPERTY TO ENSURE:	01/00/2020 00:00 / WI	07,00,2020 00.017111	ψο.σσ	ψ0.00	ψο.σσ	ψο.σσ
		B) REMOVE ALL TR C) REPORT BACK 1	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Descript	ion: Weekly Grounds		,					
106164	Preventive			07/04/2023 08:00 AM	07/04/2023 11:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
100101		nts:MCSHERRY GARDE	NS DAILY GROUNDS OPERTY TO ENSURE:	0170 W2020 00.00 7 W	07/0 1/2020 11:02 71111	ψο.σσ	ψ0.00	ψο.σσ	ψο.σσ
		B) REMOVE ALL TR C) REPORT BACK 1	IMMING SHRUBS, BUSHE IASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	,	ON AREAS				
	Task Descript	ion: Weekly Grounds							
106165	Preventive			07/07/2023 08:00 AM	07/07/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00

Program: S Project: 66									
Project: 66	67-1								
	Comment	s:MCSHERRY GARDEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	ML IF ANY PROPERTY		N AREAS				
Ta	ask Description	n: Weekly Grounds							
06166	Preventive			07/01/2023 08:00 AM	07/05/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:Inspect Boiler Room							
		Monthly Inspection							
		, ,	er room components for n	ormal operation.					
Ta	ask Description	n: Inspect Boilers							
06167	Preventive			06/26/2023 08:00 AM	06/30/2023 10:31 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:MCSHERRY GARDEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	ML IF ANY PROPERTY		N AREAS				
Ta	ask Description	n: Weekly Grounds							
06168	Preventive			07/03/2023 08:00 AM	07/07/2023 09:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:MCSHERRY GARDEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	ML IF ANY PROPERTY		IN AREAS				
Ta	ask Description	n: Weekly Grounds	OIDEL BAOLINENT MEOI	IAMOAL ROOMO, OOMWO	NANLAO				
100474	Duarrantirra			07/04/0000 00:00 AM	07/05/0000 00.07 DM	#0.00	#0.00	#0.00	# 0.00
106171	Preventive Comment	s·CLEAN AROUND ALL	WASHERS, DRYERS AN	07/01/2023 08:00 AM ID VENTS	07/05/2023 02:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
т.			With End of Breeze Aug	15 121110					
16	ask Description	n: Cleaning/General							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-1								
106305	Preventive Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	:NS DAILY GROUNDS DPERTY TO ENSURE:	07/10/2023 08:00 AM	07/10/2023 04:53 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TR B) REMOVE ALL TR C) REPORT BACK D) COMMON ACCE	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	•	ON AREAS				
	Task Description	n: Weekly Grounds							
106306	Preventive			07/11/2023 08:00 AM	07/11/2023 03:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	:NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	n: Weekly Grounds							
106307	Preventive			07/14/2023 08:00 AM	07/14/2023 08:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	:NS DAILY GROUNDS DPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	n: Weekly Grounds		,					
106308	Preventive			07/10/2023 08:00 AM	07/14/2023 08:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:MCSHERRY GARDE CHECK ENTIRE PRO	NS DAILY GROUNDS OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE (ASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Comment	s:exterior pest control	services						
	Task Descriptio	n: Pest Control							
667-1			Incomplete: 0	Complete: 115		\$0.00	\$0.00	\$0.00	\$0.00
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
	Commen	of the development.	Thursday, inspect plants at eed, dirt and replace plants	Woodland Towers / 55 Wave as needed.	erley, both inside the commu	inity room, the	e front lobby,	and around the	e outside
	Task Descriptio	n: Grounds							
102201	Preventive			12/19/2022 08:00 AM	01/03/2023 01:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PR A) PULL WEEDS, T B) REMOVE ALL TR C) REPORT BACK	ERS DAILY GROUNDS COPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' RASH, DEBRIS, LITTER - H TO ML IF ANY PROPERTY DUNDS REQUIRED BETW	OURS:	FRYDAY				
	Task Descriptio	n: Weekly Grounds							
102202	Preventive			12/20/2022 08:00 AM	01/03/2023 01:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PR A) PULL WEEDS, T B) REMOVE ALL TR C) REPORT BACK	ERS DAILY GROUNDS COPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' RASH, DEBRIS, LITTER - H TO ML IF ANY PROPERTY OUNDS REQUIRED BETWI	OURS:	RYDAY				
	Task Descriptio	n: Weekly Grounds							
102203	Preventive			12/23/2022 08:00 AM	01/03/2023 01:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PR A) PULL WEEDS, T B) REMOVE ALL TR C) REPORT BACK	ERS DAILY GROUNDS ROPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' RASH, DEBRIS, LITTER - H TO ML IF ANY PROPERTY DUNDS REQUIRED BETWI	OURS:	RYDAY				
	Task Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-2								
102204	Preventive			12/26/2022 08:00 AM	01/03/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO 55 WAVERLEY GRO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	OURS:	ERYDAY				
	Task Description	on: Weekly Grounds							
102205	Preventive			12/27/2022 08:00 AM	01/03/2023 01:27 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	OURS:	ERYDAY				
	Task Description	on: Weekly Grounds							
102206	Preventive			12/30/2022 08:00 AM	01/03/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	OURS:	RYDAY				
	Task Description	on: Weekly Grounds							
102207	Preventive			01/02/2023 08:00 AM	01/03/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
.02201	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO 55 WAVERLEY GRO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	C HOURS: DURS:		ψ0.00	ψ0.00	ψ0.00	ψ0.00
	i ask Description	on: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
102208	Preventive Commen	B) REMOVE ALL TRAS C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, ET BH, DEBRIS, LITTER - HO ML IF ANY PROPERTY	OURS:	01/03/2023 01:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
102209		B) REMOVE ALL TRAS C) REPORT BACK TO 55 WAVERLEY GROU	PERTY TO ENSURE: // SHRUBS, BUSHES, E1 BH, DEBRIS, LITTER - HO ML IF ANY PROPERTY	OURS:	01/06/2023 10:06 AM ERYDAY	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
102211	Preventive Commen	ts:RECORD READING O	F EXTERIOR EMERGEN	12/19/2022 08:00 AM ICY GENERATOR TO LOG	01/03/2023 01:20 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Emergency Generator							
102212	Preventive Commen	ts:RECORD READING O	F EXTERIOR EMERGEN	12/26/2022 08:00 AM ICY GENERATOR TO LOG	01/03/2023 01:25 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Emergency Generator							
102213	Preventive Commen	ts:RECORD READING O	F EXTERIOR EMERGEN	01/02/2023 08:00 AM ICY GENERATOR TO LOG	01/03/2023 01:15 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Emergency Generator							
102215	Preventive Commen	ts:THURSDAY MORNING	GS PLEASE ASSIST WAI	12/29/2022 08:00 AM LTHAM PEST AT ALL ASSI	01/05/2023 04:30 PM GNED SITES PER ANTHO	\$0.00 NY	\$0.00	\$0.00	\$0.00
	Task Description	n: 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 Comment	s:THURSDAY MORNI	NGS PLEASE ASSIST WAL	01/05/2023 08:00 AM THAM PEST AT ALL ASSI	01/05/2023 04:30 PM GNED SITES PER ANTHONY	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Pest Control							
102217	Preventive Comment	s:CLEAN AROUND AI	.L WASHERS, DRYERS AN	01/01/2023 08:00 AM D VENTS	01/03/2023 01:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Cleaning/General							
102218	Preventive	- KEANE FIDE 0 OAE		01/01/2023 08:00 AM	01/04/2023 12:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio		ETY TO PERFORM ANNUA	L INSPECTION OF FIRE E	XTINGUISHERS				
102221	Preventive Comment	CHECK ENTIRE PR A) PULL WEEDS, TI B) REMOVE ALL TR C) REPORT BACK T	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HC O ML IF ANY PROPERTY I	DURS: DAMAGE	01/06/2023 08:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	DUNDS REQUIRED BETWE	EN 8:00 AN - 8:45 AN EVE	:KYDAY				
102383	Preventive			01/09/2023 08:00 AM	01/12/2023 03:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment Task Descriptio	of the development. Add water, mulch, se	Thursday, inspect plants at Veed, dirt and replace plants a		rley, both inside the communi	ty room, th	e front lobby,	and around the	e outside
	rask Descriptio	n. Grounds							
102384	Preventive Comment	CHECK ENTIRE PR A) PULL WEEDS, TI B) REMOVE ALL TR C) REPORT BACK T	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS: DAMAGE	01/10/2023 01:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	55 WAVERLEY GRO n: Weekly Grounds	OUNDS REQUIRED BETWE	EN 8:00 AM - 8:45 AM EVE	RYDAY				
102385	Preventive			01/10/2023 08:00 AM	01/10/2023 01:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
www.pha-w	veb.com			Page 139 of 211					3 8:16:49 AM

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
		A) PULL WEEDS, TR B) REMOVE ALL TR C) REPORT BACK T 55 WAVERLEY GRO	RS DAILY GROUNDS DPERTY TO ENSURE: IM SHRUBS, BUSHES, ETO ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY D UNDS REQUIRED BETWEE	URS: AMAGE	RYDAY				
	Task Descriptio	n: Weekly Grounds							
102386	Preventive			01/13/2023 08:00 AM	01/13/2023 11:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK T	RS DAILY GROUNDS DPERTY TO ENSURE: IM SHRUBS, BUSHES, ETO ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY D UNDS REQUIRED BETWEE	URS: AMAGE	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
102387	Preventive Comment	ts:RECORD READING	OF EXTERIOR EMERGENO	01/09/2023 08:00 AM CY GENERATOR TO LOG	01/10/2023 01:04 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Emergency Generat	or						
102388	Preventive Comment	ts:THURSDAY MORNIN	IGS PLEASE ASSIST WALT	01/12/2023 08:00 AM FHAM PEST AT ALL ASSIO	01/12/2023 04:30 PM GNED SITES PER ANTHONY	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Pest Control							
102389	Preventive			01/09/2023 08:00 AM	01/13/2023 09:05 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK T	RS DAILY GROUNDS DPERTY TO ENSURE: IM SHRUBS, BUSHES, ETG ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY D UNDS REQUIRED BETWEE	URS: AMAGE	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
102492	Preventive			01/01/2023 08:00 AM	01/20/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment Task Description	128)	ATOR TO PERFORM ANNU	AL SAFETY TEST ON BO	TH 55 WAVERLEY AVE ELEV	ATORS (STATE ID #: 3	14-P-129 AND	314-P-

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	ts:Joe to service winter e	quipment, tune up snow b	lowers, and restock shovels.					
	Task Description	n: Snow Removal Equip	ment						
102495	Preventive			01/16/2023 08:00 AM	01/19/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WOODLAND TOWER CHECK ENTIRE PRO							
		A) PULL WEEDS, TRI	M SHRUBS, BUSHES, ET						
		C) REPORT BACK TO	SH, DEBRIS, LITTER - HO ML IF ANY PROPERTY INDS REQUIRED BETWE		FRYDAY				
	Task Description	n: Weekly Grounds	MDO NEGOINED DETWE	LEIN 0.00 AIN - 0.40 AIN EVE	ICIDAI				
102496	Preventive			01/17/2023 08:00 AM	01/18/2023 07:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, ET SH, DEBRIS, LITTER - HO ML IF ANY PROPERTY	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
102497	Preventive			01/20/2023 08:00 AM	01/23/2023 10:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, ET SH, DEBRIS, LITTER - HO ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
102498	Preventive			01/16/2023 08:00 AM	01/19/2023 09:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:RECORD READING C	F EXTERIOR EMERGEN	CY GENERATOR TO LOG	BOOK				
	Task Description	n: Emergency Generato	r						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-2								
102499	Preventive			01/19/2023 08:00 AM	01/24/2023 10:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:THURSDAY MORNIN	IGS PLEASE ASSIST WAL	THAM PEST AT ALL ASSI	GNED SITES PER ANTHON	Y			
	Task Description	n: Pest Control							
102597	Preventive			01/23/2023 08:00 AM	01/23/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WOODLAND TOWER	RS DAILY GROUNDS PERTY TO ENSURE:						
		A) PULL WEEDS, TR	IM SHRUBS, BUSHES, ET						
			ASH, DEBRIS, LITTER - HC O ML IF ANY PROPERTY [
	T 1 D		UNDS REQUIRED BETWE	EN 8:00 AM - 8:45 AM EVE	RYDAY				
	Task Description	n: Weekly Grounds							
400500	Decree			04/04/0000 00 00 444	04/05/0000 00 54 ANA	# 0.00	# 0.00	# 0.00	# 0.00
102598	Preventive	ts:WOODLAND TOWER	PS DAIL Y GROLINDS	01/24/2023 08:00 AM	01/25/2023 08:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PRO	PERTY TO ENSURE:						
			IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HC						
			O ML IF ANY PROPERTY DUNDS REQUIRED BETWE		DVDAV				
	Task Description	n: Weekly Grounds	ONDS REQUIRED BETWE	LN 0.00 AW - 0.43 AW LVL	INTDAT				
		-							
102599	Preventive			01/27/2023 08:00 AM	01/30/2023 11:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:WOODLAND TOWER							
			PERTY TO ENSURE: IM SHRUBS, BUSHES, ET	C HOURS:					
		B) REMOVE ALL TRA	ASH, DEBRIS, LITTER - HC	DURS:					
			O ML IF ANY PROPERTY D UNDS REQUIRED BETWE		RYDAY				
	Task Description	n: Weekly Grounds							
400000	Danie a Ca			04/04/0000 00 00 00	04/04/0000 40 45 454	# 0.00	#0.00	#0.00	ФО ОО
102600	Preventive	ts:THURSDAY MORNUN	IGS PLEASE ASSIST WAL	01/24/2023 08:00 AM THAM PEST AT ALL ASSI	01/24/2023 10:15 AM GNED SITES PER ANTHON	\$0.00 Y	\$0.00	\$0.00	\$0.00
			ICC I LEAGE ACCION WAL	III WII LOI AI ALL AGGI	SHED SHED I ER ANTHON				

Task Description: Pest Control

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
102601	Preventive Comme		QUARTERLY INSPECTIONS	01/25/2023 08:00 AM	03/06/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	ion: Fire Alarms							
102602	Preventive Comme		GOF EXTERIOR EMERGENCY	01/23/2023 08:00 AM GENERATOR TO LOG	01/23/2023 10:22 AM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
		ion: Emergency Genera							
102731	Preventive Comme	nts:Oil Change		02/01/2023 08:00 AM	02/14/2023 09:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	ion: Truck Maintenance							
102732	Preventive Comme	nts:Oil Change		02/01/2023 08:00 AM	02/09/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	ion: Truck Maintenance							
102735	Preventive Comme	nts:Oil Change		02/01/2023 08:00 AM	02/01/2023 01:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	ion: Truck Maintenance							
102736	Preventive Comme	nts:Oil Change		02/01/2023 08:00 AM	02/03/2023 04:57 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	ion: Truck Maintenance							
102738	Preventive Comme	nts:WOODLAND TOWE	ERS DAILY GROUNDS	01/30/2023 08:00 AM	01/30/2023 11:44 AM	\$0.00	\$0.00	\$0.00	\$0.00

