



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019)

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Work Request Code:	20244572	Actual Labor Hours:	12.00
Date Work Requested:	07/31/2013	Cost of Labor:	\$300.00
Date Work Completed:	12/05/2013	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$300.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
 MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20244768	Actual Labor Hours:	17.00
Date Work Requested:	07/31/2013	Cost of Labor:	\$425.00
Date Work Completed:	12/04/2013	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWT	Total Cost:	\$425.00
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:	20250022	Actual Labor Hours:	6.00
Date Work Requested:	08/30/2013	Cost of Labor:	\$150.00
Date Work Completed:	12/05/2013	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$150.00

Shop ID:

Work Description: LANDSCAPE MAINTENANCE
 MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20250219	Actual Labor Hours:	17.00
Date Work Requested:	08/30/2013	Cost of Labor:	\$425.00
Date Work Completed:	01/03/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$425.00
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 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 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	
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:	20253296	Actual Labor Hours:	161.50
Date Work Requested:	09/13/2013	Cost of Labor:	\$4,112.50
Date Work Completed:	01/06/2014	Other Costs:	\$10,790.12
Maintenance Dept:	MECH OPS 2	Total Cost:	\$14,902.62
Shop ID:			

Work Description: CPT - Repair YMCA Parking Garage Lights.

<u>Reference Code</u>	<u>Freestyle Part Code</u>	<u>Total Parts Cost</u>
stock	100W HP Sodium ballis	\$509.08
stock	100W HP Sodium bulb l	\$8,237.84
Stock	Grainger light fixtures	\$2,043.20



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Work Request Code:	20254340	Actual Labor Hours:	2.00
Date Work Requested:	09/24/2013	Cost of Labor:	\$50.00
Date Work Completed:	10/04/2013	Other Costs:	\$5.02
Maintenance Dept:	CONST1	Total Cost:	\$55.02
Shop ID:			

Work Description: CPT - Fix damaged conduit at Parking Garage Entrance next to YMCA...Steve Jones knows location.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
co-140875	Kentucky Lighting & Sup	\$5.02

Work Request Code:	20254342	Actual Labor Hours:	14.00
Date Work Requested:	09/24/2013	Cost of Labor:	\$350.00
Date Work Completed:	01/08/2014	Other Costs:	\$0.00
Maintenance Dept:	CONST3	Total Cost:	\$350.00
Shop ID:	CON 1		

Work Description: c-CPT- closed stairwell to YMCA parking garage needs to be cleaned and barrier repaired.
mq..10/23..remove fence barrier to open stairwell for use.

Work Request Code:	20255363	Actual Labor Hours:	7.00
Date Work Requested:	09/30/2013	Cost of Labor:	\$175.00
Date Work Completed:	12/05/2013	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$175.00
Shop ID:			

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Work Request Code:	20255560	Actual Labor Hours:	13.00
Date Work Requested:	09/30/2013	Cost of Labor:	\$325.00
Date Work Completed:	01/03/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$325.00
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 18" clear space from storage materials (36" if not sprinklered)	5		



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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:	20267179	Actual Labor Hours:	0.00
Date Work Requested:	10/30/2013	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	CONST1	Total Cost:	\$0.00
Shop ID:			

Work Description: Cancelled due to paver replacement by C&C Construction. YMCA and other locations...start a concrete leveling project to correct fallen slabs. This is a safety issue. Slab at YMCA parking garage exit is in immediate need.



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Work Request Code:	20269431	Actual Labor Hours:	3.00
Date Work Requested:	10/31/2013	Cost of Labor:	\$75.00
Date Work Completed:	12/05/2013	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$75.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

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Work Request Code:	20269503	Actual Labor Hours:	9.00
Date Work Requested:	10/31/2013	Cost of Labor:	\$225.00
Date Work Completed:	02/12/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$225.00
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 monthlyDMS DMS

FPP-4 General (Fire Safety) 1 General
housekeeping/removal of combustibile 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:	20272452	Actual Labor Hours:	1.00
Date Work Requested:	11/30/2013	Cost of Labor:	\$25.00
Date Work Completed:	05/20/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$25.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

