



**YMCA/YMCA PARKING GARAGE FY17 (July 1, 2016 - June 30, 2017)**

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<b>Work Request Code:</b>	20485495	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	07/31/2016	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	10/09/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:**           LANDSCAPE MAINTENANCE  
  
  MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20485496	Actual Labor Hours:	18.00
Date Work Requested:	07/31/2016	Cost of Labor:	\$450.00
Date Work Completed:	11/02/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$450.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustible materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code:	20489642	Actual Labor Hours:	0.00
Date Work Requested:	08/31/2016	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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<b>Work Request Code:</b>	20490001	<b>Actual Labor Hours:</b>	3.00
<b>Date Work Requested:</b>	08/31/2016	<b>Cost of Labor:</b>	\$75.00
<b>Date Work Completed:</b>	11/02/2016	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 3	<b>Total Cost:</b>	\$75.00
<b>Shop ID:</b>			

<b>Work Description:</b>	<b>Procedure Code</b>	<b>Procedure</b>	<b>Procedure Instruction</b>
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge	4	Exit doors (from inside) monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustibles monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cordsmonthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

<b>Work Request Code:</b>	20492587	<b>Actual Labor Hours:</b>	32.00
<b>Date Work Requested:</b>	09/06/2016	<b>Cost of Labor:</b>	\$800.00
<b>Date Work Completed:</b>	09/28/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	MAINTENANCE	<b>Total Cost:</b>	\$800.00
<b>Shop ID:</b>	PLUMBING		

**Work Description:** 3" copper drain rotted out ymca parking garage

THIS IS FROM SEPT 2016 SHOULD IS STILL BE IN AN ISSUED STATUS?



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<b>Work Request Code:</b>	20496207	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	09/30/2016	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	10/09/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:**           LANDSCAPE MAINTENANCE  
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<b>Work Request Code:</b>	20496208	<b>Actual Labor Hours:</b>	16.00
<b>Date Work Requested:</b>	09/30/2016	<b>Cost of Labor:</b>	\$400.00
<b>Date Work Completed:</b>	12/02/2016	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 3	<b>Total Cost:</b>	\$400.00
<b>Shop ID:</b>			

<b>Work Description:</b>	<b>Procedure Code</b>	<b>Procedure</b>	<b>Procedure Instruction</b>
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible,	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit,	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test	monthlyDMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test	annual DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire	monthlyDBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS  
FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustible materials monthlyDBS  
FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS  
FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS  
FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS  
FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas  
FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS  
FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS  
FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS  
FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS  
FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS  
FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS  
FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cordsmonthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS  
FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

Work Request Code:	20505184	Actual Labor Hours:	0.00
Date Work Requested:	10/31/2016	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS





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Work Request Code:	20505451	Actual Labor Hours:	6.00
Date Work Requested:	10/31/2016	Cost of Labor:	\$150.00
Date Work Completed:	02/02/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$150.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge	4	Exit doors (from inside) monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthlyDMS	DMS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustible materials	monthlyDBS	DBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthlyDMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthlyDBS	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthlyDMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas		
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthlyDBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthlyDBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthlyDBS	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthlyDMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthlyDBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthlyDBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthlyDMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthlyDMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthlyDMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthlyDBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr		

<b>Work Request Code:</b>	20509500	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	11/28/2016	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	10/09/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20509548	Actual Labor Hours:	8.00
Date Work Requested:	11/28/2016	Cost of Labor:	\$200.00
Date Work Completed:	03/28/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$200.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible,	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit,	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test	monthlyDMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test	annual DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire	monthlyDBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	housekeeping/removal of combustible materials	monthly	DBS	
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS	
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors			
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthly	DBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS	
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr			



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Work Request Code:	20509549	Actual Labor Hours:	0.00
Date Work Requested:	11/28/2016	Cost of Labor:	\$0.00
Date Work Completed:	03/28/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$0.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS  
FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustible materials monthlyDBS  
FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS  
FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS  
FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS  
FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas  
FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS  
FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS  
FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS  
FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS  
FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS  
FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS  
FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cords monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS  
FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

<b>Work Request Code:</b>	20512619	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	12/27/2016	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	10/09/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20513014	Actual Labor Hours:	6.00
Date Work Requested:	12/27/2016	Cost of Labor:	\$150.00
Date Work Completed:	04/28/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$150.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibles	monthly	DBS	DBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors			
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling)	monthly	DBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr			





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Work Request Code:	20513015	Actual Labor Hours:	6.00
Date Work Requested:	12/27/2016	Cost of Labor:	\$150.00
Date Work Completed:	04/28/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$150.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
 and FD connection free of obstructions monthlyDMS DMS  
 FPP-4 General (Fire Safety) 1 General  
 housekeeping/removal of combustible materials monthlyDBS  
 FPP-4 General (Fire Safety) 2 36" space around  
 heating equipment monthlyDMS DMS  
 FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
 grease, inspection current monthlyDBS  
 FPP-4 General (Fire Safety) 4 Boiler inspection  
 current monthlyDMS DMS  
 FPP-4 General (Fire Safety) 5 No storage of  
 personal clothing or effects in corridors of assembly areas  
 FPP-4 General (Fire Safety) 6 Appropriate smoking  
 refuse containers supplied monthlyDBS DMS  
 FPP-4 General (Fire Safety) 7 Inside storage neat  
 and orderly (2' from ceiling\_ monthlyDBS DMS  
 FPP-4 General (Fire Safety) 8 Flammable and  
 combustible liquids stored in approved cabinet, gasoline  
 powered equipment in approved storage area monthlyDBS  
 FPP-4 General (Fire Safety) 9 Compressed gas  
 cylinders secured with chain or other device monthlyDMS  
 FPP-4 General (Fire Safety) 10 Clothes dryer vents  
 clear of lint monthlyDBS DMS  
 FPP-4 General (Fire Safety) 11 Replace missing or  
 broken ceiling tiles monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 1 36" clear space from  
 service equipment monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
 multi-outlet devices monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
 extension cords monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 4 Approved extension  
 cords protected from damage monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 5 Electrical device,  
 junction, and service covers installed and unbr

Work Request Code:	20517447	Actual Labor Hours:	0.00
Date Work Requested:	01/27/2017	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE  
 MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20517448	Actual Labor Hours:	8.00
Date Work Requested:	01/27/2017	Cost of Labor:	\$200.00
Date Work Completed:	04/28/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$200.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge	4	Exit doors (from inside) monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	housekeeping/removal of combustible materials	monthly	DBS	DBS
FPP-4	General (Fire Safety)	2	heating equipment	monthly	DMS	DMS
FPP-4	General (Fire Safety)	3	36" space around kitchen hoods free of grease, inspection current	monthly	DBS	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas			
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthly	DBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr			