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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
102739		B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, E SH, DEBRIS, LITTER - H) ML IF ANY PROPERTY	IOURS:	01/31/2023 10:20 AM	\$0.00	\$0.00	\$0.00	\$0.00
102740		B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, E' SH, DEBRIS, LITTER - H) ML IF ANY PROPERTY	IOURS:	02/03/2023 04:18 PM ERYDAY	\$0.00	\$0.00	\$0.00	\$0.00
102741	Preventive Comment Task Description	ts:Associated Elevator to	do Monthly inspections	02/01/2023 08:00 AM	02/01/2023 10:21 AM	\$0.00	\$0.00	\$0.00	\$0.00
102742		ts:CLEAN AROUND ALL	. WASHERS, DRYERS AI	02/01/2023 08:00 AM ND VENTS	02/01/2023 09:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
102743		ts:RECORD READING (01/30/2023 08:00 AM NCY GENERATOR TO LOG	02/01/2023 09:57 AM BOOK	\$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: 6	667-2									
102932	Preventive			02/06/2023 08:00 AM	02/13/2023 09:09 AM	\$0.00	\$0.00	\$0.00	\$0.00	
	Comment	B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, ET SH, DEBRIS, LITTER - HO ML IF ANY PROPERTY I	DURS:	RYDAY					
	Task Descriptio	n: Weekly Grounds								
102933	Preventive			02/07/2023 08:00 AM	02/13/2023 09:08 AM	\$0.00	\$0.00	\$0.00	\$0.00	
102000		s:WOODLAND TOWER	S DAILY GROUNDS	02/01/2020 00:00 / (W	02/10/2020 00:00 / ((V)	ψ0.00	ψ0.00	ψ0.00	ψ0.00	
	Commons	CHECK ENTIRE PRO A) PULL WEEDS, TRI B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, ET SH, DEBRIS, LITTER - HO ML IF ANY PROPERTY I	DURS: DAMAGE	RYDAY					
	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	
	Comment	B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, ET SH, DEBRIS, LITTER - HO ML IF ANY PROPERTY I	DURS:	RYDAY					
	Task Descriptio	n: Weekly Grounds								
102935	Preventive			02/06/2023 08:00 AM	02/13/2023 10:29 AM	\$0.00	\$0.00	\$0.00	\$0.00	
	Comment	s:RECORD READING C	OF EXTERIOR EMERGEN	CY GENERATOR TO LOG	BOOK					
	Task Descriptio	n: Emergency Generato	r							
103056	Preventive			02/13/2023 08:00 AM	02/21/2023 04:12 PM	\$0.00	\$0.00	\$0.00	\$0.00	
		of the development.	ursday, inspect plants at V	Voodland Towers / 55 Wave		*	*	*	*	
	Task Descriptio	, ,	a, and replace plants a							
103057	Preventive			02/13/2023 08:00 AM	02/13/2023 09:07 AM	\$0.00	\$0.00	\$0.00	\$0.00	
103037	FIEVEIIIIVE			02/13/2023 00.00 AIVI	02/13/2023 03.07 AIVI	φυ.υυ	φυ.υυ	φυ.υυ	φυ.υυ	

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-2								
	Comment	CHECK ENTIRE PR A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY DUNDS REQUIRED BETWE	OURS:	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
103058	Preventive			02/14/2023 08:00 AM	02/14/2023 10:55 AM	\$0.00	\$0.00	\$0.00	\$0.00
100000		CHECK ENTIRE PR A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HC O ML IF ANY PROPERTY OUNDS REQUIRED BETWE	C HOURS: DURS:		ψ0.00	φ0.00	ψ0.00	ψ0.00
	Task Descriptio	n: Weekly Grounds							
103059	Preventive			02/17/2023 08:00 AM	02/17/2023 09:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PR A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY OLINDS REQUIRED BETWE	C HOURS: DURS:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	****	****	****
	Task Descriptio	n: Weekly Grounds	ONDO NEGOINED DETWE						
103060	Preventive Comment	s:RECORD READING	OF EXTERIOR EMERGEN	02/13/2023 08:00 AM CY GENERATOR TO LOG	02/13/2023 10:47 AM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Emergency Genera	tor						
103061	Preventive			02/13/2023 08:00 AM	02/17/2023 09:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PR A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY DUNDS REQUIRED BETWE	C HOURS: DURS:		*****	****	*****	****
	Task Descriptio	n: Weekly Grounds							
103176	Preventive			02/20/2023 08:00 AM	02/21/2023 04:02 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
	Comment Task Descriptio	of the development. Add water, mulch, see	ursday, inspect plants at d, dirt and replace plants	Woodland Towers / 55 Wave as needed.	erley, both inside the commu	inity room, the	e front lobby,	and around the	e outside
103177	Preventive Comment	s:WOODLAND TOWER CHECK ENTIRE PRO		02/20/2023 08:00 AM	02/21/2023 08:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TRA C) REPORT BACK TO	SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	OURS:	ERYDAY				
103178	Preventive			02/21/2023 08:00 AM	02/21/2023 10:03 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, E' SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	TC HOURS: OURS:		,	•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,
	Task Descriptio	n: Weekly Grounds	NEO REGOINED DETRI	22.10.007.111 0.107.111 2.1					
103179	Preventive	- WOOD! AND TOWED		02/24/2023 08:00 AM	02/24/2023 09:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA C) REPORT BACK TO 55 WAVERLEY GROU	PERTY TO ENSURE: M SHRUBS, BUSHES, E' SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	OURS:	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
103182	Preventive Comment	s:RECORD READING C	F EXTERIOR EMERGEN	02/20/2023 08:00 AM NCY GENERATOR TO LOG	02/21/2023 10:03 AM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Emergency Generato	r						
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								
	Commen	B) REMOVE ALL TRA C) REPORT BACK TO		OURS: OAMAGE	ERYDAY				
	Task Description	on: Weekly Grounds							
103322		of the development. Add water, mulch, see	nursday, inspect plants at W		03/07/2023 12:00 PM erley, both inside the commu	\$0.00 nity room, th	\$0.00 e front lobby, a	\$0.00 and around the	\$0.00 e outside
	Task Description	on: Grounds							
103323	Preventive Commen	ts:Associated Elevator to	do Monthly maintenance.	03/01/2023 08:00 AM	03/01/2023 09:45 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Elevator							
103324	Preventive Commen	B) REMOVE ALL TRA C) REPORT BACK TO		OURS: OAMAGE	02/27/2023 10:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Weekly Grounds	SHOO REGOINED DET WE	2.4 0.00 / 111 0.10 / 1111 2 / 2	-111 5711				
103325	Preventive			02/28/2023 08:00 AM	02/28/2023 01:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA C) REPORT BACK TO		OURS: OAMAGE	ERYDAY				
	Task Description	on: 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
Progran	n: State 667								
Project:	667-2								
		IS:WOODLAND TOWERS CHECK ENTIRE PROPE A) PULL WEEDS, TRIM B) REMOVE ALL TRASH C) REPORT BACK TO N 55 WAVERLEY GROUN n: Weekly Grounds	RTY TO ENSURE: SHRUBS, BUSHES, ETO I, DEBRIS, LITTER - HO IL IF ANY PROPERTY D	URS:	ERYDAY				
103327	Preventive Comment	s:CLEAN AROUND ALL W	/ASHERS, DRYERS AN	03/01/2023 08:00 AM D VENTS	03/02/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Cleaning/General							
103328	Preventive Comment	s:RECORD READING OF	EXTERIOR EMERGENO	02/27/2023 08:00 AM CY GENERATOR TO LOG	02/27/2023 01:49 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Emergency Generator							
103329	Preventive			02/27/2023 08:00 AM	03/03/2023 09:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WOODLAND TOWERS CHECK ENTIRE PROPE A) PULL WEEDS, TRIM B) REMOVE ALL TRASH C) REPORT BACK TO M 55 WAVERLEY GROUN	RTY TO ENSURE: SHRUBS, BUSHES, ETO I, DEBRIS, LITTER - HO IL IF ANY PROPERTY D	URS:	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
103467	Preventive			03/06/2023 08:00 AM	03/09/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:Every Tuesday and Thur of the development. Add water, mulch, seed,			erley, both inside the commi	unity room, the	e front lobby,	and around the	outside

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
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
103469	Preventive			03/07/2023 08:00 AM	03/07/2023 08:44 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
103470	Preventive			03/10/2023 08:00 AM	03/10/2023 11:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS:	RYDAY				
	•	•							
103471	Preventive			03/06/2023 08:00 AM	03/06/2023 03:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
100471		ts:RECORD READING	OF EXTERIOR EMERGEN	CY GENERATOR TO LOG		ψ0.00	ψ0.00	ψ0.00	ψ0.00
	Task Description	n: Emergency Genera	tor						
	rack Boompaid	Emergency Contera							
103472	Preventive			03/06/2023 08:00 AM	03/10/2023 08:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
103472		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	C HOURS: DURS:		φυ.υυ	φυ.υυ	φυ.υυ	φυ.υυ
	Task Description	n: Weekly Grounds	ONDO REGOINED DETWE	0.00 / IIVI 0.40 / IIVI E V E					
103591	Preventive			03/13/2023 08:00 AM	03/16/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project:	667-2								
	Comment	of the development. Add water, mulch, seed, die			rley, both inside the commun	ity room, the	e front lobby, a	and around the	outside
103592		s:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM SH B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUNDS	TY TO ENSURE: HRUBS, BUSHES, ETC DEBRIS, LITTER - HOU IF ANY PROPERTY DA	JRS: AMAGE	03/15/2023 08:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
103593		s:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM SI B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUNDS	TY TO ENSURE: HRUBS, BUSHES, ETC DEBRIS, LITTER - HOU IF ANY PROPERTY DA	JRS: AMAGE	03/15/2023 08:34 AM	\$0.00	\$0.00	\$0.00	\$0.00
103594		s:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM SI B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUNDS n: Weekly Grounds	TY TO ENSURE: HRUBS, BUSHES, ETC DEBRIS, LITTER - HOL IF ANY PROPERTY DA	JRS: AMAGE	03/17/2023 02:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
103595		s:RECORD READING OF E	XTERIOR EMERGENC	03/13/2023 08:00 AM Y GENERATOR TO LOG	03/15/2023 10:08 AM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
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	n: State 667								
Project:	667-2								
		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	OURS:	RYDAY				
		-							
103668	Preventive		acma at Waadland ahaak	03/15/2023 12:05 PM for leaks, trash/debris, remove	03/21/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		·	Joins at Woodland - Check I	or leaks, trastifuebris, remo	ve caruboaru, make neat an	id orderly etc.	rei w., iii pi	ерагашон юг г	IVIIX.
	l ask Descript	ion: Cleaning/General							
103671	Preventive Comme		ular maintenance on huildir	02/14/2023 01:03 PM	02/24/2023 01:09 PM on 2/4/23	\$0.00	\$0.00	\$0.00	\$0.00
		ion: Electrical Work	dia mamenanee en banan	ig clockfloar after power loss	011 <i>2</i> / 4 / 20				
	rask Descript	ion. Liectrical Work							
103677	Preventive Comme		add parking lot light poles	03/02/2023 01:36 PM to emergency generator so I	03/02/2023 01:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
		ion: Light Fixture	3 - 3 - 7		3				
103747	Preventive			03/20/2023 08:00 AM	03/21/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme Task Descript	of the development. Add water, mulch, se	hursday, inspect plants at \end{a} ed, dirt and replace plants a	Woodland Towers / 55 Wave as needed.	rley, both inside the commu	inity room, the	e front lobby,	and around the	e outside
	rask Descript	ion. Orounus							
103748	Preventive			03/20/2023 08:00 AM	03/20/2023 11:43 AM	\$0.00	\$0.00	\$0.00	\$0.00
		nts:WOODLAND TOWE CHECK ENTIRE PRO A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	C HOURS: OURS:		*****	****	****	****
	Task Descript	ion: Weekly Grounds							
103749	Preventive			03/21/2023 08:00 AM	03/21/2023 02:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project:	667-2								
		A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	PPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	DURS:	RYDAY				
	rask Descriptio	n. Weekly Glounus							
103750	Preventive			03/24/2023 08:00 AM	03/24/2023 09:27 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	PPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	DURS:	:RYDAY	·		·	·
	Task Descriptio	n: Weekly Grounds							
103751	Preventive Comment	s:RECORD READING	OF EXTERIOR EMERGEN	03/20/2023 08:00 AM CY GENERATOR TO LOG	03/20/2023 11:44 AM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Emergency Generate)T						
103752	Preventive			03/20/2023 08:00 AM	03/24/2023 08:58 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY	DURS:	FRYDAY				
	Task Descriptio	n: Weekly Grounds	SHOO REGUINED DET WE	0.0071111 0.1071111 2 2					
103872	Preventive			03/27/2023 08:00 AM	03/30/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	of the development.	nursday, inspect plants at V ed, dirt and replace plants a	Voodland Towers / 55 Wave as needed.	erley, both inside the commu	inity room, the	e front lobby,	and around the	outside
	Task Descriptio	n: 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: 6	667-2								
		A) PULL WEEDS, TE B) REMOVE ALL TR C) REPORT BACK T 55 WAVERLEY GRO	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H 'O ML IF ANY PROPERTY	OURS:	:RYDAY				
	Task Descripti	on: Weekly Grounds							
103874	Preventive			03/28/2023 08:00 AM	03/28/2023 12:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H 'O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Descripti	on: Weekly Grounds							
103875	Preventive			03/31/2023 08:00 AM	03/31/2023 01:36 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	A) PULL WEEDS, TR B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H 'O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Descripti	on: Weekly Grounds							
103876	Preventive	oto-DECORD DEADING		03/27/2023 08:00 AM ICY GENERATOR TO LOG	03/27/2023 09:57 AM	\$0.00	\$0.00	\$0.00	\$0.00
				ICT GENERATOR TO LOG	BOOK				
	rask Descripti	on: Emergency Genera	loi						
103877	Preventive			03/27/2023 08:00 AM	03/31/2023 09:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TR B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H 'O ML IF ANY PROPERTY	TC HOURS: OURS:		ψ0.00	4 3.33	Ç	V 0.00
	Task Descripti	on: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-2								
103945	Preventive Comment	s:Secured Environmer	nt to perform scheduled pes	03/20/2023 10:38 AM t control service for rats.	03/20/2023 10:40 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio								
104005	Preventive Comment	of the development.	Fhursday, inspect plants at	04/03/2023 08:00 AM Woodland Towers / 55 Wave	04/06/2023 06:00 PM erley, both inside the commu	\$0.00 unity room, the	\$0.00 e front lobby,	\$0.00 and around the	\$0.00 e outside
	Task Descriptio	, ,	os, antana replace plane						
104006	Preventive Comment	s:Associated Elevator	to do Monthly service on ele	04/01/2023 08:00 AM evators	04/26/2023 02:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Elevator							
104007	Preventive			04/03/2023 08:00 AM	04/05/2023 12:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PR A) PULL WEEDS, TI B) REMOVE ALL TF C) REPORT BACK	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY DUNDS REQUIRED BETWI	OURS:	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
104008	Preventive			04/04/2023 08:00 AM	04/05/2023 12:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PR A) PULL WEEDS, TI B) REMOVE ALL TE C) REPORT BACK	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY DUNDS REQUIRED BETWI	OURS:	ERYDAY				