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Work Request Code:	20272538	Actual Labor Hours:	9.00
Date Work Requested:	11/30/2013	Cost of Labor:	\$225.00
Date Work Completed:	04/14/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$225.00
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:	20282382	Actual Labor Hours:	1.00
Date Work Requested:	12/31/2013	Cost of Labor:	\$25.00
Date Work Completed:	05/20/2014	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:	20282458	Actual Labor Hours:	11.00
Date Work Requested:	12/31/2013	Cost of Labor:	\$275.00
Date Work Completed:	04/23/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$275.00
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 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: 20288528 Actual Labor Hours: 1.00
Date Work Requested: 01/31/2014 Cost of Labor: \$25.00
Date Work Completed: 05/20/2014 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:	20288604	Actual Labor Hours:	11.00
Date Work Requested:	01/31/2014	Cost of Labor:	\$275.00
Date Work Completed:	04/23/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$275.00
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 DMS
FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors	6	Maintain	monthlyDBS DMS
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	monthlyDBS DMS
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 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,	monthlyDMS DMS
FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current	2	Fire Alarm,	monthlyDMS DMS
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	monthlyDBS DMS
FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)	5	18" clear	monthlyDBS DMS



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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:	20291521	Actual Labor Hours:	1.00
Date Work Requested:	02/28/2014	Cost of Labor:	\$25.00
Date Work Completed:	05/20/2014	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:	20291616	Actual Labor Hours:	11.00
Date Work Requested:	02/28/2014	Cost of Labor:	\$275.00
Date Work Completed:	07/08/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$275.00
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 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:	20292969	Actual Labor Hours:	0.00
Date Work Requested:	03/10/2014	Cost of Labor:	\$0.00
Date Work Completed:		Other Costs:	\$0.00
Maintenance Dept:	CONST3	Total Cost:	\$0.00
Shop ID:	OUTSIDE CONTR		

Work Description: CPT, YMCA...Provide estimate for paving area in front of YMCA and repair flat area in front. DECA is taking care of steps. . See Paul for additional informaiton. Add on Planter Capstone repair.
Each task listed separately at a WR.



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Work Request Code:	20295321	Actual Labor Hours:	1.00
Date Work Requested:	03/31/2014	Cost of Labor:	\$25.00
Date Work Completed:	05/20/2014	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: 20295511 **Actual Labor Hours:** 10.00
Date Work Requested: 03/31/2014 **Cost of Labor:** \$250.00
Date Work Completed: 07/08/2014 **Other Costs:** \$0.00
Maintenance Dept: BLDG OPS DWNTWI **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 (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:	20295681	Actual Labor Hours:	30.00
Date Work Requested:	03/31/2014	Cost of Labor:	\$750.00
Date Work Completed:	02/02/2016	Other Costs:	\$175.52
Maintenance Dept:	CONSTRUCTION	Total Cost:	\$925.52
Shop ID:			

Work Description: YG-DBS...replace 10'x10' sections of supported concrete.
Covington won the bid.

Added to work order was painting of an office in th fountain
area.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
20295681	lyons lumber	\$175.52



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Work Request Code:	20299142	Actual Labor Hours:	42.00
Date Work Requested:	04/02/2014	Cost of Labor:	\$1,050.00
Date Work Completed:	06/03/2014	Other Costs:	\$45.00
Maintenance Dept:	MECH OPS 2	Total Cost:	\$1,095.00
Shop ID:			

Work Description: YMCA- FRONT PARKING LOT LIGHTING.

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
MO-142809	CLARKS WELDING SE	\$45.00

Work Request Code:	20300869	Actual Labor Hours:	155.00
Date Work Requested:	04/16/2014	Cost of Labor:	\$3,875.00
Date Work Completed:	10/06/2014	Other Costs:	\$7,113.43
Maintenance Dept:	CONST3	Total Cost:	\$10,988.43
Shop ID:	CON 1		

Work Description: c-Replace the planter cap stones/concrete repairs

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
co-142897	hieb concrete	\$6,510.00
Stock	100' 1/2" Backer Rod /ft	\$22.00
Stock	Dow Corning 790 bldg. :	\$145.68
co-150294	Lyons	\$118.48
Stock	Dow Corning 790 bldg. :	\$72.84
Stock	3/8" Backer Rod /ft.	\$1.80
Stock	3/4" Backer Rod/ft.	\$2.30
Stock	ARDEX CP / 40lb.	\$37.59
co-150176	Lowes	\$202.74



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Work Request Code:	20303626	Actual Labor Hours:	12.00
Date Work Requested:	04/30/2014	Cost of Labor:	\$300.00
Date Work Completed:	07/08/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$300.00
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	monthly	DMS	DMS
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	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	
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	
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:	20303657	Actual Labor Hours:	12.00
Date Work Requested:	04/30/2014	Cost of Labor:	\$300.00
Date Work Completed:	06/03/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$300.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20308094	Actual Labor Hours:	30.00
Date Work Requested:	05/14/2014	Cost of Labor:	\$750.00
Date Work Completed:	09/02/2014	Other Costs:	\$14,440.22
Maintenance Dept:	CONST3	Total Cost:	\$15,190.22
Shop ID:	OUTSIDE CONTR		