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<b>Work Request Code:</b>	20517449	<b>Actual Labor Hours:</b>	8.00
<b>Date Work Requested:</b>	01/27/2017	<b>Cost of Labor:</b>	\$200.00
<b>Date Work Completed:</b>	04/28/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 3	<b>Total Cost:</b>	\$200.00
<b>Shop ID:</b>			

<b>Work Description:</b>	<b>Procedure Code</b>	<b>Procedure</b>	<b>Procedure Instuction</b>
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustible materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

<b>Work Request Code:</b>	20522315	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	03/01/2017	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	10/09/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20522332	Actual Labor Hours:	10.00
Date Work Requested:	03/01/2017	Cost of Labor:	\$250.00
Date Work Completed:	06/02/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$250.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge	4	Exit doors (from inside) monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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- FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS
- FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustible materials monthlyDBS
- FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS
- FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS
- FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS
- FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas
- FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS
- FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS
- FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS
- FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS
- FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS
- FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS
- FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS
- FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS
- FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS
- FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS
- FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code:	20526171	Actual Labor Hours:	0.00
Date Work Requested:	03/13/2017	Cost of Labor:	\$0.00
Date Work Completed:	03/04/2019	Other Costs:	\$602.50
Maintenance Dept:	LAND	Total Cost:	\$602.50
Shop ID:			

Work Description: YMCA. Lawn and landscape, snow removal.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
ma, snow inv 325 S	AI's	\$150.00
ma, inv 16074S	Als vua snow	\$452.50





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<b>Work Request Code:</b>	20526172	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	03/13/2017	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	03/04/2019	<b>Other Costs:</b>	\$1,005.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$1,005.00
<b>Shop ID:</b>			

**Work Description:** 701-LAND....Farmers market parking area. Snow removal.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
ma, snow, inv325 S	Al's	\$150.00
ma, inv 16074S	Als vua snow	\$855.00

<b>Work Request Code:</b>	20533504	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	04/01/2017	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	10/09/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20533718	Actual Labor Hours:	10.00
Date Work Requested:	04/01/2017	Cost of Labor:	\$250.00
Date Work Completed:	07/19/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$250.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge	4	Exit doors (from inside) monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustible materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

Work Request Code:	20536909	Actual Labor Hours:	0.00
Date Work Requested:	05/01/2017	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20537173	Actual Labor Hours:	8.00
Date Work Requested:	05/01/2017	Cost of Labor:	\$200.00
Date Work Completed:	07/19/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$200.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge	4	Exit doors (from inside) monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustible materialsmonthlyDBS

FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cordsmonthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

Work Request Code:	20541740	Actual Labor Hours:	0.00
Date Work Requested:	06/01/2017	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20541990	Actual Labor Hours:	4.00
Date Work Requested:	06/01/2017	Cost of Labor:	\$100.00
Date Work Completed:	09/15/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$100.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthlyDMS	DMS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustible materials	monthlyDBS	
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthlyDMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthlyDBS	
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthlyDMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas		
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthlyDBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthlyDBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthlyDBS	
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthlyDMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthlyDBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthlyDBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthlyDMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthlyDMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthlyDMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthlyDBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr		

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Overall Total Total Cost: \$5,182.50



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<b>Work Request Code:</b>	20548944	<b>Actual Labor Hours:</b>	2.00
<b>Date Work Requested:</b>	07/01/2017	<b>Cost of Labor:</b>	\$50.00
<b>Date Work Completed:</b>	03/01/2018	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$50.00
<b>Shop ID:</b>			

**Work Description:**           LANDSCAPE MAINTENANCE  
  
  MAINTAIN LANDSCAPE TO HIGH STANDARDS





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Work Request Code:	20549129	Actual Labor Hours:	1.00
Date Work Requested:	07/01/2017	Cost of Labor:	\$25.00
Date Work Completed:	10/25/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware		1	Proper monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices		2	No use of monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use		3	Exits visible, monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)		4	Exit doors monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)		5	10 foot clear monthlyDBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors		6	Maintain monthlyDBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required		7	Self-closing monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor		8	Wall
FPP-2 Signs and Lighting (Fire Safety) lighting installed		1	Adequate monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required		2	Emergency monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required		3	Exit lights or monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed		4	Exit lights or monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational		5	Illuminated monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency		6	Not an Exit, monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds		7	Test monthlyDMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours		8	Test annual DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational		1	Fire Alarm,
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current		2	Fire Alarm,
FPP-3 Fire Protection Equipment extinguishers and sign card		3	Inspect fire monthlyDBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions		4	Fire
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)		5	18" clear



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustible materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code:	20552684	Actual Labor Hours:	2.00
Date Work Requested:	08/01/2017	Cost of Labor:	\$50.00
Date Work Completed:	03/01/2018	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$50.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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<b>Work Request Code:</b>	20552959	<b>Actual Labor Hours:</b>	1.00
<b>Date Work Requested:</b>	08/01/2017	<b>Cost of Labor:</b>	\$25.00
<b>Date Work Completed:</b>	10/26/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 3	<b>Total Cost:</b>	\$25.00
<b>Shop ID:</b>			

<b>Work Description:</b>	<b>Procedure Code</b>	<b>Procedure</b>	<b>Procedure Instuction</b>
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustible materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code:	20560833	Actual Labor Hours:	2.00
Date Work Requested:	09/01/2017	Cost of Labor:	\$50.00
Date Work Completed:	03/01/2018	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$50.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20561037	Actual Labor Hours:	1.00
Date Work Requested:	09/01/2017	Cost of Labor:	\$25.00
Date Work Completed:	11/02/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS  
 FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustible materials monthlyDBS  
 FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS  
 FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS  
 FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS  
 FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas  
 FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS  
 FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS  
 FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS  
 FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS  
 FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS  
 FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code:	20565126	Actual Labor Hours:	2.00
Date Work Requested:	10/01/2017	Cost of Labor:	\$50.00
Date Work Completed:	03/01/2018	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$50.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE  
 MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20565245	Actual Labor Hours:	1.00
Date Work Requested:	10/01/2017	Cost of Labor:	\$25.00
Date Work Completed:	11/07/2017	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustible materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

<b>Work Request Code:</b>	20573609	<b>Actual Labor Hours:</b>	1.00
<b>Date Work Requested:</b>	11/01/2017	<b>Cost of Labor:</b>	\$25.00
<b>Date Work Completed:</b>	12/21/2017	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$25.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS