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
104009		A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	RS DAILY GROUNDS OPERTY TO ENSURE: IM SHRUBS, BUSHES, ETO ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY DE UNDS REQUIRED BETWE	DURS: DAMAGE	04/07/2023 10:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
104010		ts:CLEAN AROUND ALI	_ WASHERS, DRYERS AN	04/01/2023 08:00 AM D VENTS	04/05/2023 01:48 PM	\$0.00	\$0.00	\$0.00	\$0.00
104011		ts:RECORD READING on: Emergency Generate	OF EXTERIOR EMERGENO	04/03/2023 08:00 AM CY GENERATOR TO LOG	04/05/2023 12:52 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
104012		A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	RS DAILY GROUNDS EPERTY TO ENSURE: IM SHRUBS, BUSHES, ETI ASH, DEBRIS, LITTER - HC O ML IF ANY PROPERTY DE UNDS REQUIRED BETWE	DURS: DAMAGE	04/07/2023 08:37 AM	\$0.00	\$0.00	\$0.00	\$0.00
104093	Preventive Commen	ts:Every Tuesday and Ti of the development.	nursday, inspect plants at W	04/10/2023 08:00 AM /oodland Towers / 55 Wave	04/11/2023 01:16 PM erley, both inside the commu	\$0.00 unity room, the	\$0.00 e front lobby,	\$0.00 and around the	\$0.00 e outside

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
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104095	Preventive			04/11/2023 08:00 AM	04/12/2023 04:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104096	Preventive			04/14/2023 08:00 AM	04/14/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS:	RYDAY				
104097	Preventive			04/10/2023 08:00 AM	04/14/2023 01:14 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:RECORD READING	OF EXTERIOR EMERGEN	CY GENERATOR TO LOG		,	,	*****	,
	Task Description	n: Emergency Generat	or						
104098	Preventive			04/10/2023 08:00 AM	04/14/2023 08:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY I	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104201	Preventive			04/12/2023 04:30 PM	04/12/2023 08:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
	Comment Task Description	spreading it to other are		e were two instances earlier	r in the day of a cigarette bud	d catching the	e mulch on fire	e and the wind	quickly
	rack Boompac	7 110							
104250	Preventive			04/17/2023 08:00 AM	04/20/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	of the development.	rsday, inspect plants at W dirt and replace plants a		rley, both inside the commu	nity room, the	e front lobby,	and around the	outside
	Task Description	n: Grounds							
104251	Preventive			04/17/2023 08:00 AM	04/18/2023 12:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRAS C) REPORT BACK TO	ERTY TO ENSURE: SHRUBS, BUSHES, ET H, DEBRIS, LITTER - HO ML IF ANY PROPERTY I	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104252	Preventive			04/18/2023 08:00 AM	04/18/2023 12:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRAS C) REPORT BACK TO	ERTY TO ENSURE: SHRUBS, BUSHES, ET H, DEBRIS, LITTER - HO ML IF ANY PROPERTY I	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104253	Preventive			04/21/2023 08:00 AM	04/21/2023 01:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	B) REMOVE ALL TRAS C) REPORT BACK TO I	ERTY TO ENSURE: SHRUBS, BUSHES, ET H, DEBRIS, LITTER - HO ML IF ANY PROPERTY I	OURS:	RYDAY				
	Task Description	n: 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 Comment	s:RECORD READING OF	EXTERIOR EMERGENO	04/17/2023 08:00 AM CY GENERATOR TO LOG	04/18/2023 12:32 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Emergency Generator							
104255		B) REMOVE ALL TRAS C) REPORT BACK TO I	ERTY TO ENSURE: SHRUBS, BUSHES, ETO H, DEBRIS, LITTER - HO ML IF ANY PROPERTY D	URS:	04/21/2023 09:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
104364	Preventive Comment Task Descriptio	of the development. Add water, mulch, seed,	rsday, inspect plants at W dirt and replace plants as		04/28/2023 03:31 PM rley, both inside the commu	\$0.00 nity room, the	\$0.00 e front lobby,	\$0.00 and around the	\$0.00 e outside
104365		B) REMOVE ALL TRAS C) REPORT BACK TO I 55 WAVERLEY GROUN	ERTY TO ENSURE: SHRUBS, BUSHES, ETO H, DEBRIS, LITTER - HO ML IF ANY PROPERTY D	URS:	04/24/2023 12:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds							
104366	Preventive Comment	S:WOODLAND TOWERS	ERTY TO ENSURE:	04/25/2023 08:00 AM	04/25/2023 04:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TRAS C) REPORT BACK TO I	SHRUBS, BUSHES, ETC H, DEBRIS, LITTER - HO ML IF ANY PROPERTY D IDS REQUIRED BETWEI	URS:	RYDAY				
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	n: State 667								
Project:	667-2								
		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	ERYDAY				
104368	Preventive			04/25/2023 08:00 AM	06/15/2023 12:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
		nts:AMERICAN ALARM quarterly inspection), on: Fire Alarms		NS- changed to annual inspe	ections for whole building (e	xcluding 2nd	floor which wa	as completed in	n first
104369	Preventive Comme	nts:RECORD READING	OF EXTERIOR EMERGEN	04/24/2023 08:00 AM ICY GENERATOR TO LOG	04/24/2023 12:29 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	on: Emergency Generat	or						
104370		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	DPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	04/28/2023 09:00 AM ERYDAY	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	on: Weekly Grounds							
104407	Preventive Comme	nts:check tire pressure o	n all trucks	04/24/2023 02:58 PM	04/25/2023 01:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descript	on: Truck Maintenance							
104408	Comme	nts:check all trucks for up on: Truck Maintenance	o to date inspection stickers	04/24/2023 03:00 PM	05/09/2023 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 667								
Project: 6	667-2								
104452	Preventive	s:Secured Environmen	nt to perform scheduled pes	04/17/2023 02:54 PM	04/17/2023 02:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio		it to perioriii sorieddied pes	Control service for fats					
104529	Preventive Comment	of the development.	Thursday, inspect plants at eed, dirt and replace plants	05/01/2023 08:00 AM Woodland Towers / 55 Wave	05/04/2023 03:20 PM orley, both inside the commu	\$0.00 unity room, the	\$0.00 e front lobby,	\$0.00 and around the	\$0.00 e outside
	Task Descriptio	n: Grounds							
104530	Preventive Comment	s:Associated Elevator	to do Monthly inspections	05/01/2023 08:00 AM	06/02/2023 12:13 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Elevator							
104531	Preventive			05/01/2023 08:00 AM	05/01/2023 01:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PR A) PULL WEEDS, TI B) REMOVE ALL TF C) REPORT BACK	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY DUNDS REQUIRED BETWI	OURS:	RYDAY				
	Task Descriptio	n: Weekly Grounds							
104532	Preventive			05/02/2023 08:00 AM	05/02/2023 10:07 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PR A) PULL WEEDS, TI B) REMOVE ALL TF C) REPORT BACK	RS DAILY GROUNDS OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E ASH, DEBRIS, LITTER - H TO ML IF ANY PROPERTY DUNDS REQUIRED BETW	OURS:	RYDAY				

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project:	667-2								
104533		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO OML IF ANY PROPERTY	OURS:	05/08/2023 10:09 AM	\$0.00	\$0.00	\$0.00	\$0.00
104534		ts:CLEAN AROUND AL	L WASHERS, DRYERS AN	05/01/2023 08:00 AM ND VENTS	05/01/2023 01:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
104535		ts:RECORD READING		05/01/2023 08:00 AM ICY GENERATOR TO LOG	05/01/2023 01:24 PM BOOK	\$0.00	\$0.00	\$0.00	\$0.00
104536		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	05/05/2023 08:13 AM ERYDAY	\$0.00	\$0.00	\$0.00	\$0.00
104655	Preventive Commen	of the development.	hursday, inspect plants at \	05/08/2023 08:00 AM Woodland Towers / 55 Wave	05/11/2023 04:00 PM erley, both inside the commu	\$0.00 Inity room, the	\$0.00 e front lobby,	\$0.00 and around the	\$0.00 e outside

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	n: 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
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104657	Preventive			05/09/2023 08:00 AM	05/09/2023 09:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104658	Preventive			05/12/2023 08:00 AM	05/12/2023 10:12 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	DURS:	RYDAY				
104659	Preventive			05/08/2023 08:00 AM	05/08/2023 10:11 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:RECORD READING	OF EXTERIOR EMERGEN	CY GENERATOR TO LOG	BOOK				
	Task Description	n: Emergency Genera	tor						
104660	Preventive			05/08/2023 08:00 AM	05/12/2023 09:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO O ML IF ANY PROPERTY	DURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104807	Preventive			05/15/2023 08:00 AM	05/18/2023 04:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
	Commen	of the development. Add water, mulch, see	ursday, inspect plants at \	Woodland Towers / 55 Wave as needed.	erley, both inside the commu	nity room, the	e front lobby,	and around the	e outside
104808	Preventive	ts:WOODLAND TOWER:	S DAII V GDOLINDS	05/15/2023 08:00 AM	05/15/2023 10:25 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PROI A) PULL WEEDS, TRII B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, E SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104809	Preventive			05/16/2023 08:00 AM	05/18/2023 04:24 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: M SHRUBS, BUSHES, E ⁻ SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	OURS:	FRYDAY				
	Task Description	n: Weekly Grounds	MDO NEGOMED DETVI	2214 0.00 7 1111 0.10 7 1111 2 4 2					
104810	Preventive			05/19/2023 08:00 AM	05/19/2023 08:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA C) REPORT BACK TO 55 WAVERLEY GROU	PERTY TO ENSURE: M SHRUBS, BUSHES, E SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
104811	Preventive			05/15/2023 08:00 AM	05/15/2023 10:35 AM	\$0.00	\$0.00	\$0.00	\$0.00
104011		ts:RECORD READING C	F EXTERIOR EMERGEN	ICY GENERATOR TO LOG		ψ0.00	ψ0.00	ψ0.00	ψ0.00
	Task Description	n: Emergency Generato	r						
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	n: State 667								
Project:	667-2								
		B) REMOVE ALL TRA	PERTY TO ENSURE: IM SHRUBS, BUSHES, ET ISH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	DURS:	ERYDAY				
104929	Preventive			05/22/2023 08:00 AM	05/25/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	of the development. Add water, mulch, see	nursday, inspect plants at V	Voodland Towers / 55 Wave as needed.	erley, both inside the commu	unity room, the	e front lobby,	and around the	outside
104930	Preventive			05/22/2023 08:00 AM	05/22/2023 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA	PERTY TO ENSURE: IM SHRUBS, BUSHES, ET ISH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	C HOURS: DURS:		*****	****	****	****
	Task Description	on: Weekly Grounds	SHOO KEQOKED DETWE						
104931	Preventive			05/23/2023 08:00 AM	05/23/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
104931		B) REMOVE ALL TRA	PERTY TO ENSURE: IM SHRUBS, BUSHES, ET ISH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	C HOURS: DURS:		φυ.συ	\$0.00	ψ0.00	ψ0.00
	Task Description	on: Weekly Grounds		0.00 /					
104932	Preventive Commen	B) REMOVE ALL TRA	PERTY TO ENSURE: IM SHRUBS, BUSHES, ET ISH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	DURS:	05/26/2023 10:03 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
104933	Preventive			05/22/2023 08:00 AM	05/23/2023 09:46 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed		
Program	: State 667										
roject:	667-2										
	Commer	nts:RECORD READING	OF EXTERIOR EMERGEN	CY GENERATOR TO LOG	BOOK						
	Task Description	on: Emergency Genera	itor								
104934	Preventive			05/22/2023 08:00 AM	05/26/2023 09:04 AM	\$0.00	\$0.00	\$0.00	\$0.00		
	Commer	nts:WOODLAND TOWE	RS DAILY GROUNDS OPERTY TO ENSURE:								
		A) PULL WEEDS, T	RIM SHRUBS, BUSHES, ET								
			RASH, DEBRIS, LITTER - HO FO ML IF ANY PROPERTY								
	Took Decerinti		DUNDS REQUIRED BETWE	EEN 8:00 AM - 8:45 AM EVE	RYDAY						
	rask Description	on: Weekly Grounds									
04956	Preventive			05/15/2023 03:29 PM	05/15/2023 03:33 PM	\$0.00	\$0.00	\$0.00	\$0.00		
0 1000		nts:Secured Environme	nt to perform scheduled pest		00/10/2020 00:00 1 111	ψο.σσ	ψ0.00	ψ0.00	φο.στ		
	Task Description	on: Pest Control									
	·										
05045	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.										
			eed, dirt and replace plants a	as needed.							
	Task Description	on: Grounds									
05046	Preventive			06/01/2023 08:00 AM	07/03/2023 11:18 AM	\$0.00	\$0.00	\$0.00	\$0.00		
	Commer	nts:ASSOCIATED ELEV	ATOR TO PERFORM MON	THLY ROUTINE MAINTEN	ANCE						
	Task Description	on: Elevator									
05047	.			05/00/0000 00 00 444	05/04/0000 07 04 084	Фо оо	Фо оо	Ф0.00	# 0.00		
05047	Preventive	nts:WOODLAND TOWE	RS DAILY GROUNDS	05/29/2023 08:00 AM	05/31/2023 07:04 AM	\$0.00	\$0.00	\$0.00	\$0.00		
	Comme	CHECK ENTIRE PR	OPERTY TO ENSURE:								
			RIM SHRUBS, BUSHES, ET RASH, DEBRIS, LITTER - HO								
			TO ML IF ANY PROPERTY DUNDS REQUIRED BETWE		RYDAY						
	Task Description	on: Weekly Grounds		2.14 0.00 7 1111 0.10 7 1111 2 4 2							
05048	Preventive			05/30/2023 08:00 AM	05/30/2023 07:03 AM	\$0.00	\$0.00	\$0.00	\$0.00		
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project:	667-2								
		s:WOODLAND TOWERS DAI CHECK ENTIRE PROPERT A) PULL WEEDS, TRIM SH B) REMOVE ALL TRASH, E C) REPORT BACK TO ML I 55 WAVERLEY GROUNDS	TY TO ENSURE: RUBS, BUSHES, ET DEBRIS, LITTER - HO F ANY PROPERTY	OURS: DAMAGE	ERYDAY				
	Task Description	n: Weekly Grounds							
105049	Preventive	s:WOODLAND TOWERS DAI	LVCDOLINDS	06/02/2023 08:00 AM	06/02/2023 12:34 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	CHECK ENTIRE PROPERT A) PULL WEEDS, TRIM SH B) REMOVE ALL TRASH, E C) REPORT BACK TO ML I 55 WAVERLEY GROUNDS	TY TO ENSURE: RUBS, BUSHES, ET DEBRIS, LITTER - HO F ANY PROPERTY	OURS: DAMAGE	ERYDAY				
	Task Description	n: Weekly Grounds							
105050	Preventive			06/01/2023 08:00 AM	06/05/2023 12:31 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:CLEAN AROUND ALL WAS	HERS, DRYERS AN	ND VENTS					
	Task Description	n: Cleaning/General							
105051	Preventive			05/29/2023 08:00 AM	06/05/2023 12:35 PM	\$0.00	\$0.00	\$0.00	\$0.00
		s:RECORD READING OF EX	TERIOR EMERGEN			ψο.σσ	Ψ0.00	ψ0.00	ψ0.00
	Task Description	n: Emergency Generator							
105052	Preventive			05/29/2023 08:00 AM	06/02/2023 07:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
103032	Comment	s:WOODLAND TOWERS DAI CHECK ENTIRE PROPERT A) PULL WEEDS, TRIM SH B) REMOVE ALL TRASH, E C) REPORT BACK TO ML I 55 WAVERLEY GROUNDS	TY TO ENSURE: RUBS, BUSHES, ET DEBRIS, LITTER - HO F ANY PROPERTY	TC HOURS: OURS: DAMAGE		ψ0.00	φ0.00	ψ0.00	φ0.00
	Task Description	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Comment	s:Every Tuesday and Thursd of the development. Add water, mulch, seed, dir	, ,		erley, both inside the commun	ity room, th	e front lobby,	and around the	e outside
	Task Descriptio		t and replace plants as	nieeded.					
105189	Preventive			06/05/2023 08:00 AM	06/05/2023 12:32 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM SI B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUNDS	TY TO ENSURE: HRUBS, BUSHES, ETO DEBRIS, LITTER - HO IF ANY PROPERTY D	URS: AMAGE	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
105190	Preventive			06/06/2023 08:00 AM	06/06/2023 09:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM SH B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUNDS	TY TO ENSURE: HRUBS, BUSHES, ETO DEBRIS, LITTER - HO IF ANY PROPERTY D	URS: AMAGE	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
105191	Preventive			06/09/2023 08:00 AM	06/09/2023 11:17 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM SH B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUNDS	TY TO ENSURE: HRUBS, BUSHES, ETO DEBRIS, LITTER - HO IF ANY PROPERTY D	URS: AMAGE	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
105192	Preventive	s:RECORD READING OF E	TEDIOD EMEDOENO	06/05/2023 08:00 AM	06/05/2023 12:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
		n: Emergency Generator	CILINON LINENGLING	TO LIVERATION TO LOG	BOOK				
		. 3,							

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
	Comment	s:CHECK ROOF EXHAUST	FANS, CHECK BELTS	ENSURE FOR PROPER	OPERATION OF ALL FANS	THROUGHO	OUT BUILDING	;	
	Task Description	n: 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
	Comment	s:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM S B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUND	TTY TO ENSURE: HRUBS, BUSHES, ETC DEBRIS, LITTER - HOI IF ANY PROPERTY D	URS: AMAGE	RYDAY				
	Task Description	n: Weekly Grounds							
105615	Preventive			06/12/2023 08:00 AM	06/15/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:Every Tuesday and Thurso of the development. Add water, mulch, seed, di			rley, both inside the commur	nity room, the	e front lobby, a	nd around the	outside
	Task Description								
105616	Preventive			06/12/2023 08:00 AM	06/12/2023 11:02 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:WOODLAND TOWERS DA CHECK ENTIRE PROPER A) PULL WEEDS, TRIM S B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUND	TTY TO ENSURE: HRUBS, BUSHES, ETC DEBRIS, LITTER - HOI IF ANY PROPERTY D	URS: AMAGE	RYDAY				
	Task Description	n: Weekly Grounds							
105617	Preventive			06/13/2023 08:00 AM	06/13/2023 11:38 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:WOODLAND TOWERS D. CHECK ENTIRE PROPER A) PULL WEEDS, TRIM S B) REMOVE ALL TRASH, C) REPORT BACK TO ML 55 WAVERLEY GROUND	TTY TO ENSURE: HRUBS, BUSHES, ETC DEBRIS, LITTER - HOI IF ANY PROPERTY D	URS: AMAGE	RYDAY				
	Task Description	n: 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: 6	667-2								
	Comment	B) REMOVE ALL TRAS C) REPORT BACK TO	ERTY TO ENSURE: I SHRUBS, BUSHES, ET H, DEBRIS, LITTER - H ML IF ANY PROPERTY	OURS:	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
105619	Preventive			06/12/2023 08:00 AM	06/12/2023 01:43 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:RECORD READING O	EXTERIOR EMERGEN	ICY GENERATOR TO LOG	воок				
	Task Descriptio	n: Emergency Generator							
105620	Preventive Comment	s:WOODLAND TOWERS		06/12/2023 08:00 AM	06/16/2023 08:59 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TRIN B) REMOVE ALL TRAS C) REPORT BACK TO	I SHRUBS, BUSHES, ET SH, DEBRIS, LITTER - H ML IF ANY PROPERTY	OURS:	FRYDAY				
	Task Descriptio	n: Weekly Grounds							
105767	Preventive			05/16/2023 08:41 AM	05/16/2023 04:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:replace faulty stop in 71	1, replace all stops on ris	ser (units ending in -10 & -11) preventatively				
	Task Descriptio	n: Plumbing Repair							
105934	Preventive			06/19/2023 08:00 AM	06/22/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	of the development.	rsday, inspect plants at \ , dirt and replace plants a	Woodland Towers / 55 Wave	erley, both inside the commu	inity room, the	e front lobby,	and around the	outside
	Task Descriptio		, sp.ass plante						

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
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
105936	Preventive			06/20/2023 08:00 AM	06/20/2023 01:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	PERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
105937	Preventive			06/23/2023 08:00 AM	06/24/2023 02:59 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	OURS:	RYDAY				
	Task Description	n: Weekly Grounds							
105938	Preventive			06/19/2023 08:00 AM	06/20/2023 01:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:RECORD READING	OF EXTERIOR EMERGEN	CY GENERATOR TO LOG	BOOK				
	Task Description	n: Emergency Generat	or						
105939	Preventive			06/19/2023 08:00 AM	06/23/2023 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, ET ASH, DEBRIS, LITTER - HO D ML IF ANY PROPERTY I	C HOURS: DURS:		+3.00	7-100	.	73.30
	Task Description	n: Weekly Grounds							
106065	Preventive			05/03/2023 12:27 PM	05/03/2023 12:28 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-2								
	Comment	s:Annual Sprinkler inspec	tion						
	Task Descriptio	n: Fire Pumps/Sprinkler S	System						
106174	Preventive			06/26/2023 08:00 AM	06/29/2023 02:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:Every Tuesday and Thu of the development. Add water, mulch, seed.			erley, both inside the commu	inity room, the	e front lobby,	and around the	outside
	Task Descriptio	n: Grounds							
106175	Preventive			07/03/2023 08:00 AM	07/06/2023 02:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:Every Tuesday and Thu of the development. Add water, mulch, seed,			erley, both inside the commu	inity room, the	e front lobby,	and around the	outside
	Task Descriptio		,						
106177	Preventive			06/26/2023 08:00 AM	07/03/2023 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:WOODLAND TOWERS CHECK ENTIRE PROP							
		A) PULL WEEDS, TRIM B) REMOVE ALL TRAS							
		C) REPORT BACK TO I		DAMAGE EEN 8:00 AM - 8:45 AM EVE	ERYDAY				
	Task Descriptio	n: Weekly Grounds							
106178	Preventive			06/27/2023 08:00 AM	07/03/2023 12:44 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	S:WOODLAND TOWERS CHECK ENTIRE PROP A) PULL WEEDS, TRIM B) REMOVE ALL TRAS C) REPORT BACK TO	ERTY TO ENSURE: I SHRUBS, BUSHES, ET H, DEBRIS, LITTER - HO ML IF ANY PROPERTY	OURS: DAMAGE					
	Task Descriptio	55 WAVERLEY GROUN n: Weekly Grounds	NDS REQUIRED BETWE	EEN 8:00 AM - 8:45 AM EVE	EKYDAY				

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-2								
106179	Preventive			06/30/2023 08:00 AM	07/03/2023 12:42 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, E ^T ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	on: Weekly Grounds							
106180	Preventive			07/03/2023 08:00 AM	07/03/2023 12:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	OPERTY TO ENSURE: IM SHRUBS, BUSHES, E ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	on: Weekly Grounds							
106181	Preventive			07/04/2023 08:00 AM	07/05/2023 08:24 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	OPERTY TO ENSURE: IM SHRUBS, BUSHES, E ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	on: Weekly Grounds							
106182	Preventive			07/07/2023 08:00 AM	07/07/2023 01:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TR B) REMOVE ALL TRA C) REPORT BACK TO	DPERTY TO ENSURE: IM SHRUBS, BUSHES, E ^T ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	on: Weekly Grounds							
				07/01/0000 00 07		•	•	40.00	
106183	Preventive Commen	ts:CLEAN AROUND AI	L WASHERS, DRYERS AN	07/01/2023 08:00 AM ND VENTS	07/03/2023 12:41 PM	\$0.00	\$0.00	\$0.00	\$0.00
		on: Cleaning/General	_ ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
106184	Preventive			06/26/2023 08:00 AM	07/03/2023 12:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: (
	Commen	its:RECORD READING	OF EXTERIOR EMERGEN	ICY GENERATOR TO LOG	BOOK				
	Task Description	on: Emergency Genera	or						
106185	Preventive			07/03/2023 08:00 AM	07/03/2023 12:39 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	its:RECORD READING	OF EXTERIOR EMERGEN	ICY GENERATOR TO LOG	BOOK				
	Task Description	on: Emergency Genera	or						
106186	Preventive			06/26/2023 08:00 AM	06/30/2023 10:28 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	on: Weekly Grounds							
106187	Preventive			07/03/2023 08:00 AM	07/07/2023 07:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E' ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Description	on: Weekly Grounds							
106282	Preventive			07/04/2023 07:30 AM	07/04/2023 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	its:inspect dumpster, clo	se lids on all properties, pe	r ML					
	Task Description	on: Grounds							
106311	Preventive			07/10/2023 08:00 AM	07/13/2023 03:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	of the development.		Woodland Towers / 55 Wave	rley, both inside the commu	unity room, the	e front lobby, a	and around the	outside
	Task Description		ed, dirt and replace plants	as needed.					
106312	Preventive			07/10/2023 08:00 AM	07/11/2023 07:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 667								
Project: 6	667-2								
		A) PULL WEEDS, TE B) REMOVE ALL TR C) REPORT BACK T 55 WAVERLEY GRO	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E ⁻ ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Descripti	on: Weekly Grounds							
106313	Preventive			07/11/2023 08:00 AM	07/11/2023 07:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	A) PULL WEEDS, TF B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E ⁻ ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	RYDAY				
	Task Descripti	on: Weekly Grounds							
106314	Preventive			07/14/2023 08:00 AM	07/14/2023 07:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	A) PULL WEEDS, TR B) REMOVE ALL TR C) REPORT BACK T	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E ⁻ ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	:RYDAY				
	Task Descripti	on: Weekly Grounds							
106315	Preventive			07/10/2023 08:00 AM	07/11/2023 07:54 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:RECORD READING	OF EXTERIOR EMERGEN	ICY GENERATOR TO LOG	воок				
	Task Descripti	on: Emergency Genera	tor						
106316	Preventive			07/10/2023 08:00 AM	07/14/2023 08:04 AM	\$0.00	\$0.00	\$0.00	\$0.00
		A) PULL WEEDS, TE B) REMOVE ALL TR C) REPORT BACK T 55 WAVERLEY GRO	OPERTY TO ENSURE: RIM SHRUBS, BUSHES, E ⁻ ASH, DEBRIS, LITTER - H O ML IF ANY PROPERTY	OURS:	:RYDAY				
	Task Descripti	on: 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
	Commer	nts:exterior pest contro	l services						
	Task Description	on: Pest Control							
667-2			Incomplete: 0	Complete: 208		\$0.00	\$0.00	\$0.00	\$0.00
Project:	667-3								
102223	Preventive Commer	nts:CLEAN AROUND	ALL WASHERS, DRYERS AN	01/01/2023 08:00 AM ND VENTS	01/10/2023 09:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	on: Cleaning/General							
102226	Preventive			01/02/2023 08:00 AM	01/05/2023 03:52 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:FILL 1 BUCKET OI	FICE MELT OUTSIDE OF 10	0 WARREN STREET MAIN	ENTRY AT THE BEGINNIN	NG OF EACH	WEEK		
	Task Descripti	FILL TO THE TOP on: Snow Removal	AND LEAVE SCOOP						
102227	Preventive			01/01/2023 08:00 AM	01/10/2023 09:47 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:Inspect Boiler Roor	n						
		Monthly Inspection							
	Task Description	Visually inspect all on: Inspect Boilers	boiler room components for n	ormal operation.					
102228	Preventive Commer	nts:KEANE FIRE & SA	FETY TO PERFORM ANNU/	01/01/2023 08:00 AM AL INSPECTION OF FIRE E	01/04/2023 12:00 AM EXTINGUISHERS	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descripti	on: Fire Alarms							
102229	Preventive Commer Task Descripti		VATOR TO PERFORM MON	01/01/2023 08:00 AM ITHLY ROUTINE MAINTEN	01/04/2023 12:00 AM ANCE	\$0.00	\$0.00	\$0.00	\$0.00
	rask Descripti	on. Lievaloi							