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Work Request Code:	20573802	Actual Labor Hours:	4.00
Date Work Requested:	11/01/2017	Cost of Labor:	\$100.00
Date Work Completed:	01/10/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$100.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS  
 FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustibile materials monthlyDBS  
 FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS  
 FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS  
 FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS  
 FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas  
 FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS  
 FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS  
 FPP-4 General (Fire Safety) 8 Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS  
 FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS  
 FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS  
 FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code:	20578159	Actual Labor Hours:	1.00
Date Work Requested:	12/01/2017	Cost of Labor:	\$25.00
Date Work Completed:	01/09/2018	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$25.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE  
 MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20578324	Actual Labor Hours:	7.00
Date Work Requested:	12/01/2017	Cost of Labor:	\$175.00
Date Work Completed:	02/09/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$175.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibles	monthly	DBS	
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS	
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors			
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling)	monthly	DBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS	
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr			



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Work Request Code:	20581670	Actual Labor Hours:	1.00
Date Work Requested:	01/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	02/19/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge	4	Exit doors (from inside) monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthlyDMS	DMS
FPP-4 General (Fire Safety)	1	General housekeeping/removal of combustible materials	monthlyDBS	
FPP-4 General (Fire Safety)	2	36" space around heating equipment	monthlyDMS	DMS
FPP-4 General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthlyDBS	
FPP-4 General (Fire Safety)	4	Boiler inspection current	monthlyDMS	DMS
FPP-4 General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas		
FPP-4 General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthlyDBS	DMS
FPP-4 General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthlyDBS	DMS
FPP-4 General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthlyDBS	
FPP-4 General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthlyDMS	
FPP-4 General (Fire Safety)	10	Clothes dryer vents clear of lint	monthlyDBS	DMS
FPP-4 General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthlyDBS	DMS
FPP-5 Electrical (Fire Safety)	1	36" clear space from service equipment	monthlyDMS	DMS
FPP-5 Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthlyDMS	DMS
FPP-5 Electrical (Fire Safety)	3	Remove unapproved extension cords	monthlyDMS	DMS
FPP-5 Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthlyDBS	DMS
FPP-5 Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr		

<b>Work Request Code:</b>	20581744	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	01/01/2018	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>	02/22/2018	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20586213	Actual Labor Hours:	1.00
Date Work Requested:	02/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	03/23/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibile materials	monthly	DBS	
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS	
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas			
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthly	DBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS	
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DMS	
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr			

Work Request Code:	20586291	Actual Labor Hours:	0.00
Date Work Requested:	02/01/2018	Cost of Labor:	\$0.00
Date Work Completed:	02/22/2018	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS





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Work Request Code:	20590917	Actual Labor Hours:	6.00
Date Work Requested:	03/01/2018	Cost of Labor:	\$150.00
Date Work Completed:	04/20/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$150.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustibles monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code:	20591026	Actual Labor Hours:	0.00
Date Work Requested:	03/01/2018	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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<b>Work Request Code:</b>	20592413	<b>Actual Labor Hours:</b>	24.00
<b>Date Work Requested:</b>	03/05/2018	<b>Cost of Labor:</b>	\$900.00
<b>Date Work Completed:</b>	03/06/2018	<b>Other Costs:</b>	\$7.04
<b>Maintenance Dept:</b>	CONSTRUCTION	<b>Total Cost:</b>	\$907.04
<b>Shop ID:</b>			

**Work Description:** YMCA-DBS...Paint part of exterior walls of YMCA to get rid of graffiti.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
PR4828	SHERWIN-WILLIAMS	\$144.73
Stock	3/8" nap roller cover	\$3.45
Stock	5gal. paint screen	\$3.59



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Work Request Code:	20597894	Actual Labor Hours:	3.00
Date Work Requested:	04/01/2018	Cost of Labor:	\$75.00
Date Work Completed:	05/16/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$75.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDMS	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDMS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS  
FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustibles monthlyDBS  
FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS  
FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS  
FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS  
FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas  
FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS  
FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS  
FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS  
FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS  
FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS  
FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS  
FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cords monthlyDMS DMS  
FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS  
FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

Work Request Code:	20597974	Actual Labor Hours:	0.00
Date Work Requested:	04/01/2018	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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<b>Work Request Code:</b>	20604937	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	05/01/2018	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:**           LANDSCAPE MAINTENANCE  
  MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20605078	Actual Labor Hours:	1.00
Date Work Requested:	05/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	06/26/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustibile materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

Work Request Code:	20608852	Actual Labor Hours:	0.00
Date Work Requested:	06/01/2018	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00

Shop ID:

Work Description: LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS





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Work Request Code:	20608976	Actual Labor Hours:	1.00
Date Work Requested:	06/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	08/01/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibles	monthly	DBS	DBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors			
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling)	monthly	DBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr			

Overall Total Total Cost: \$1,857.04



**YMCA/YMCA PARKING GARAGE FY19 (July 1, 2018 - June 30, 2019)**

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<b>Work Request Code:</b>	20612722	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	07/01/2018	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:**           LANDSCAPE MAINTENANCE  
  MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20612746	Actual Labor Hours:	1.00
Date Work Requested:	07/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	08/03/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety)	1	Proper operation of doors and hardware	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety)	2	No use of manual hold open devices	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety)	3	Exits visible, unobstructed, and ready for use	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety)	4	Exit doors operable without key, tool, or special knowledge (from inside)	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety)	5	10 foot clear area on outside of exit doors (ground level)	monthlyDBS
FPP-1 Exits and Doors (Fire Safety)	6	Maintain appropriate exit width in aisle and corridors	monthlyDBS
FPP-1 Exits and Doors (Fire Safety)	7	Self-closing devices installed where required	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety)	8	Wall penetrations sealed to rating of wall, ceiling, or floor	
FPP-2 Signs and Lighting (Fire Safety)	1	Adequate lighting installed	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety)	2	Emergency lighting installed as required	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety)	3	Exit lights or placards installed as required	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety)	4	Exit lights or placards visible and unobstructed	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety)	5	Illuminated exit signs operational	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety)	6	Not an Exit, or appropriate signage on doors that may be confused with an exit in an emergency	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety)	7	Test emergency lighting for at least 30 seconds	monthlyDMS
FPP-2 Signs and Lighting (Fire Safety)	8	Test emergency lighting for at least 1.5 hours	annual DMS
FPP-3 Fire Protection Equipment	1	Fire Alarm, Detection, and Suppression Systems Operational	
FPP-3 Fire Protection Equipment	2	Fire Alarm, Detection, and Suppression Systems inspection current	
FPP-3 Fire Protection Equipment	3	Inspect fire extinguishers and sign card	monthlyDBS DMS
FPP-3 Fire Protection Equipment	4	Fire extinguishers and standpipes free of obstructions	
FPP-3 Fire Protection Equipment	5	18" clear space from storage materials (36" if not sprinklered)	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS  
 FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustibile materials monthlyDBS  
 FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS  
 FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS  
 FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS  
 FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas  
 FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS  
 FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS  
 FPP-4 General (Fire Safety) 8 Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS  
 FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS  
 FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS  
 FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