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
	Comment	s:FILL 1 BUCKET OF IC	CE MELT OUTSIDE OF 100	WARREN STREET MAIN	ENTRY AT THE BEGINNII	NG OF EACH	WEEK		
		FILL TO THE TOP AN	ID LEAVE SCOOP						
	Task Descriptio	n: Snow Removal							
102605	Preventive			01/25/2023 08:00 AM	03/06/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:AMERICAN ALARM (QUARTERLY INSPECTION			·		·	·
	Task Descriptio	n: Fire Alarms							
102746	Preventive			02/01/2023 08:00 AM	02/01/2023 12:29 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:Inspect Boiler Room							
		Monthly Inspection							
		, ,	iler room components for nor	mal operation.					
	Task Descriptio	n: Inspect Boilers							
102747	Preventive			02/01/2023 08:00 AM	02/01/2023 12:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
102141		s:CLEAN AROUND ALI	_ WASHERS, DRYERS AND		02/01/2020 12:00 1 W	ψ0.00	ψ0.00	ψ0.00	ψ0.00
	Task Descriptio	n: Cleaning/General							
		-							
102748	Preventive			02/01/2023 08:00 AM	02/01/2023 08:53 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:ASSOCIATED ELEVA	ATOR TO PERFORM MONTI	HLY ROUTINE MAINTEN	ANCE				
	Task Descriptio	n: Elevator							
102793	Preventive			01/31/2023 09:18 AM	01/31/2023 12:20 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:Paint first floor, trash,	room floor						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 667								
Project:	667-3								
103330	Preventive Comment	s:Inspect Boiler Room		03/01/2023 08:00 AM	03/02/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Descriptio	Visually inspect all bons: Inspect Boilers	iler room components for no	rmal operation.					
103331	Preventive Comment	s:CLEAN AROUND AL	L WASHERS, DRYERS AND	03/01/2023 08:00 AM O VENTS	03/02/2023 01:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Cleaning/General							
103332	Preventive Comment	s:ASSOCIATED ELEV	ATOR TO PERFORM MONT	03/01/2023 08:00 AM HLY ROUTINE MAINTEN	03/01/2023 09:43 AM ANCE	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Elevator							
103950	Preventive Comment	s:Secured Environmen	to perform scheduled pest of	03/20/2023 01:03 PM	03/20/2023 01:04 PM & B building)	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio			()					
104013	Preventive Comment	s:Inspect Boiler Room		04/01/2023 08:00 AM	04/06/2023 09:49 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Descriptio	Visually inspect all bons: Inspect Boilers	iler room components for no	rmal operation.					
104014	Preventive Comment	s:CLEAN AROUND AL	L WASHERS, DRYERS AND	04/01/2023 08:00 AM O VENTS	04/06/2023 09:50 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: 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 Comment	s:ASSOCIATED ELEVA	TOR TO PERFORM MONT	04/01/2023 08:00 AM THLY ROUTINE MAINTEN	04/26/2023 02:51 PM ANCE	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Elevator							
104371	Preventive Comment	s:AMERICAN ALARM Q for June	UARTERLY INSPECTION	04/25/2023 08:00 AM - changed to annual inspec	06/12/2023 03:37 PM ctions for whole building (exc	\$0.00 cluding 1st flo	\$0.00 or - done dur	\$0.00 ing quarterly), s	\$0.00 scheduled
	Task Description	n: Fire Alarms							
104537	Preventive Comment	s:Inspect Boiler Room		05/01/2023 08:00 AM	05/03/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							
	Task Description	Visually inspect all boilen: Inspect Boilers	er room components for no	rmal operation.					
104538	Preventive Comment	s:CLEAN AROUND ALL	WASHERS, DRYERS AND	05/01/2023 08:00 AM O VENTS	05/04/2023 11:01 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Cleaning/General							
104539	Preventive Comment	s:ASSOCIATED ELEVA	TOR TO PERFORM MONT	05/01/2023 08:00 AM HLY ROUTINE MAINTEN.	06/02/2023 12:14 PM ANCE	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Elevator							
104588	Preventive Comment	s:Paarking lot		05/03/2023 01:14 PM	05/03/2023 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 667								
Project: 6	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							
	Task Description	Visually inspect all bo : Inspect Boilers	ler room components for	normal operation.					
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 AL	WASHERS, DRYERS A	ND VENTS					
	Task Description	: Cleaning/General							
105055	Preventive Comments	::ASSOCIATED ELEV/	TOR TO PERFORM MO	06/01/2023 08:00 AM NTHLY ROUTINE MAINTEN	07/03/2023 11:20 AM ANCE	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	: Elevator							
105986	Preventive	100 Warren Street U		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			07/04/2022 00:02 004	07/06/2023 11:17 AM	\$0.00	\$0.00	\$0.00	# 0.00
100100		:Inspect Boiler Room		07/01/2023 08:00 AM	07/00/2023 11:17 AIVI	\$0.00	\$0.00	\$0.00	\$0.00
		Monthly Inspection							

Monthly Inspection

Visually inspect all boiler room components for normal operation.

Task Description: Inspect Boilers

Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
State 667								
67-3								
Preventive Commen	ts:CLEAN AROUND A	LL WASHERS, DRYERS A	07/01/2023 08:00 AM ND VENTS	07/06/2023 11:18 AM	\$0.00	\$0.00	\$0.00	\$0.00
Task Descriptio	n: Cleaning/General							
		Incomplete: 0	Complete: 30		\$0.00	\$0.00	\$0.00	\$0.00
•		Incomplete: 0	Complete: 353		\$0.00	\$0.00	\$0.00	\$0.00
State 689								
89-1								
Preventive			12/19/2022 08:00 AM	01/03/2023 03:12 PM	\$0.00	\$0.00	\$0.00	\$0.00
Task Descriptic	A) CUT GRASS, TE B) REMOVE ALL T C) REPORT BACK	RIMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER						
Preventive			01/02/2023 08:00 AM	01/03/2023 11:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
Commen								
	B) REMOVE ALL T	RASH, DEBRIS, LITTER	•					
Task Descriptio	,							
Preventive			01/09/2023 08:00 AM	01/09/2023 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
Commen								
	B) REMOVE ALL T C) REPORT BACK	RASH, DEBRIS, LITTER	•					
	State 667 67-3 Preventive Comment Task Description State 689 89-1 Preventive Comment Task Description Preventive Comment Task Description	State 667 67-3 Preventive Comments:CLEAN AROUND A Task Description: Cleaning/General State 689 89-1 Preventive Comments:109-111 UNION STI CHECK ENTIRE PR A) CUT GRASS, TR B) REMOVE ALL T C) REPORT BACK Task Description: Weekly Grounds Preventive Comments:109-111 UNION STI CHECK ENTIRE PR A) CUT GRASS, TR B) REMOVE ALL T C) REPORT BACK Task Description: Weekly Grounds Preventive Comments:109-111 UNION STI CHECK ENTIRE PR A) CUT GRASS, TR B) REMOVE ALL T CHECK ENTIRE PR A) CUT GRASS, TR B) REMOVE ALL T	Preventive Comments:CLEAN AROUND ALL WASHERS, DRYERS AI Task Description: Cleaning/General Incomplete: 0 Incomple	State 667 67-3 Preventive 07/01/2023 08:00 AM Comments: CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General Incomplete: 0 Complete: 30 Incomplete: 0 Complete: 353 State 689 89-1 Preventive 12/19/2022 08:00 AM 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 Preventive 01/02/2023 08:00 AM 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 Preventive 01/09/2023 08:00 AM COMMENTS: 109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE: C) REPORT BACK TO ML IF ANY PROPERTY DAMAGE Task Description: Weekly Grounds Preventive 01/09/2023 08:00 AM COMMENTS: 109-111 UNION STREET CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER CHECK ENTIRE PROPERTY TO ENSURE: A) CUT GRASS, TRIMMING SHRUBS, BUSHES, ETC. B) REMOVE ALL TRASH, DEBRIS, LITTER 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	State 667 67-3 Preventive 07/01/2023 08:00 AM 07/06/2023 11:18 AM Comments:CLEAN AROUND ALL WASHERS, DRYERS AND VENTS Task Description: Cleaning/General Incomplete: 0 Complete: 30 Incomplete: 0 Complete: 353 State 689 89-1 Preventive 12/19/2022 08:00 AM 01/03/2023 03:12 PM 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 Preventive 01/02/2023 08:00 AM 01/03/2023 11:30 AM 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 Preventive 01/02/2023 08:00 AM 01/09/2023 11:30 PM 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 Preventive 01/09/2023 08:00 AM 01/09/2023 01:00 PM 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	State 667	State 667	Preventive

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 689								
Project:	689-1								
103063	Preventive Comment			02/13/2023 08:00 AM S, ETC.	02/17/2023 03:16 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio		O ML IF ANY PROPERTY	DAMAGE					
103184	Preventive Comment	B) REMOVE ALL TRA		•	02/24/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	n: Weekly Grounds							
103333	Preventive Comment	s:109-111 UNION STRE	PERTY TO ENSURE:	02/27/2023 08:00 AM	03/03/2023 03:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
103473	Preventive Comment	s:109-111 UNION STRI CHECK ENTIRE PRC		03/06/2023 08:00 AM	03/10/2023 03:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 689								
Project:	689-1								
103597	Preventive Comment	B) REMOVE ALL TRA		•	03/13/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	O WE II ANT TROTERT	DAWAGE					
103753		B) REMOVE ALL TRA			03/24/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
103878	Preventive Comment	B) REMOVE ALL TRA	PERTY TO ENSURE: MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER	•	03/31/2023 01:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	n: Weekly Grounds	O ML IF ANY PROPERTY	DAMAGE					
104016	Preventive Comment	s:109-111 UNION STRE CHECK ENTIRE PRO		04/03/2023 08:00 AM	04/03/2023 01:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Descriptio	B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 689								
Project: 6	89-1								
104099	Preventive Commen		PERTY TO ENSURE:	04/10/2023 08:00 AM	04/10/2023 02:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
104256	Preventive			04/17/2023 08:00 AM	04/21/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen		PERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
104372	Preventive			04/24/2023 08:00 AM	04/24/2023 01:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:109-111 UNION STR CHECK ENTIRE PRO	EET PPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	n: Weekly Grounds	O WE II 7 IVI I NOI ERTI	DI WINGE					
104540	Preventive			05/01/2023 08:00 AM	05/01/2023 02:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:109-111 UNION STR CHECK ENTIRE PRO	EET PPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 689								
Project: 6	689-1								
104661	Preventive			05/08/2023 08:00 AM	05/12/2023 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:109-111 UNION STRE CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	n: Weekly Grounds							
104813	Preventive			05/15/2023 08:00 AM	05/17/2023 03:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:109-111 UNION STRE CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	n: Weekly Grounds	O WE II AIVI I NOI ERTI	DAWAGE					
104935	Preventive			05/22/2023 08:00 AM	05/22/2023 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:109-111 UNION STRE CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER	•					
	Task Descriptio	C) REPORT BACK To n: Weekly Grounds	O ML IF ANY PROPERTY	DAMAGE					
105056	Preventive			05/29/2023 08:00 AM	05/30/2023 03:08 PM	\$0.00	90.00	\$0.00	\$0.00
105056		s:109-111 UNION STRE CHECK ENTIRE PRO		05/29/2023 06.00 AIVI	05/30/2023 03.08 PIVI	φ0.00	\$0.00	φυ.υυ	φυ.υυ
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER						
	Task Descriptio	C) REPORT BACK To n: Weekly Grounds	O ML IF ANY PROPERTY	DAMAGE					

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	s:109-111 UNION STRE CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Descriptio	n: Weekly Grounds							
105621	Preventive			06/12/2023 08:00 AM	06/12/2023 02:47 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:109-111 UNION STRE CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Descriptio	n: Weekly Grounds	7 M2 II 7 W 1 1 NO 1 E N 1 1	<i>57</i>					
105940	Preventive			06/19/2023 08:00 AM	06/20/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:109-111 UNION STRE CHECK ENTIRE PRO							
		B) REMOVE ALL TRA		•					
	Task Descriptio	C) REPORT BACK TO n: Weekly Grounds	ML IF ANY PROPERTY	DAMAGE					
400404	Descritive			00/00/0002 00:00 AM	00/00/0000 00.00 PM	#0.00	#0.00	#0.00	#0.00
106191	Preventive Comment	s:109-111 UNION STRE	FT	06/26/2023 08:00 AM	06/26/2023 02:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 689								
Project: 6	689-1								
106192	Preventive Comment	s:109-111 UNION STRE CHECK ENTIRE PRO A) CUT GRASS, TRII		07/03/2023 08:00 AM ES, ETC.	07/05/2023 03:08 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	B) REMOVE ALL TRA	ASH, DEBRIS, LITTER O ML IF ANY PROPERT						
106317	Preventive			07/10/2023 08:00 AM	07/11/2023 01:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:109-111 UNION STRE CHECK ENTIRE PRO	EET PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSH ASH, DEBRIS, LITTER O ML IF ANY PROPERT						
	Task Description	n: Weekly Grounds							
689-1		Inc	complete: 0	Complete: 25		\$0.00	\$0.00	\$0.00	\$0.00
Project: 6	689-2		·	·					
102235	Preventive			01/02/2023 08:00 AM	01/03/2023 11:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
		s:15-17 & 19-21 GREEN CHECK ENTIRE PRO				*****	*****	*****	*****
		B) REMOVE ALL TRA	MMING SHRUBS, BUSH ASH, DEBRIS, LITTER O ML IF ANY PROPERT' SSIBLE BASEMENT MEC		ON AREAS				
	Task Description	n: Weekly Grounds							
102392	Preventive			01/09/2023 08:00 AM	01/09/2023 10:10 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:15-17 & 19-21 GREEN CHECK ENTIRE PRO	_						
			MMING SHRUBS, BUSH	-0 FT0					

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 689								
Project: 6	689-2								
103064	Preventive			02/13/2023 08:00 AM	02/17/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK 1	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	DN AREAS				
	Task Description	on: Weekly Grounds							
103185	Preventive			02/20/2023 08:00 AM	02/24/2023 01:01 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK 1	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	DN AREAS				
	Task Description	on: Weekly Grounds							
103334	Preventive			02/27/2023 08:00 AM	03/03/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T D) COMMON ACCE	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER 'O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	•	ON AREAS				
	Task Description	on: Weekly Grounds							
103474	Preventive			03/06/2023 08:00 AM	03/10/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK 1	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,	ON AREAS				
	Task Description	on: Weekly Grounds	SSIDEL DASLIVILIVI IVILOI	IANICAL ROOMS, COMINIC	IN AILLAG				
	Task Description	on: Grounds							
103598	Preventive			03/13/2023 08:00 AM	03/13/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
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		Services, Inc. (MCS)		1 ago 100 01 211					y: Sara Allen

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 689								
Project: 6	689-2								
	Comme	nts:15-17 & 19-21 GREE CHECK ENTIRE PR	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Descripti	on: Weekly Grounds							
103754	Preventive			03/20/2023 08:00 AM	03/20/2023 09:30 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:15-17 & 19-21 GREE CHECK ENTIRE PR	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Descripti	on: Weekly Grounds							
103879	Preventive			03/27/2023 08:00 AM	03/30/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:15-17 & 19-21 GREE CHECK ENTIRE PR	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Descripti	on: Weekly Grounds							
104017	Preventive			04/03/2023 08:00 AM	04/07/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:15-17 & 19-21 GREE CHECK ENTIRE PR	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TE C) REPORT BACK	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY SSIBLE BASEMENT MECH	,	ON AREAS				
	Task Descripti	on: 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								
	Comme	nts:15-17 & 19-21 GREEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	OML IF ANY PROPERTY	,	ON AREAS				
	Task Descript	ion: Weekly Grounds							
104257	Preventive			04/17/2023 08:00 AM	04/18/2023 02:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:15-17 & 19-21 GREEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	OML IF ANY PROPERTY	·	ON AREAS				
	Task Descript	ion: Weekly Grounds		,					
104373	Preventive			04/24/2023 08:00 AM	04/24/2023 01:26 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:15-17 & 19-21 GREEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	OML IF ANY PROPERTY	•	ON AREAS				
	Task Descript	ion: Weekly Grounds							
104541	Preventive			05/01/2023 08:00 AM	05/01/2023 04:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comme	nts:15-17 & 19-21 GREEN CHECK ENTIRE PRO							
		B) REMOVE ALL TRA C) REPORT BACK TO D) COMMON ACCES	OML IF ANY PROPERTY	•	ON AREAS				
	ı ask Descript	ion: 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								
	Commer	its:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	on: Weekly Grounds							
104814	Preventive			05/15/2023 08:00 AM	05/15/2023 03:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	on: Weekly Grounds							
104936	Preventive			05/22/2023 08:00 AM	05/22/2023 03:21 PM	\$0.00	\$0.00	\$0.00	\$0.00
104936		nts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:	03/22/2023 06.00 AIVI	03/22/2023 03.21 FW	\$0.00	\$0.00	φυ.υυ	φυ.υυ
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH		ON AREAS				
	Task Description	on: Weekly Grounds		,					
105057	Preventive			05/29/2023 08:00 AM	05/30/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commer	nts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECH	,	ON AREAS				
	Task Description	on: 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								
	Commen	ts:15-17 & 19-21 GREEN STF CHECK ENTIRE PROPER							
		A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML D) COMMON ACCESSIBL	DEBRIS, LITTER IF ANY PROPERTY	DAMAGE	ON AREAS				
	Task Description	on: Weekly Grounds	E BAGEMENT MEGI	without receive, continue	NY AREAG				
105622	Preventive Commen	ts:15-17 & 19-21 GREEN STF CHECK ENTIRE PROPER		06/12/2023 08:00 AM	06/12/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
		A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML D) COMMON ACCESSIBL	DEBRIS, LITTER IF ANY PROPERTY	DAMAGE	DN AREAS				
	Task Description	n: Weekly Grounds							
105941	Preventive	ts:15-17 & 19-21 GREEN STF	DEET	06/19/2023 08:00 AM	06/19/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PROPER							
		A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML D) COMMON ACCESSIBL	DEBRIS, LITTER IF ANY PROPERTY	DAMAGE	ON AREAS				
	Task Description	n: Weekly Grounds							
106062	Preventive Comment Task Description	ts:annual fire alarm testing at	15-17 Green St and 1	05/01/2023 12:06 PM 9-21 Green St.	05/17/2023 10:00 AM	\$0.00	\$0.00	\$0.00	\$0.00

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 689								
Project: 6	89-2								
106193	Preventive			06/26/2023 08:00 AM	06/29/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET PERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECI		ON AREAS				
	Task Description	n: Weekly Grounds							
106194	Preventive			07/03/2023 08:00 AM	07/05/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET PERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECI		ON AREAS				
	Task Description	n: Weekly Grounds							
106318	Preventive			07/10/2023 08:00 AM	07/10/2023 02:10 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:15-17 & 19-21 GREE CHECK ENTIRE PRO	N STREET PERTY TO ENSURE:						
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY SSIBLE BASEMENT MECI		ON AREAS				
	Task Description	n: Weekly Grounds							
689-2		In	complete: 0	Complete: 25		\$0.00	\$0.00	\$0.00	\$0.00
State 689)	In	complete: 0	Complete: 50		\$0.00	\$0.00	\$0.00	\$0.00
Program:	State 705								
Project: 7	'05-1								
102238	Preventive			01/02/2023 08:00 AM	01/03/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR S CHECK ENTIRE PRO	TREET PERTY TO ENSURE:						
	Task Description	B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 705								
Project:	705-1								
102241	Preventive Commer	nts:6 & 8 KEITH STREET	- DPERTY TO ENSURE:	01/02/2023 08:00 AM	01/06/2023 01:56 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	A) CUT GRASS, TRI B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
102393	Preventive Commer	nts:113 & 115 POPLAR S CHECK ENTIRE PRO	STREET DPERTY TO ENSURE:	01/09/2023 08:00 AM	01/09/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
102394	Preventive Commer	nts:6 & 8 KEITH STREET CHECK ENTIRE PRO	- DPERTY TO ENSURE:	01/09/2023 08:00 AM	01/10/2023 11:56 AM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
103065	Preventive Commer	nts:113 & 115 POPLAR S CHECK ENTIRE PRO	STREET OPERTY TO ENSURE:	02/13/2023 08:00 AM	02/17/2023 03:40 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Task Description	B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
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: 7	705-1								
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PROP							
		B) REMOVE ALL TRAS	MING SHRUBS, BUSHE SH, DEBRIS, LITTER ML IF ANY PROPERTY	·					
	Task Descriptio	n: Weekly Grounds							
103186	Preventive			02/20/2023 08:00 AM	02/24/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	ts:113 & 115 POPLAR ST CHECK ENTIRE PROP							
		B) REMOVE ALL TRAS	MING SHRUBS, BUSHE SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Descriptio	n: Weekly Grounds							
103187	Preventive			02/20/2023 08:00 AM	02/24/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	ts:6 & 8 KEITH STREET CHECK ENTIRE PROP	ERTY TO ENSURE:						
		B) REMOVE ALL TRAS	MING SHRUBS, BUSHE SH, DEBRIS, LITTER ML IF ANY PROPERTY	·					
	Task Descriptio	n: Weekly Grounds		27					
103335	Preventive			02/27/2023 08:00 AM	03/03/2023 02:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR ST CHECK ENTIRE PROP							
		B) REMOVE ALL TRAS	MING SHRUBS, BUSHE SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Description	n: Weekly Grounds							

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 705								
Project: 7	705-1								
103336	Preventive Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	T DPERTY TO ENSURE:	02/27/2023 08:00 AM	03/03/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
103475	Preventive	ts:113 & 115 POPLAR \$	STREET	03/06/2023 08:00 AM	03/10/2023 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen		OPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
103476	Preventive			03/06/2023 08:00 AM	03/10/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	T DPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	n: Weekly Grounds							
103599	Preventive			03/13/2023 08:00 AM	03/13/2023 03:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR S CHECK ENTIRE PRO	STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 705								
Project: 7	705-1								
103600	Preventive			03/13/2023 08:00 AM	03/13/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREE CHECK ENTIRE PR	T OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	•					
	Task Description	on: Weekly Grounds	TO ME IL ANT PROPERTI	DAINIAGE					
103755	Preventive			03/20/2023 08:00 AM	03/24/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR CHECK ENTIRE PR	STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY						
	Task Description	on: Weekly Grounds							
103756	Preventive			03/20/2023 08:00 AM	03/23/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREE CHECK ENTIRE PR	T OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	•					
	Task Description	on: Weekly Grounds							
103880	Preventive			03/27/2023 08:00 AM	03/30/2023 03:11 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR CHECK ENTIRE PR	STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER TO ML IF ANY PROPERTY	•					
	Took Description	n. Maakk Craunda							

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 705								
Project: 7	705-1								
103881	Preventive Commen	ts:6 & 8 KEITH STREE ⁻ CHECK ENTIRE PRO	T DPERTY TO ENSURE:	03/27/2023 08:00 AM	03/31/2023 04:19 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Tools December	B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	on: Weekly Grounds							
104018	Preventive	ts:113 & 115 POPLAR \$	STDEET	04/03/2023 08:00 AM	04/03/2023 01:03 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen		OPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
104019	Preventive			04/03/2023 08:00 AM	04/04/2023 04:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	T DPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	on: Weekly Grounds	O ME II ARTI ROLERTI	D/ W// KOL					
104101	Preventive			04/10/2023 08:00 AM	04/11/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR S CHECK ENTIRE PRO	STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						

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
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PROF	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MING SHRUBS, BUSHES SH, DEBRIS, LITTER ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
104258	Preventive			04/17/2023 08:00 AM	04/18/2023 01:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR ST CHECK ENTIRE PROF							
		B) REMOVE ALL TRA	MING SHRUBS, BUSHES SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Description	n: Weekly Grounds							
104259	Preventive			04/17/2023 08:00 AM	04/21/2023 01:18 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PROF	PERTY TO ENSURE:						
		B) REMOVE ALL TRA							
	Task Description	C) REPORT BACK TO n: Weekly Grounds	ML IF ANY PROPERTY	DAMAGE					
104374	Preventive Commen	ts:113 & 115 POPLAR ST		04/24/2023 08:00 AM	04/28/2023 03:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PROF	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MING SHRUBS, BUSHES SH, DEBRIS, LITTER ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 705								
Project: 7	705-1								
104375	Preventive			04/24/2023 08:00 AM	04/28/2023 04:23 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREE CHECK ENTIRE PR	T OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY	•					
	Task Description	on: Weekly Grounds	IO METI AINT PROPERTI	DAINIAGE					
104542	Preventive			05/01/2023 08:00 AM	05/03/2023 04:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR CHECK ENTIRE PR	STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY						
	Task Description	on: Weekly Grounds							
104543	Preventive			05/01/2023 08:00 AM	05/05/2023 02:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREE CHECK ENTIRE PR	T OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY	•					
	Task Description	on: Weekly Grounds							
104663	Preventive			05/08/2023 08:00 AM	05/10/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR CHECK ENTIRE PR	STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR	IMMING SHRUBS, BUSHE RASH, DEBRIS, LITTER FO ML IF ANY PROPERTY	•					
	Tools Doggrintin	n. Maakk Craunda							

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: State 705								
Project:	705-1								
104664	Preventive Commen	s:6 & 8 KEITH STREET CHECK ENTIRE PRO	T DPERTY TO ENSURE:	05/08/2023 08:00 AM	05/10/2023 03:33 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR C) REPORT BACK T	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
104815	Preventive			05/15/2023 08:00 AM	05/19/2023 03:45 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:113 & 115 POPLAR S CHECK ENTIRE PRO	STREET OPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	n: Weekly Grounds							
104816	Preventive			05/15/2023 08:00 AM	05/19/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:6 & 8 KEITH STREET CHECK ENTIRE PRO	T OPERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER	,					
	Task Description	n: Weekly Grounds	O ML IF ANY PROPERTY	DAMAGE					
104937	Preventive			05/22/2023 08:00 AM	05/26/2023 12:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	s:113 & 115 POPLAR S CHECK ENTIRE PRO	STREET OPERTY TO ENSURE:			·	·	·	·
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER OML IF ANY PROPERTY						
	Task Description	n: Weekly Grounds							
105058	Preventive			05/29/2023 08:00 AM	06/01/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	is:113 & 115 POPLAR S' CHECK ENTIRE PRO							
		B) REMOVE ALL TRA							
	Task Description	n: Weekly Grounds	OML IF ANY PROPERTY	DAMAGE					
105059	Preventive			05/29/2023 08:00 AM	06/01/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	PERTY TO ENSURE:						
		A) CUT GRASS, TRIM B) REMOVE ALL TRA	MMING SHRUBS, BUSHE SSH, DEBRIS, LITTER	S, ETC.					
	Task Description	C) REPORT BACK To n: Weekly Grounds	O ML IF ANY PROPERTY	DAMAGE					
105107				00/05/0000 00 00 00	00/00/0000 00 00 514	40.00	40.00	40.00	40.00
105197	Preventive	ts:113 & 115 POPLAR S	TREET	06/05/2023 08:00 AM	06/08/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER OML IF ANY PROPERTY	•					
	Task Description	n: Weekly Grounds							

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W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	n: 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
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	IMING SHRUBS, BUSHE: SH, DEBRIS, LITTER) ML IF ANY PROPERTY	,					
	Task Description	n: Weekly Grounds							
105623	Preventive			06/12/2023 08:00 AM	06/16/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR ST CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MING SHRUBS, BUSHES SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Description	n: Weekly Grounds	WILLIF ANT PROPERTY	DAMAGE					
105624	Preventive			06/12/2023 08:00 AM	06/13/2023 02:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MING SHRUBS, BUSHES SH, DEBRIS, LITTER ML IF ANY PROPERTY						
	Task Description	n: Weekly Grounds	JWE II ANT I NOI ENTI	DAWAGE					
105942	Preventive			06/19/2023 08:00 AM	06/21/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR ST CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MING SHRUBS, BUSHES SH, DEBRIS, LITTER ML IF ANY PROPERTY	,					
	Task Description	n: 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
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER OML IF ANY PROPERTY						
	Task Description	n: Weekly Grounds							
106195	Preventive			06/26/2023 08:00 AM	06/26/2023 04:06 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR S' CHECK ENTIRE PRO							
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER OML IF ANY PROPERTY						
	Task Descriptio	n: Weekly Grounds	J. W. E. W. T. W. G. E. W. T.						
106196	Preventive			07/03/2023 08:00 AM	07/06/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:113 & 115 POPLAR S CHECK ENTIRE PRO							
		A) CUT GRASS, TRIM B) REMOVE ALL TRA	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER	S, ETC.					
	Task Descriptio	C) REPORT BACK TOn: Weekly Grounds	OML IF ANY PROPERTY	DAMAGE					
106197	Preventive			06/26/2023 08:00 AM	06/26/2023 03:07 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:6 & 8 KEITH STREET CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHES ASH, DEBRIS, LITTER OML IF ANY PROPERTY	•					
	Task Descriptio	n: Weekly Grounds							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	State 705								
Project: 7	05-1								
106198	Preventive			07/03/2023 08:00 AM	07/06/2023 04:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:6 & 8 KEITH STREET CHECK ENTIRE PROPER	TY TO ENSURE:						
		A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	DEBRIS, LITTER	,					
	Task Description	n: Weekly Grounds							
106319	Preventive			07/10/2023 08:00 AM	07/11/2023 03:38 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:113 & 115 POPLAR STREI CHECK ENTIRE PROPER							
		A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	DEBRIS, LITTER	•					
	Task Description	n: Weekly Grounds							
106320	Preventive			07/10/2023 08:00 AM	07/13/2023 02:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:6 & 8 KEITH STREET CHECK ENTIRE PROPER	TY TO ENSURE:						
		A) CUT GRASS, TRIMMIN B) REMOVE ALL TRASH, C) REPORT BACK TO ML	DEBRIS, LITTER	•					
	Task Description	n: Weekly Grounds							

705-1 Incomplete: 0 Complete: 48 \$0.00 \$0.00 \$0.00 \$0.00 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

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 705								
Project: 7	705-2								
102395	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:	01/09/2023 08:00 AM	01/09/2023 01:22 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
103067	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PPERTY TO ENSURE:	02/13/2023 08:00 AM	02/17/2023 01:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
103188	Preventive			02/20/2023 08:00 AM	02/24/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
103337	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:	02/27/2023 08:00 AM	02/27/2023 03:46 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STR	EET		

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 705								
Project: 7	705-2								
103477	Preventive Commen	ts:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:	03/06/2023 08:00 AM	03/10/2023 03:25 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	WEEKLY GROUNDS on: Weekly Grounds	TO BE COMPLETED AT 1	THE END OF THE WEEK O	N FRIDAYS AFTER 100 W.	ARREN STRI	ΞET		
103601	Preventive			03/13/2023 08:00 AM	03/13/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	WEEKLY GROUNDS on: Weekly Grounds	TO BE COMPLETED AT	THE END OF THE WEEK O	N FRIDAYS AFTER 100 W.	ARREN STRI	≣ET		
103757	Preventive Commen	ts:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:	03/20/2023 08:00 AM	03/24/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	WEEKLY GROUNDS on: Weekly Grounds	TO BE COMPLETED AT 1	THE END OF THE WEEK O	N FRIDAYS AFTER 100 W.	ARREN STRI	EET		
103882	Preventive Commen	ts:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:	03/27/2023 08:00 AM	03/31/2023 03:17 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TR	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	WEEKLY GROUNDS on: Weekly Grounds	TO BE COMPLETED AT	THE END OF THE WEEK O	N FRIDAYS AFTER 100 W.	ARREN STRI	ΞET		

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 705								
Project: 7	705-2								
104020	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:	04/03/2023 08:00 AM	04/04/2023 03:49 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
104103	Preventive Comment	s:10 LOCUST LANE		04/10/2023 08:00 AM	04/10/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
104260	Preventive			04/17/2023 08:00 AM	04/21/2023 03:00 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
104376	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRC	PERTY TO ENSURE:	04/24/2023 08:00 AM	04/25/2023 04:04 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STR	EET		