<b>Work Request Code:</b>	20618329	<b>Actual Labor Hours:</b>	21.50
<b>Date Work Requested:</b>	07/31/2018	<b>Cost of Labor:</b>	\$537.50
<b>Date Work Completed:</b>	09/10/2018	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$537.50
<b>Shop ID:</b>			

**Work Description:** YG-DBS...PAINT GRAFFITI ON WALLS IN PARKING GARAGE.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
BO-2019PR6023	Lowes	\$149.88



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<b>Work Request Code:</b>	20618784	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	08/01/2018	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20618952	Actual Labor Hours:	1.00
Date Work Requested:	08/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	09/10/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS  
 FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustibile materials monthlyDBS  
 FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS  
 FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS  
 FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS  
 FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas  
 FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS  
 FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS  
 FPP-4 General (Fire Safety) 8 Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS  
 FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS  
 FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS  
 FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS  
 FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS  
 FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

<b>Work Request Code:</b>	20619446	<b>Actual Labor Hours:</b>	4.00
<b>Date Work Requested:</b>	08/03/2018	<b>Cost of Labor:</b>	\$100.00
<b>Date Work Completed:</b>	08/10/2018	<b>Other Costs:</b>	\$43.67
<b>Maintenance Dept:</b>	ELECT SECURITY	<b>Total Cost:</b>	\$143.67
<b>Shop ID:</b>			

**Work Description:** YG-DBS...Metal Covers need to be installed over Door Strikers to keep homeless out of a storage area at the YMCA Garage.. See Joel Ramey for more information or call me 502-545-3250

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
LYONS LUMBER CO	ES-2019PR6109	\$43.67

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<b>Work Request Code:</b>	20619449	<b>Actual Labor Hours:</b>	1.50
<b>Date Work Requested:</b>	08/03/2018	<b>Cost of Labor:</b>	\$37.50
<b>Date Work Completed:</b>	08/10/2018	<b>Other Costs:</b>	\$6.60
<b>Maintenance Dept:</b>	ELECT SECURITY	<b>Total Cost:</b>	\$44.10
<b>Shop ID:</b>			

**Work Description:** YG-DMS...UPPER DECK STORAGE AREA. I NEED TO GET THREE SETS OF KEYS MADE FOR THE DOORS THERE. SEE OR CALL JOEL RAMEY FOR MORE INFO 502-545-3250

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
Stock	Keys	\$6.60

<b>Work Request Code:</b>	20620335	<b>Actual Labor Hours:</b>	8.00
<b>Date Work Requested:</b>	08/13/2018	<b>Cost of Labor:</b>	\$200.00
<b>Date Work Completed:</b>	08/13/2018	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$200.00
<b>Shop ID:</b>			

**Work Description:** YMCAPARKINGGARAGE-DBS... Walls have graffiti sprayed on them... please paint over the graffiti.. august 1, 2018

<b>Work Request Code:</b>	20621063	<b>Actual Labor Hours:</b>	7.00
<b>Date Work Requested:</b>	08/20/2018	<b>Cost of Labor:</b>	\$175.00
<b>Date Work Completed:</b>	09/05/2018	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	MAINTENANCE	<b>Total Cost:</b>	\$175.00
<b>Shop ID:</b>	ELECTRIC		

**Work Description:** YG-DMS...EXIT LIGHT ON UPPER LEVEL OF YMCA PARKING GARAGE WAS BROKE OVER THE WEEKEND IT IS HANGING BY A WIRE. CONTACT JOEL RAMEY 502-545-3250 AND I WILL MEET YOU DOWN THERE TO SHOW THE LOCATION.

<b>Work Request Code:</b>	20622946	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	09/01/2018	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20623204	Actual Labor Hours:	1.00
Date Work Requested:	09/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	10/19/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible,	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing	monthlyDBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit,	monthlyDMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test	monthlyDMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test	annual DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire	monthlyDBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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- FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS
- FPP-4 General (Fire Safety) 1 General housekeeping/removal of combustibile materials monthlyDBS
- FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS
- FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS
- FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS
- FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas
- FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS
- FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling\_ monthlyDBS DMS
- FPP-4 General (Fire Safety) 8 Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS
- FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS
- FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS
- FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles monthlyDBS DMS
- FPP-5 Electrical (Fire Safety) 1 36" clear space from service equipment monthlyDMS DMS
- FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS DMS
- FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cords monthlyDMS DMS
- FPP-5 Electrical (Fire Safety) 4 Approved extension cords protected from damage monthlyDBS DMS
- FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

<b>Work Request Code:</b>	20625289	<b>Actual Labor Hours:</b>	5.00
<b>Date Work Requested:</b>	09/24/2018	<b>Cost of Labor:</b>	\$125.00
<b>Date Work Completed:</b>	10/02/2018	<b>Other Costs:</b>	\$21.12
<b>Maintenance Dept:</b>	CONSTRUCTION	<b>Total Cost:</b>	\$146.12
<b>Shop ID:</b>			

**Work Description:** YG-DBS...Ceiling Panel in Parking Garage looks like its close to falling it has metal supports holding it up but the panel is folding in the middle. Other panels have been taking out around it due water damage. See or call Joel Ramey or Maurice Walker for more information. 502-545-3250

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
PR6529	LYONS LUMBER CO	\$21.12

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<b>Work Request Code:</b>	20630469	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	10/01/2018	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20630634	Actual Labor Hours:	1.00
Date Work Requested:	10/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	11/14/2018	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ TENANT SPACE		MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibile materials	monthly	DBS	DBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DMS	DMS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection current	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors			
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS	DMS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling)	monthly	DBS	DMS
FPP-4	General (Fire Safety)	8	Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DMS	DMS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS	DMS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DMS	DMS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS	DMS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbr			



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<b>Work Request Code:</b>	20633483	<b>Actual Labor Hours:</b>	1.00
<b>Date Work Requested:</b>	11/01/2018	<b>Cost of Labor:</b>	\$25.00
<b>Date Work Completed:</b>	12/11/2018	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 3	<b>Total Cost:</b>	\$25.00
<b>Shop ID:</b>			

<b>Work Description:</b>	<b>Procedure Code</b>	<b>Procedure</b>	<b>Procedure Instuction</b>
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthly	DBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthly	DBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthly	DBS DMS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthly	DMS DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthly	DMS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual	DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthly	DBS DMS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustible materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDMS DMS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection  
current monthlyDMS DMS

FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS DMS

FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS DMS

FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDMS

FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS DMS

FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cords monthlyDMS DMS

FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS DMS

FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbr

Work Request Code:	20633760	Actual Labor Hours:	0.00
Date Work Requested:	11/01/2018	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS





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<b>Work Request Code:</b>	20634111	<b>Actual Labor Hours:</b>	184.00
<b>Date Work Requested:</b>	11/01/2018	<b>Cost of Labor:</b>	\$6,637.50
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	MAINTENANCE	<b>Total Cost:</b>	\$6,637.50
<b>Shop ID:</b>	ELECTRIC		

**Work Description:** YMCA Parking garage lighting retrofit from 100w HPS to 20w LED there are around 600 fixtures to upgrade.  
The Lamps are SATCO S8738 on contract with A&M \$25.50 each  
The socket reducers are L8681 adapters on contract with A&M \$3.50 each

<b>Work Request Code:</b>	20636629	<b>Actual Labor Hours:</b>	2.50
<b>Date Work Requested:</b>	11/28/2018	<b>Cost of Labor:</b>	\$62.50
<b>Date Work Completed:</b>	11/30/2018	<b>Other Costs:</b>	\$35.01
<b>Maintenance Dept:</b>	ELECT SECURITY	<b>Total Cost:</b>	\$97.51
<b>Shop ID:</b>			

**Work Description:** Secure two hall door going into old Civic Center storage.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
ES-2019PR7080	Lyons	\$35.01

<b>Work Request Code:</b>	20637425	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	12/01/2018	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20637589	Actual Labor Hours:	1.00
Date Work Requested:	12/01/2018	Cost of Labor:	\$25.00
Date Work Completed:	03/25/2019	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual DBS	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthlyDBS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibles	monthlyDBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthlyDBS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthlyDBS
FPP-4	General (Fire Safety)	4	Boiler inspection	DBS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors	of assembly areas
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthlyDBS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling)	monthlyDBS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthlyDBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthlyDBS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthlyDBS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthlyDBS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthlyDBS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthlyDBS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthlyDBS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthlyDBS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbroken	monthly
FPP-5	Electrical (Fire Safety)	6	No open air electrical splices	monthly DBS
FPP-5	Electrical (Fire Safety)	7	Electrical wiring protected from damage	monthly DBS
FPP-6	Hazardous Areas (Fire Safety)	1	Wall penetrations sealed to rating of wall, ceiling, or floor	monthly DBS



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<b>Work Request Code:</b>	20639589	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	01/01/2019	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:**           LANDSCAPE MAINTENANCE  
  MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20639847	Actual Labor Hours:	1.00
Date Work Requested:	01/01/2019	Cost of Labor:	\$25.00
Date Work Completed:	05/29/2019	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual DBS	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3 Fire Protection Equipment 6 Sprinkler riser  
and FD connection free of obstructions monthlyDBS

FPP-4 General (Fire Safety) 1 General  
housekeeping/removal of combustibile materials monthlyDBS

FPP-4 General (Fire Safety) 2 36" space around  
heating equipment monthlyDBS

FPP-4 General (Fire Safety) 3 Kitchen hoods free of  
grease, inspection current monthlyDBS

FPP-4 General (Fire Safety) 4 Boiler inspection  
DBS

FPP-4 General (Fire Safety) 5 No storage of  
personal clothing or effects in corridors of assembly areas

FPP-4 General (Fire Safety) 6 Appropriate smoking  
refuse containers supplied monthlyDBS

FPP-4 General (Fire Safety) 7 Inside storage neat  
and orderly (2' from ceiling\_ monthlyDBS

FPP-4 General (Fire Safety) 8 Flammable and  
combustible liquids stored in approved cabinet, gasoline  
powered equipment in approved storage area monthlyDBS

FPP-4 General (Fire Safety) 9 Compressed gas  
cylinders secured with chain or other device monthlyDBS

FPP-4 General (Fire Safety) 10 Clothes dryer vents  
clear of lint monthlyDBS

FPP-4 General (Fire Safety) 11 Replace missing or  
broken ceiling tiles monthlyDBS

FPP-5 Electrical (Fire Safety) 1 36" clear space from  
service equipment monthlyDBS

FPP-5 Electrical (Fire Safety) 2 Remove unapproved  
multi-outlet devices monthlyDBS

FPP-5 Electrical (Fire Safety) 3 Remove unapproved  
extension cords monthlyDBS

FPP-5 Electrical (Fire Safety) 4 Approved extension  
cords protected from damage monthlyDBS

FPP-5 Electrical (Fire Safety) 5 Electrical device,  
junction, and service covers installed and unbroken monthly

FPP-5 Electrical (Fire Safety) 6 No open  
air electrical splices monthly DBS

FPP-5 Electrical (Fire Safety) 7 Electrical  
wiring protected from damage monthly DBS

FPP-6 Hazardous Areas (Fire Safety) 1 Wall  
penetrations sealed to rating of wall, ceiling, or floor monthly  
DBS

Work Request Code:	20644414	Actual Labor Hours:	3.00
Date Work Requested:	01/23/2019	Cost of Labor:	\$75.00
Date Work Completed:	01/24/2019	Other Costs:	\$0.00
Maintenance Dept:	BOPS 1	Total Cost:	\$75.00
Shop ID:			
Work Description:	YMCAPARKINGGARAGE-DBS.. CLEAN GARAGE..1-18-19.. I WENT AND TRASHED AND CLEANED ON 01-18-19		

ARCHIBUS



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<b>Work Request Code:</b>	20644463	<b>Actual Labor Hours:</b>	3.50
<b>Date Work Requested:</b>	01/24/2019	<b>Cost of Labor:</b>	\$87.50
<b>Date Work Completed:</b>	02/12/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$87.50
<b>Shop ID:</b>			

**Work Description:** YG-DBS...FIRE CLEANUP ON A PORTION OF THE YMCA PARKING GARAGE 1ST FLOOR NEXT TO THE ROAD ABOUT MIDDLE WAYS DOWN. WORK ORDER IS FOR GETTING A CONTRACT GENERATED SO WORK CAN BEGIN WITH CONTRACTOR

<b>Work Request Code:</b>	20645177	<b>Actual Labor Hours:</b>	3.00
<b>Date Work Requested:</b>	01/31/2019	<b>Cost of Labor:</b>	\$75.00
<b>Date Work Completed:</b>	02/05/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$75.00
<b>Shop ID:</b>			

**Work Description:** YG-DBS... TRASH AND CLEAN GARAGE.. MAURICE AND HIS CES WENT AND TRASHED AND CLEANED GARAGE

<b>Work Request Code:</b>	20645178	<b>Actual Labor Hours:</b>	4.00
<b>Date Work Requested:</b>	01/31/2019	<b>Cost of Labor:</b>	\$100.00
<b>Date Work Completed:</b>	02/05/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$100.00
<b>Shop ID:</b>			