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 705								
Project: 7	705-2								
104544	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRC		05/01/2023 08:00 AM	05/01/2023 01:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
104665	Preventive Comment	s:10 LOCUST LANE		05/08/2023 08:00 AM	05/08/2023 01:55 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
104817	Preventive			05/15/2023 08:00 AM	05/17/2023 03:35 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
104939	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRC	PERTY TO ENSURE:	05/22/2023 08:00 AM	05/22/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Descriptio	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program	: State 705								
Project: 7	705-2								
105060	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRO		05/29/2023 08:00 AM	05/30/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	•					
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
105199	Preventive Comment	s:10 LOCUST LANE		06/05/2023 08:00 AM	06/08/2023 04:15 PM	\$0.00	\$0.00	\$0.00	\$0.00
		CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
105625	Preventive			06/12/2023 08:00 AM	06/12/2023 03:50 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE ASH, DEBRIS, LITTER O ML IF ANY PROPERTY						
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		
105944	Preventive Comment	s:10 LOCUST LANE CHECK ENTIRE PRO	PERTY TO ENSURE:	06/19/2023 08:00 AM	06/20/2023 03:05 PM	\$0.00	\$0.00	\$0.00	\$0.00
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHE: ASH, DEBRIS, LITTER O ML IF ANY PROPERTY	,					
	Task Description	WEEKLY GROUNDS n: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRI	EET		

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program:	: State 705								
Project: 7	705-2								
106199	Preventive			06/26/2023 08:00 AM	06/26/2023 02:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:10 LOCUST LANE CHECK ENTIRE PROP	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHES SH, DEBRIS, LITTER) ML IF ANY PROPERTY I						
	Task Description	WEEKLY GROUNDS Ton: Weekly Grounds	TO BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 WA	ARREN STRE	ET		
106200	Preventive			07/03/2023 08:00 AM	07/05/2023 03:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:10 LOCUST LANE CHECK ENTIRE PROF	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	IMING SHRUBS, BUSHES SH, DEBRIS, LITTER) ML IF ANY PROPERTY I						
	Task Description	WEEKLY GROUNDS Ton: Weekly Grounds	O BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 W	ARREN STRE	ET		
106321	Preventive			07/10/2023 08:00 AM	07/11/2023 01:30 PM	\$0.00	\$0.00	\$0.00	\$0.00
	Commen	ts:10 LOCUST LANE CHECK ENTIRE PROF	PERTY TO ENSURE:						
		B) REMOVE ALL TRA	MMING SHRUBS, BUSHES SH, DEBRIS, LITTER) ML IF ANY PROPERTY I	,					
	Task Description	WEEKLY GROUNDS Ton: Weekly Grounds	ΓΟ BE COMPLETED AT T	HE END OF THE WEEK O	N FRIDAYS AFTER 100 WA	ARREN STRE	ET		
705-2		Inc	complete: 0	Complete: 24		\$0.00	\$0.00	\$0.00	\$0.00
State 705	F		omplete: 0	Complete: 72		·	\$0.00	\$0.00	\$0.00
State 70:	J	inc	ompiete. v	Complete: 72		\$0.00	φυ.υυ	φυ.υυ	φυ.υυ
Grand To	otals:	Inc	omplete: 0	Complete: 987		\$0.00	\$0.00	\$0.00	\$0.00

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

Work Order Number	Completed Date/Time	Deferred Note	Deferred Type
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.

owned by Watertown Housing Authority. REVENUE									
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	TOTAL REVENUE	\$3,947,044.00	\$4,243,967.00	\$4,306,480.00	1.5%	\$695.49			

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Watertown Housing Authority.

EXPENSES % Change 2023 2023 2022 **Dollars** from 2022 2022 Actual **Approved** Approved Budgeted Actual to Amounts Account Expense Expense per Unit per 2023 Budget. Spent Number Account Class Budget **Budget** Month 15.9% \$96.79 4110 Administrative Salaries \$568,114.00 \$516,931.00 \$599,343.00 \$21,815.00 \$0.00 4120 \$0.00 \$0.00 -100% Compensated Absences \$40,000.00 \$61,855.00 \$50,000.00 \$8.07 -19.2% 4130 Legal \$5.17 \$26,000.00 \$32,000.00 4140 Members Compensation \$28.217.00 13.4% 4150 Travel & Related Expenses \$4,849.00 \$893.00 \$9,687.00 984.8% \$1.56 Accounting Services \$4.84 \$30,000.00 4170 \$30,000.00 \$30,000.00 0% \$1.29 \$7,040.00 \$7,041.00 \$8,000.00 4171 Audit Costs 13.6% \$0.00 4180 Penalties & Interest \$0.00 \$0.00 \$0.00 0% 4190 Administrative Other \$187,201.00 \$248,695.00 \$231,556.00 -6.9% \$37.40 \$0.50 \$3,096.00 4191 Tenant Organization \$1.008.00 \$3.096.00 207.1% \$963,682.00 \$155.63 4100 TOTAL ADMINISTRATION \$866,300.00 \$916,455.00 5.2% 4310 lWater \$601,142.00 \$766,962.00 \$595,928.00 -22.3% \$96.24 4320 \$361,208.00 14.6% \$65.50 Electricity \$354,001.00 \$405,558.00 \$245,800.00 \$347,889.00 \$56.18 4330 lGas \$232,143.00 49.9% \$1,000.00 \$1,000.00 \$0.16 4340 lFuel \$0.00 100% 4360 Net Meter Utility Debit/Energy \$0.00 \$71.809.00 \$0.00 -100% \$0.00 Conservation 4390 Other \$0.00 \$0.00 \$0.00 0% \$0.00 Solar Operator Costs \$230,000.00 \$230,000.00 \$37.14 4391 \$287,237.00 -19.9% Net Meter Utility Credit (Negative \$-230,000.00 \$-230,000.0 4392 \$-359,046.00 -35.9% \$-37.14 Amount) 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.

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

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Watertown Housing Authority.

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

Explanation of Budget Accounts

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

- <u>3110</u>: <u>Shelter Rent:</u> 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 repayment 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.
- <u>3115</u>: 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.
- <u>3190: Non-Dwelling Rental:</u> 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.
- <u>3400: Administrative Fee- MRVP/AHVP</u>: 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.
- <u>3610: Interest on Investments Unrestricted:</u> This account should be credited with interest earned on unrestricted administrative fund investments.
- <u>3611: Interest on Investments Restricted:</u> 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.
- <u>3690: Other Operating Revenues</u>: 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.
- <u>3691: Other Revenue Retained</u>: This account should be credited with certain miscellaneous revenue to be <u>retained</u> 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.

<u>3801</u>: 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.

<u>3920: Gain/Loss from Sale or Disposition of Property (Capitalized or Non-Capitalized):</u> 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 properly 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.

<u>4120: Compensated Absences:</u> 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.).

<u>4130:</u> <u>Legal Expense:</u> 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.
- <u>4150</u>: <u>Travel and Related Expense</u>: <u>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.</u>
- 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.
- <u>4171:</u> 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.
- <u>4180:</u> Penalties and Interest: Any expenses incurred from penalties, fees, and interest paid on delinquent accounts shall be included in this line item.
- <u>4190:</u> 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.

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

<u>4320: Electricity</u>: 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.

<u>4340</u>: 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.

<u>4360: Net Meter Utility Debit/Energy Conservation:</u> 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.

<u>4391: Solar Operator Costs:</u> 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.

<u>4410: Maintenance Labor:</u> 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.

<u>4420</u>: <u>Materials & Supplies</u>: 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.

<u>4430: Contract Costs:</u> 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.

<u>4510: Insurance:</u> 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.

<u>4540</u>: 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.

<u>4541: Employee Benefits - GASB 45: This line covers "Other Post-Employment Benefits"</u> (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.

<u>4542: Pension Expense – GASB 68:</u> 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.

- <u>4570</u>: <u>Collection Loss</u>: 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.
- <u>4571: Collection Loss Fraud/Retroactive:</u> 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.
- <u>4580</u>: 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.
- <u>4590:</u> 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.
- <u>4611:</u> 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.

- <u>4715</u>: Housing Assistance Payments: This account should be debited with all housing assistance payments paid to landlords for the MRVP program on a monthly basis.
- <u>4801:</u> Depreciation Expense: This account should be debited with annual fixed asset depreciation expenses as determined by the LHA's capitalization policy.
- <u>7520</u>: 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.
- <u>7540</u>: 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

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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 scheduled 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
Management	
Occupancy Rate	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) • "No Findings": Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95%
Tenant Accounts Receivable (TAR)	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) • "No Findings": At or below 2% • "Operational Guidance": More than 2%, but less than 5% • "Corrective Action": 5% or more
Certifications and Reporting Submissions	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. • "No Findings": At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • "Operational Guidance": Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.
Board Member Training	Percentage of board members that have completed the mandatory online board member training. • "No Findings": 80% or more completed training • "Operational Guidance": 60-79.9% completed training • "Corrective Action": <60 % completed training
Staff Certifications and Training	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. • No Findings: LHAs completed the required number of trainings Corrective Action: LHAs have not completed any trainings
Annual Plan (AP) Submitted	Housing authorities are required to submit an annual plan every year. • "No Findings" =Submitted on time • "Operational Guidance" =Up to 45 days late • "Corrective Action" =More than 45 days late

CRITERION	DESCRIPTION
СНАМР	
Paper applications	 Paper applications are available, received and entered into CHAMP 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 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 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
Vacancies occupied using CHAMP	 Vacancies are recorded correctly and occupied using CHAMP 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 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 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

CRITERION	DESCRIPTION
Financial	
Adjusted Net Income	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. Underspending Rating: "No Findings": 0 to 9.9% "Corrective Action": 15% or higher Overspending Rating: "No Findings": 0 to -4.9% "Operational Guidance": -5% to -9.9% "Corrective Action": -10% or below
Operating Reserves	Current Operating Reserve as a percentage of total maximum reserve level. Appropriate reserve level is buffer against any unforeseen events or expenditures. "No Findings":35%+ of maximum operating reserve "Operational Guidance": 20% to 34.9% of maximum operating reserve "Corrective Action": <20% of maximum operating reserve
Capital Planning	
Capital Spending	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 • "No Findings" = at least 80% • "Operational Guidance" = At least 50% • "Corrective Action" = Less than 50%

CRITERION	DESCRIPTION
Health & Safety	
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.
Facility Management - Inspection Standards and Practices	
100% Unit Inspections	All units inspected at LHA during FY under review ■ No Findings: 100% of units inspected 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 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 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 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)
Accuracy of LHA Inspections	 Unit inspection reports accurately reflect necessary repairs No Findings: c.667 unit has less than 2 EHS deficiencies and c.200/705 unit has less than 3 EHS deficiencies Operational Guidance: c.667 unit has 2 EHS deficiencies or c.200/705 has 3 EHS deficiencies Corrective Action: c.667 has equal to or greater than 3 EHS deficiencies or
Facility Management - Vacancy Turnover Standards and Practices	c.200/705 unit has equal to or greater than 4 EHS deficiencies

CRITERION	DESCRIPTION
Vacancy Turnover Work Orders	 Work orders created for every vacancy and completed within 30 days (or waiver requested) 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 <=30 days for c.667 units or <=45 days for c.200/705 units or have approved waiver 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 Corrective Action: Vacancy work orders are not created, tracked and reported for every unit; Or vacancy work orders are Maintenance Ready in >45 days for c.667 and >60 days for c.200/705 and have no approved waiver
Accuracy and Standard of Vacancy Turnovers	Vacancy turnover work orders accurately reflect necessary repairs No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies
Facility Management - Preventative Maintenance Standards and Practices	
LHA Preventative Maintenance Schedule Accuracy and Implementation of Preventative Schedules	 LHA preventative maintenance schedule accurately reflects all necessary work to maximize the life of LHA components No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies
Work Order Types and Systems	
Emergency Work Orders	 All emergency work orders are created, tracked, reported and completed within 48 hours No Findings: All emergency work orders under review are created, tracked, reported and completed within 48 hours 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

CRITERION	DESCRIPTION
	 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
Requested Work Orders	All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP
	 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
	 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
	Corrective Action: Not all requested work orders are completed within 14 days or added to DM/CIP

Annual Plan 2024

Policies

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

Policy	Last Ratified by Board Vote	Notes
*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 the 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.

April 28, 2020 Sec. 8.1 - Glossary Page 3 of 3

Annual Plan 2024 Attachments

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



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.

Kristen MacKenzie

Lexington Gardens Tenants Association President

E. Joyce Munger Apartments Tenants Association

James L. Mello
President

100 Warren Street Watertown, Massachusetts 02472

John Davis
Vice President

Leila Johnson Secretary

Maria Monahan Treasurer

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 AK11:49

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 5th,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%
 - o 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.)

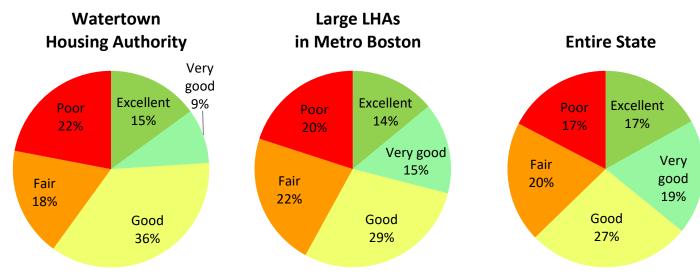
Maintenance and Repair

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

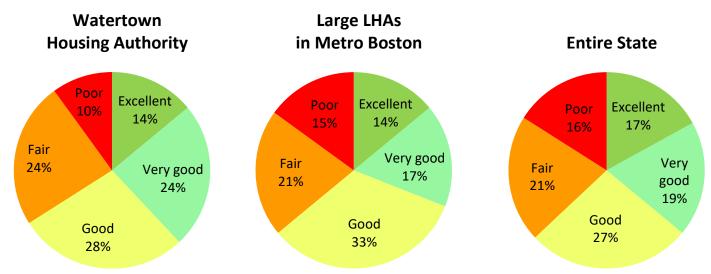
	Watertown Housing Authority	Large LHAs in Metro Boston	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted maintenance	72%	72%	75%
Were contacted by the Housing Authority before staff entered their apartment	64%	86%	86%

• 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%

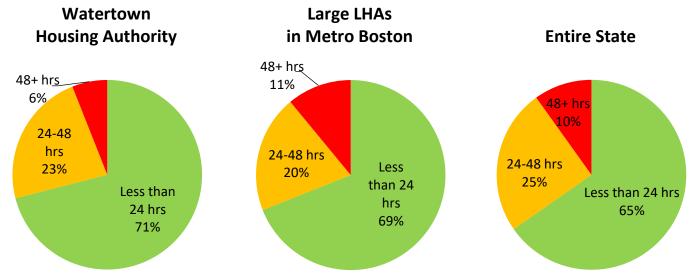
Heating Problems

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.



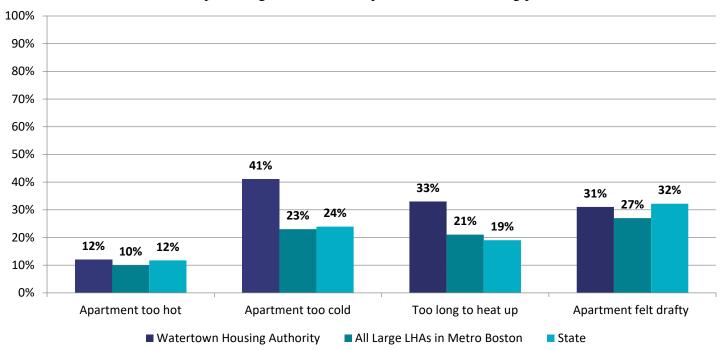
How long did it usually take for heat to come back on? For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



• 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.