**Work Description:** YG-DBS... MAKE ROOM FOR CONTRACTORS... MAURICE AND JOEL WENT TO PARKING GARAGE AND PUT UP SIGNS AND BLOCKED OFF PARKING SPOTS 1-31-19 FOR CONTRACTORS PROJECT

<b>Work Request Code:</b>	20645509	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	02/01/2019	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20645686	Actual Labor Hours:	1.00
Date Work Requested:	01/01/2019	Cost of Labor:	\$25.00
Date Work Completed:	05/29/2019	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$25.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual DBS	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	





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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DBS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibile materials	monthly	DBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DBS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection		DBS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas		
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthly	DBS
FPP-4	General (Fire Safety)	8	Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DBS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DBS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DBS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DBS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbroken	monthly	
FPP-5	Electrical (Fire Safety)	6	No open air electrical splices	monthly	DBS
FPP-5	Electrical (Fire Safety)	7	Electrical wiring protected from damage	monthly	DBS
FPP-6	Hazardous Areas (Fire Safety)	1	Wall penetrations sealed to rating of wall, ceiling, or floor	monthly	DBS



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<b>Work Request Code:</b>	20646506	<b>Actual Labor Hours:</b>	4.00
<b>Date Work Requested:</b>	02/08/2019	<b>Cost of Labor:</b>	\$100.00
<b>Date Work Completed:</b>	02/11/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$100.00
<b>Shop ID:</b>			

**Work Description:** YG-DBS..PLEASE CLEAN AND TRASH PARKING GARGE..  
02-04-19.. MAURICE AND CES WENT AND CLEANED AND  
TRASHED..02-08-19

<b>Work Request Code:</b>	20646967	<b>Actual Labor Hours:</b>	4.00
<b>Date Work Requested:</b>	02/14/2019	<b>Cost of Labor:</b>	\$100.00
<b>Date Work Completed:</b>	02/21/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$100.00
<b>Shop ID:</b>			

**Work Description:** YG-DBS... PLEASE CLEAN AND TRASH GARAGE  
02-11-2019.. MY CE AND I WENT AND CLEANED AND  
TRASHED 02-11-2019

<b>Work Request Code:</b>	20648712	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	03/01/2019	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20648890	Actual Labor Hours:	0.00
Date Work Requested:	03/01/2019	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$0.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instruction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual DBS	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthlyDBS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibile materials	monthlyDBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthlyDBS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthlyDBS
FPP-4	General (Fire Safety)	4	Boiler inspection	DBS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas	
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthlyDBS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthlyDBS
FPP-4	General (Fire Safety)	8	Flammable and combustibile liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthlyDBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthlyDBS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthlyDBS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthlyDBS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthlyDBS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthlyDBS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthlyDBS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthlyDBS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbroken	monthly
FPP-5	Electrical (Fire Safety)	6	No open air electrical splices	monthly DBS
FPP-5	Electrical (Fire Safety)	7	Electrical wiring protected from damage	monthly DBS
FPP-6	Hazardous Areas (Fire Safety)	1	Wall penetrations sealed to rating of wall, ceiling, or floor	monthly DBS



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**Work Request Code:** 20650118                      **Actual Labor Hours:** 6.00  
**Date Work Requested:** 03/15/2019              **Cost of Labor:** \$150.00  
**Date Work Completed:** 03/19/2019              **Other Costs:** \$0.00  
**Maintenance Dept:** BOPS 1                      **Total Cost:** \$150.00  
**Shop ID:**

**Work Description:** YG-DBS... WEEKLY CLEANING..03-11-2019.. I MAURICE AND MY CES CLEANED AND TRASHED THE YMCA GARAGE ON 03-15-2019...

**Work Request Code:** 20650679                      **Actual Labor Hours:** 6.00  
**Date Work Requested:** 03/22/2019              **Cost of Labor:** \$150.00  
**Date Work Completed:** 03/29/2019              **Other Costs:** \$0.00  
**Maintenance Dept:** BOPS 1                      **Total Cost:** \$150.00  
**Shop ID:**

**Work Description:** YG-DBS... WEEKLY CLEANING OF YMCA PARKING GARAGE..03-22-2019.. I MAURICE AND MY CE'S WENT AND CLEANED AND TRASHED GARAGE..03-22-2019

**Work Request Code:** 20651170                      **Actual Labor Hours:** 1.00  
**Date Work Requested:** 03/28/2019              **Cost of Labor:** \$25.00  
**Date Work Completed:** 05/29/2019              **Other Costs:** \$0.00  
**Maintenance Dept:** MAINTENANCE              **Total Cost:** \$25.00  
**Shop ID:** HVAC

**Work Description:** YG-DMS... THERE ARE 2 HEATERS IN THE MECHANICAL STORAGE AREA THAT NEED TO BE CHANGED 1 WONT CUT OFF BY ITSELF YOU HAVE TO USE THE BREAKER AND THE OTHER WILL NOT WORK. ALSO THERMOSTAT NEEDS TO BE PUT IN FOR THEM. SEE JOEL RAMEY FOR MORE INFO AND LOCATION. ATTN: DALE HICKMAN

**Work Request Code:** 20651213                      **Actual Labor Hours:** 6.00  
**Date Work Requested:** 03/29/2019              **Cost of Labor:** \$150.00  
**Date Work Completed:** 04/04/2019              **Other Costs:** \$0.00  
**Maintenance Dept:** BOPS 1                      **Total Cost:** \$150.00  
**Shop ID:**

**Work Description:** YG-DBS... WEEKLY CLEANING..03-29-2019.. I MAURICE AND MY CES WENT CLEANED AND TRASHED THE YMCA GARAGE..03-29-2019

**Work Request Code:** 20652038                      **Actual Labor Hours:** 0.00  
**Date Work Requested:** 04/01/2019              **Cost of Labor:** \$0.00  
**Date Work Completed:**                              **Other Costs:** \$0.00  
**Maintenance Dept:** LAND                              **Total Cost:** \$0.00  
**Shop ID:**

**Work Description:** LANDSCAPE MAINTENANCE  
  
MAINTAIN LANDSCAPE TO HIGH STANDARDS



YMCA/YMCA PARKING GARAGE FY19 (July 1, 2018 - June 30, 2019)

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Work Request Code:	20652068	Actual Labor Hours:	0.00
Date Work Requested:	04/01/2019	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$0.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual DBS	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DBS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustibles	monthly	DBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DBS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection		DBS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas		
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling)	monthly	DBS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DBS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DBS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DBS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DBS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbroken	monthly	
FPP-5	Electrical (Fire Safety)	6	No open air electrical splices	monthly	DBS
FPP-5	Electrical (Fire Safety)	7	Electrical wiring protected from damage	monthly	DBS
FPP-6	Hazardous Areas (Fire Safety)	1	Wall penetrations sealed to rating of wall, ceiling, or floor	monthly	DBS



**YMCA/YMCA PARKING GARAGE FY19 (July 1, 2018 - June 30, 2019)**

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<b>Work Request Code:</b>	20657908	<b>Actual Labor Hours:</b>	16.00
<b>Date Work Requested:</b>	04/01/2019	<b>Cost of Labor:</b>	\$400.00
<b>Date Work Completed:</b>	05/29/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	MAINTENANCE	<b>Total Cost:</b>	\$400.00
<b>Shop ID:</b>	ELECTRIC		

**Work Description:** parking garage YMCA - Install new electric heat in parking garage parking mech room

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
	1500 watt electric heat	\$167.35

<b>Work Request Code:</b>	20659047	<b>Actual Labor Hours:</b>	6.00
<b>Date Work Requested:</b>	04/12/2019	<b>Cost of Labor:</b>	\$150.00
<b>Date Work Completed:</b>	04/18/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$150.00
<b>Shop ID:</b>			

**Work Description:** YG-DBS... WEEKLY CLEANING OF GARAGE... 04-12-2019... I MAURICE AND MY CE'S CLEANED AND TRASHED GARAGE... 04-12-2019

<b>Work Request Code:</b>	20659048	<b>Actual Labor Hours:</b>	1.00
<b>Date Work Requested:</b>	04/12/2019	<b>Cost of Labor:</b>	\$25.00
<b>Date Work Completed:</b>	04/18/2019	<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	BOPS 1	<b>Total Cost:</b>	\$25.00
<b>Shop ID:</b>			

**Work Description:** YG-DBS... PAINT REMOVAL...04-10-2019... I MAURICE WENT TO REMOVE GRAFFITI FROM WALLS.. 04-10-2019..

<b>Work Request Code:</b>	20665134	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	05/01/2019	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:** LANDSCAPE MAINTENANCE  
MAINTAIN LANDSCAPE TO HIGH STANDARDS





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Work Request Code:	20665305	Actual Labor Hours:	0.00
Date Work Requested:	05/01/2019	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$0.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible, monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing monthlyDBS	
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit, monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test monthlyDBS	
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test annual DBS	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire monthlyDBS	
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



YMCA/YMCA PARKING GARAGE FY19 (July 1, 2018 - June 30, 2019)

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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthlyDBS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustible materials	monthlyDBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthlyDBS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthlyDBS
FPP-4	General (Fire Safety)	4	Boiler inspection	DBS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas	
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthlyDBS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthlyDBS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthlyDBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthlyDBS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthlyDBS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthlyDBS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthlyDBS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthlyDBS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthlyDBS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthlyDBS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbroken	monthly
FPP-5	Electrical (Fire Safety)	6	No open air electrical splices	monthly DBS
FPP-5	Electrical (Fire Safety)	7	Electrical wiring protected from damage	monthly DBS
FPP-6	Hazardous Areas (Fire Safety)	1	Wall penetrations sealed to rating of wall, ceiling, or floor	monthly DBS



**YMCA/YMCA PARKING GARAGE FY19 (July 1, 2018 - June 30, 2019)**

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<b>Work Request Code:</b>	20669180	<b>Actual Labor Hours:</b>	0.00
<b>Date Work Requested:</b>	06/01/2019	<b>Cost of Labor:</b>	\$0.00
<b>Date Work Completed:</b>		<b>Other Costs:</b>	\$0.00
<b>Maintenance Dept:</b>	LAND	<b>Total Cost:</b>	\$0.00
<b>Shop ID:</b>			

**Work Description:**           LANDSCAPE MAINTENANCE  
  MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20669352	Actual Labor Hours:	0.00
Date Work Requested:	06/01/2019	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$0.00
Shop ID:			

Work Description:	Procedure Code	Procedure	Procedure Instuction
	FREQ	TENANT SPACE	MECH SPACE
FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware	1	Proper	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) manual hold open devices	2	No use of	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use	3	Exits visible,	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)	4	Exit doors	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level)	5	10 foot clear	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) devices installed where required	7	Self-closing	monthlyDBS
FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor	8	Wall	
FPP-2 Signs and Lighting (Fire Safety) lighting installed	1	Adequate	monthlyDBS
FPP-2 Signs and Lighting (Fire Safety) lighting installed as required	2	Emergency	monthlyDBS
FPP-2 Signs and Lighting (Fire Safety) placards installed as required	3	Exit lights or	monthlyDBS
FPP-2 Signs and Lighting (Fire Safety) placards visible and unobstructed	4	Exit lights or	monthlyDBS
FPP-2 Signs and Lighting (Fire Safety) exit signs operational	5	Illuminated	monthlyDBS
FPP-2 Signs and Lighting (Fire Safety) or appropriate signage on doors that may be confused with an exit in an emergency	6	Not an Exit,	monthlyDBS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 30 seconds	7	Test	monthlyDBS
FPP-2 Signs and Lighting (Fire Safety) emergency lighting for at least 1.5 hours	8	Test	annual DBS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational	1	Fire Alarm,	
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	
FPP-3 Fire Protection Equipment extinguishers and sign card	3	Inspect fire	monthlyDBS
FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions	4	Fire	
FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)	5	18" clear	



**YMCA/YMCA PARKING GARAGE FY19 (July 1, 2018 - June 30, 2019)**

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FPP-3	Fire Protection Equipment	6	Sprinkler riser and FD connection free of obstructions	monthly	DBS
FPP-4	General (Fire Safety)	1	General housekeeping/removal of combustible materials	monthly	DBS
FPP-4	General (Fire Safety)	2	36" space around heating equipment	monthly	DBS
FPP-4	General (Fire Safety)	3	Kitchen hoods free of grease, inspection current	monthly	DBS
FPP-4	General (Fire Safety)	4	Boiler inspection		DBS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas		
FPP-4	General (Fire Safety)	6	Appropriate smoking refuse containers supplied	monthly	DBS
FPP-4	General (Fire Safety)	7	Inside storage neat and orderly (2' from ceiling_	monthly	DBS
FPP-4	General (Fire Safety)	8	Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area	monthly	DBS
FPP-4	General (Fire Safety)	9	Compressed gas cylinders secured with chain or other device	monthly	DBS
FPP-4	General (Fire Safety)	10	Clothes dryer vents clear of lint	monthly	DBS
FPP-4	General (Fire Safety)	11	Replace missing or broken ceiling tiles	monthly	DBS
FPP-5	Electrical (Fire Safety)	1	36" clear space from service equipment	monthly	DBS
FPP-5	Electrical (Fire Safety)	2	Remove unapproved multi-outlet devices	monthly	DBS
FPP-5	Electrical (Fire Safety)	3	Remove unapproved extension cords	monthly	DBS
FPP-5	Electrical (Fire Safety)	4	Approved extension cords protected from damage	monthly	DBS
FPP-5	Electrical (Fire Safety)	5	Electrical device, junction, and service covers installed and unbroken	monthly	
FPP-5	Electrical (Fire Safety)	6	No open air electrical splices	monthly	DBS
FPP-5	Electrical (Fire Safety)	7	Electrical wiring protected from damage	monthly	DBS
FPP-6	Hazardous Areas (Fire Safety)	1	Wall penetrations sealed to rating of wall, ceiling, or floor	monthly	DBS