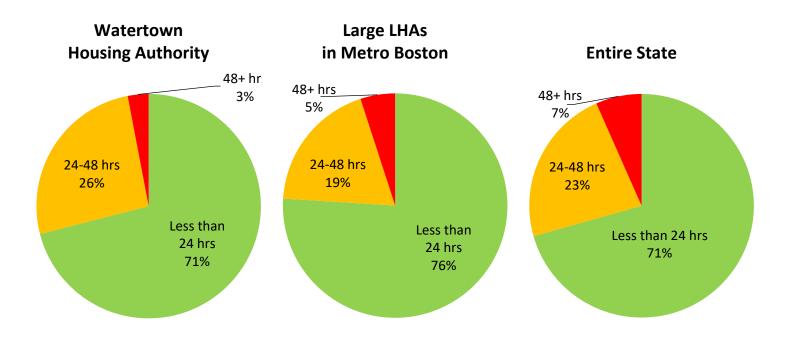
• Water or Plumbing Problems

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.



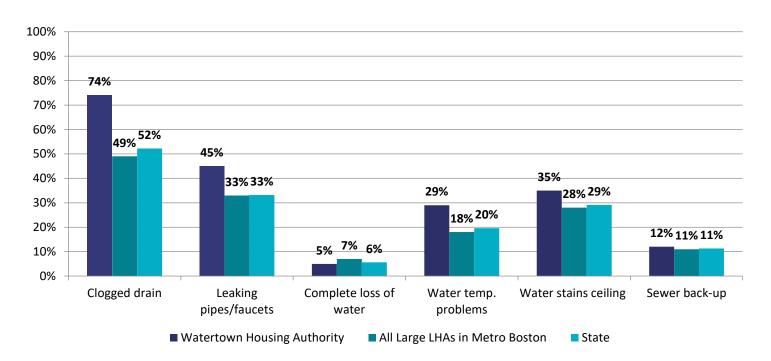
How long did it usually take for hot water to come back on? For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on — less than 24 hours, 24 - 48 hours, or more than 48 hours.



• Other Water or Plumbing Problems

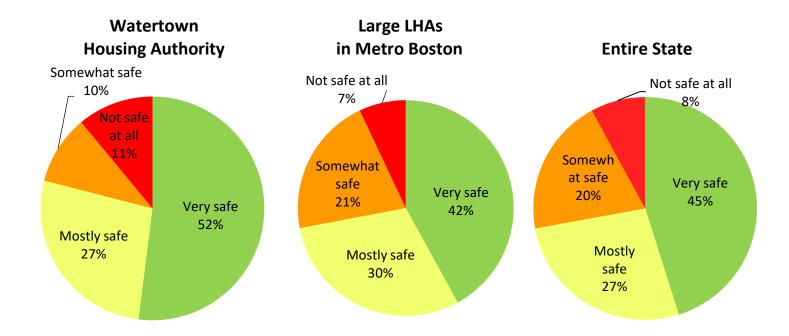
In the last 12 months did residents have other water or plumbing problems?

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

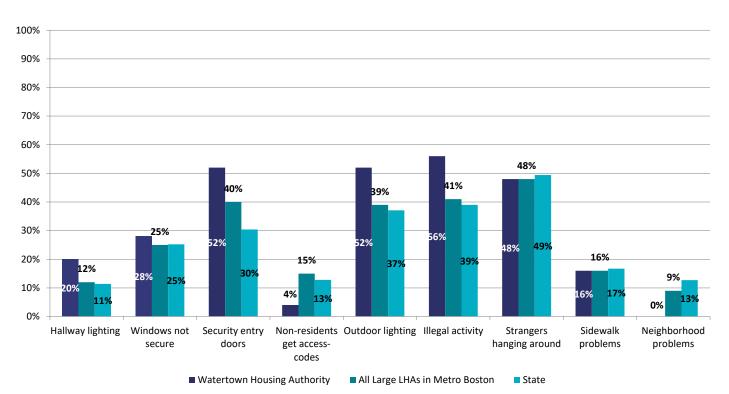


Safety

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.

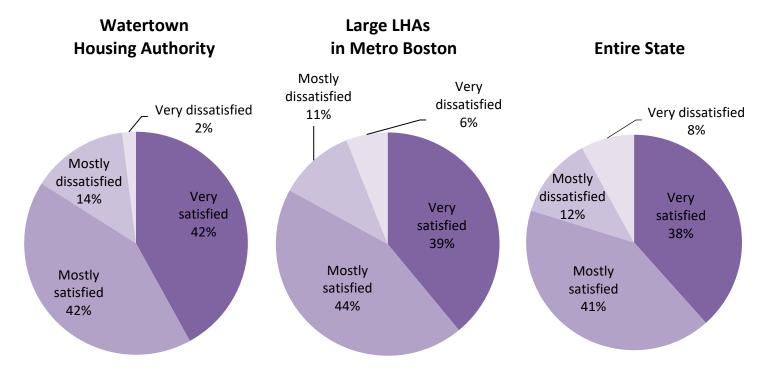


Reasons why respondents felt unsafe in their development: Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



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

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.

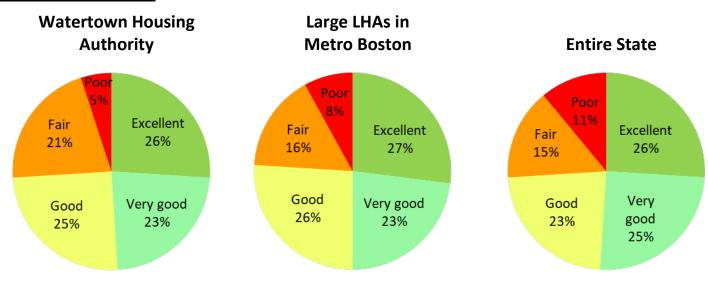
Maintenance and Repair

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

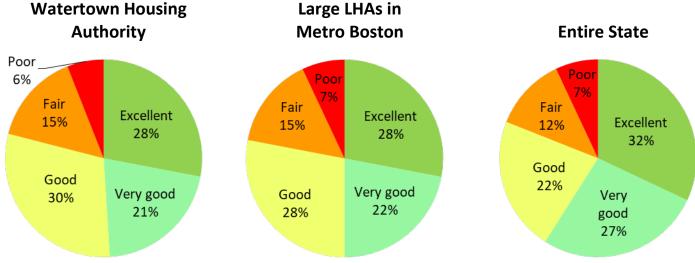
	Watertown Housing Authority	Large LHAs in Metro Boston	Entire State
Felt they were treated with courtesy and respect when they contacted maintenance	84%	83%	88%
Were contacted by the Housing Authority before entering their apartment	90%	90%	91%

• 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:



Outdoor maintenance:



• **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%

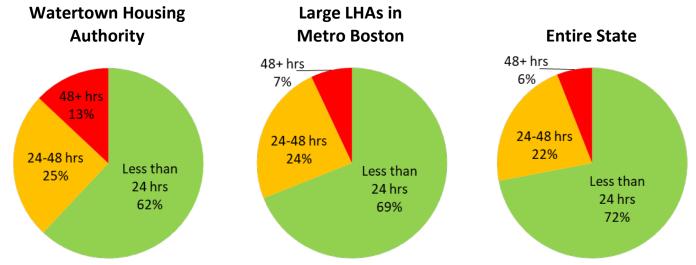
Heating Problems

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.



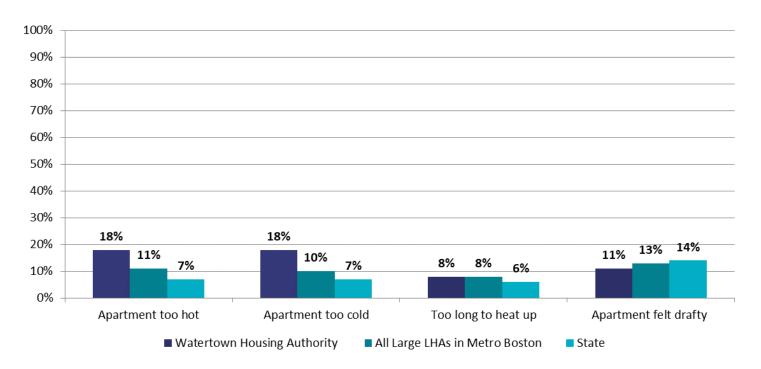
How long did it usually take for heat to come back on? For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



• Other Heating Problems

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

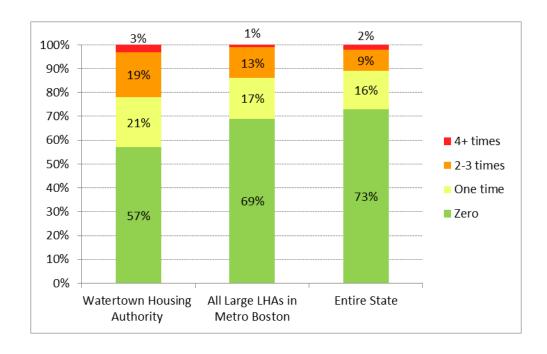
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



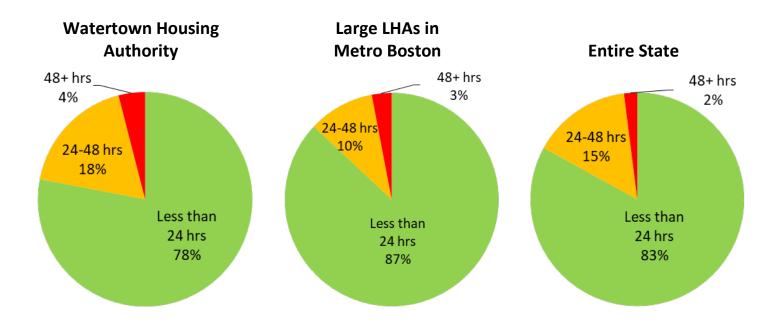
• Water or Plumbing Problems

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.



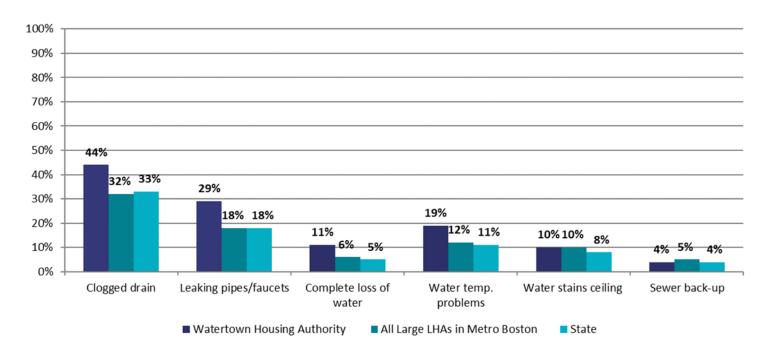
How long did it usually take for hot water to come back on? For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



Other Water or Plumbing Problems

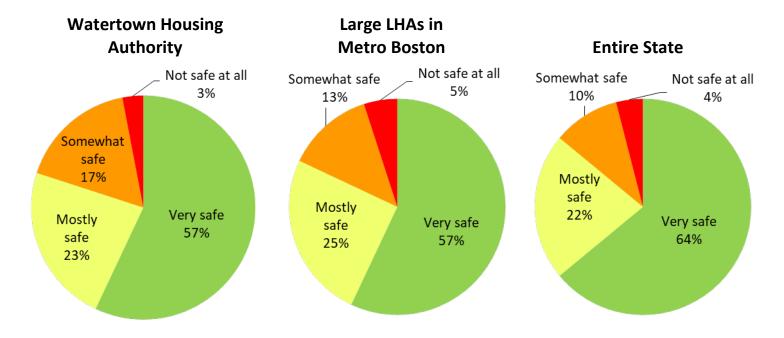
In the last 12 months did residents have other water or plumbing problems?

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

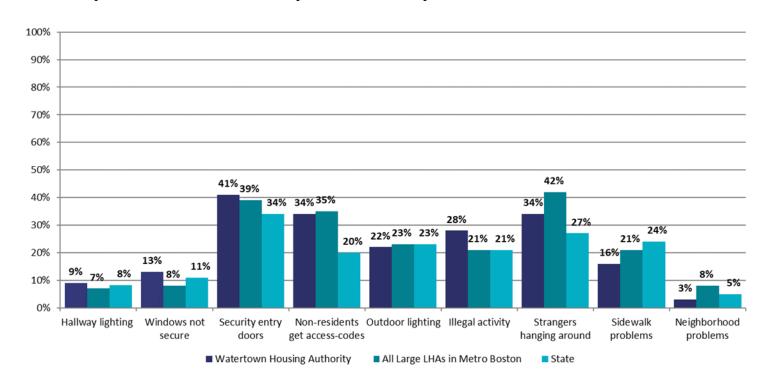


Safety

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.

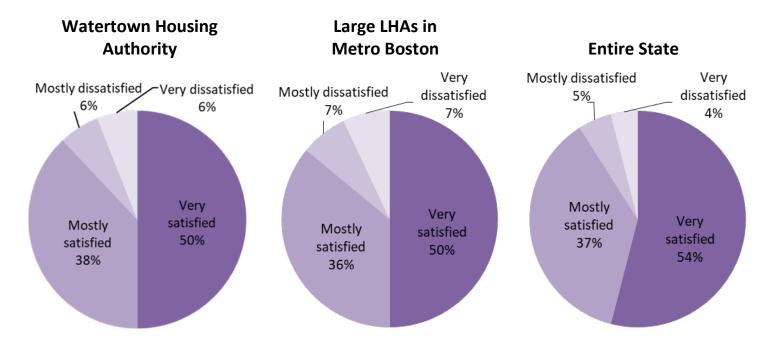


Reasons why respondents felt unsafe in their development: Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



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

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

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Desk Audit Ratings Summary Official Published PMR Record 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			
	c.667	c.705	c.200	Cumulative
Occupancy Rate	No Findings	No Findings	No Findings	No Findings
	c.667	c.705	c.200	Cumulative
Tenant Accounts Receivable (TAR)	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			

Report Date: 3/23/2023

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

Report Date: 05/01/2023 19:36:39

LHA ID: 321

Watertown Housing Authority LHA Occupancy No Findings Rating All: Rating 667: No Findings No Findings Rating 705: 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) No Findings Rating All: No Findings Rating 667: **Operational Guidance** Rating 705: Rating 200: **Operational Guidance** \checkmark Create or update rent collection policy and procedures and submit to DHCD for review, with supporting Board vote. \checkmark 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. \checkmark \checkmark Report to credit bureau when resident has vacated unit with past due rent balance. \checkmark Consider using small claims court (https://www.mass.gov/info-details/massachusetts-law-about-small-claims) \checkmark Create written repayment agreements, either in house or court ordered, and ensure they are adhered to. \checkmark 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. \checkmark Ensure proper documentation of past due balances and collection efforts with tenants. \checkmark 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.
Ø	Submit all four quarters of Tenants Accounts Receivables (TAR) application within 60 days of quarter end.
V	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 evicition 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 <i>prior written approval</i> from DHCD, <i>unless the expenses are to resolve health and safety issues</i> .
	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.

Report Date: 05/01/2023 19:35:24

LHA ID: 321