**Overall Total Total Cost: \$9,768.90**

**YMCA PARKING GARAGE  
SPENDING REPORT  
FY17 - FY19**

YMCA Garage trash cans	MM-2019PR7221	2/19/2019 10:29	\$	199.96	LOWE'S
YMCA garage	MM-2019PR7533	3/28/2019 15:28	\$	280.00	GRAYBAR INC
YG-DBS... CAR FIRE CLEANUP AT THE YMCA GARAGE (1ST FLOOR).	BD-2019PR7518	3/24/2019 11:40	\$	12,997.20	PROCARD ONLY SERVPRO DF. NORTH/SOUTH LEXINGTON
Items needed to secure two doors.	ES-2019PR7080	11/28/2018 13:25	\$	35.01	LYONS LUMBER CO
YMCA bulbs	MM-2019PR7051	11/27/2018 7:50	\$	600.00	A.M. ELECTRIC CO. INC.
YMCA Parking Garage	MM-2019PR6845	11/11/2018 10:37	\$	17,400.00	A.M. ELECTRIC CO. INC.
YG-DBS... Ceiling Panel In Parking Garage	CO-2019PR6529	9/26/2018 9:19	\$	21.12	LYONS LUMBER CO
Rubber boots needed to work in ymca garage due to water on the floor	BD-2019PR6444	9/17/2018 13:01	\$	19.97	LOWE'S
Add Latch Protectors to keep homeless out of storage area.	ES-2019PR6109	8/9/2018 6:36	\$	43.67	LYONS LUMBER CO
YMCA Garage... PAINT AND ROLLERS NEEDED TO PAINT OVER GRAFFITI IN YMCA GARAGE	BO-2019PR6023	7/31/2018 15:32	\$	149.88	LOWE'S
YMCA garage: Junction box	MM-2018PR5064	3/29/2018 7:55	\$	500.00	KENTUCKY LIGHTING AND SUPPLY CO INC
YMCA garage: Bulbs	MM-2018PR5062	3/29/2018 7:50	\$	500.00	KENTUCKY LIGHTING AND SUPPLY CO INC
YMCA garage conduit for fire system	MM-2018PR5047	3/28/2018 9:22	\$	600.00	KENTUCKY LIGHTING AND SUPPLY CO INC
YMCA: Pipe and connectors	MM-2018PR4928	3/16/2018 11:32	\$	300.00	KENTUCKY LIGHTING AND SUPPLY CO INC
YMCA... Paint part of exterior walls of YMCA to get rid of graffiti.	CO-2018PR4828	3/15/2018 13:09	\$	144.73	SHERWIN WILLIAMS FRANKFORT
YG - J] install fire alarm panel	CO-2018PR4747	2/21/2018 10:38	\$	43.19	LYONS LUMBER CO
407 Clinton St Monitoring	ES-2018PR4729	2/20/2018 13:10	\$	480.00	STAR TEL SYSTEMS INC
YMCA Garage Equipment	ES-2018PR4727	2/20/2018 13:01	\$	998.31	STAR TEL SYSTEMS INC
YG Fire Alarm Control Panel	ES-2018PR4635	2/9/2018 9:02	\$	5,780.00	SIMPLEXGRINHELL
Y.M.C.A. Garage Lighting Issues. Parts Needed for Repairs	MO-2016PR6886	9/8/2016 10:13	\$	56.79	ARTS ELECTRIC INC
copper drain parts	MM-2016PR6651	9/6/2016 9:02	\$	250.00	PROCARD ONLY FERGUSON ENTERPRISES (LEX)
			\$	41,399.83	

# METER DETAIL DATA

Created: 6/14/2019 7:40:03 AM

## YMCA Parking Garage E-171654

Meter Type: Purchased Utility Meter

Account #: 171654

Usage Month	Acctg Month	Bill ID	Rate	Read Type	Total Consumption	Total Demand	Total Current Charges
05/01/2019	06/01/2019	14604041	FPB GS 15/18	Actual	31,754.00	44.81	\$3,083.01
04/01/2019	05/01/2019	14593126	FPB GS 15/18	Actual	35,612.00	52.42	\$3,436.56
03/01/2019	04/01/2019	14580741	FPB GS 15/18	Actual	49,264.00	79.02	\$4,777.63
02/01/2019	03/01/2019	14572679	FPB GS 15/18	Actual	52,720.00	85.67	\$5,171.20
01/01/2019	02/01/2019	14563862	FPB GS 15/18	Actual	52,903.00	78.24	\$5,216.31
12/01/2018	01/01/2019	14551655	FPB GS 15/18	Actual	59,738.00	91.48	\$5,893.34
11/01/2018	12/01/2018	14534478	FPB GS 15/18	Actual	69,770.00	97.56	\$6,651.30
10/01/2018	11/01/2018	14517487	FPB GS 15/18	Actual	57,314.00	83.96	\$5,513.89
09/01/2018	10/01/2018	14510405	FPB GS 15/18	Actual	57,605.00	84.25	\$5,547.71
08/01/2018	09/01/2018	14500856	FPB GS 15/18	Actual	65,758.00	84.57	\$6,302.44
07/01/2018	08/01/2018	14488564	FPB GS 15/18	Actual	56,125.00	90.24	\$5,438.05
06/01/2018	07/01/2018	14477892	FPB GS 15/18	Actual	56,170.00	85.72	\$5,450.49
05/01/2018	06/01/2018	14454834	FPB GS 15/18	Actual	69,171.00	86.93	\$6,719.04
04/01/2018	05/01/2018	14435301	FPB GS 15/18	Actual	66,395.00	101.33	\$6,476.15
03/01/2018	04/01/2018	14425860	FPB GS 15/18	Actual	70,748.00	0.00	\$6,933.00
02/01/2018	03/01/2018	14425916	FPB GS 15/18	Actual	65,743.00	0.00	\$6,613.17
							<b>\$89,223.29</b>