Work Description: b-YMCA--resurface parking lot

<u>Reference Code</u>	<u>Freetype Part Code</u>	<u>Total Parts Cost</u>
CO-143105	colston	\$14,440.22

Work Request Code:	20310606	Actual Labor Hours:	20.00
Date Work Requested:	05/30/2014	Cost of Labor:	\$500.00
Date Work Completed:	06/30/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$500.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20310805	Actual Labor Hours:	21.00
Date Work Requested:	05/30/2014	Cost of Labor:	\$525.00
Date Work Completed:	11/12/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$525.00
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	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	monthlyDMS	DMS
FPP-4 General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas	monthlyDBS	DMS
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	DMS
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:	20318445	Actual Labor Hours:	28.00
Date Work Requested:	06/30/2014	Cost of Labor:	\$700.00
Date Work Completed:	08/11/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$700.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
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Work Request Code:	20318477	Actual Labor Hours:	18.00
Date Work Requested:	06/30/2014	Cost of Labor:	\$450.00
Date Work Completed:	11/12/2014	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$450.00
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	1	Fire Alarm,	
FPP-3 Fire Protection Equipment	2	Detection, and Suppression Systems Operational	
FPP-3 Fire Protection Equipment	3	Fire Alarm,	
FPP-3 Fire Protection Equipment	4	Detection, and Suppression Systems inspection current	
FPP-3 Fire Protection Equipment	5	Inspect fire	monthlyDBS DMS
FPP-3 Fire Protection Equipment	6	extinguishers and sign card	
FPP-3 Fire Protection Equipment	7	extinguishers and standpipes free of obstructions	
FPP-3 Fire Protection Equipment	8	18" clear	
FPP-3 Fire Protection Equipment	9	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	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:	20323203	Actual Labor Hours:	21.00
Date Work Requested:	07/31/2014	Cost of Labor:	\$525.00
Date Work Completed:	09/09/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$525.00
Shop ID:			

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Work Request Code:	20323243	Actual Labor Hours:	22.00
Date Work Requested:	07/31/2014	Cost of Labor:	\$550.00
Date Work Completed:	02/09/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$550.00
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	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	monthly	DMS DMS
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	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
	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
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:	20327511	Actual Labor Hours:	11.00
Date Work Requested:	08/29/2014	Cost of Labor:	\$275.00
Date Work Completed:	02/09/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$275.00
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	



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:	20327541	Actual Labor Hours:	20.00
Date Work Requested:	08/29/2014	Cost of Labor:	\$500.00
Date Work Completed:	10/07/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$500.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
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Work Request Code:	20335739	Actual Labor Hours:	20.00
Date Work Requested:	09/30/2014	Cost of Labor:	\$512.50
Date Work Completed:	11/12/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$512.50
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

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Work Request Code:	20335933	Actual Labor Hours:	21.00
Date Work Requested:	09/30/2014	Cost of Labor:	\$525.00
Date Work Completed:	02/09/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$525.00
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 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:	20351478	Actual Labor Hours:	8.00
Date Work Requested:	10/31/2014	Cost of Labor:	\$200.00
Date Work Completed:	12/10/2014	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$200.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



Work Request Code:	20351511	Actual Labor Hours:	17.00
Date Work Requested:	10/31/2014	Cost of Labor:	\$425.00
Date Work Completed:	03/31/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$425.00
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	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	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas	monthly	DBS	DBS
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	monthly	DBS	DMS



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Work Request Code:	20356615	Actual Labor Hours:	22.00
Date Work Requested:	11/30/2014	Cost of Labor:	\$550.00
Date Work Completed:	03/31/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWT	Total Cost:	\$550.00
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	monthly	DMS	DMS
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	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 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	
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:	20356642	Actual Labor Hours:	3.00
Date Work Requested:	11/30/2014	Cost of Labor:	\$75.00
Date Work Completed:	01/26/2015	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$75.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20365623	Actual Labor Hours:	0.00
Date Work Requested:	12/31/2014	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	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:	20365812	Actual Labor Hours:	17.00
Date Work Requested:	12/31/2014	Cost of Labor:	\$425.00
Date Work Completed:	04/20/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$425.00
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 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 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
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		



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Work Request Code:	20371979	Actual Labor Hours:	20.00
Date Work Requested:	01/30/2015	Cost of Labor:	\$500.00
Date Work Completed:	04/20/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$500.00
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:	20372004	Actual Labor Hours:	0.00
Date Work Requested:	01/30/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	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:	20376135	Actual Labor Hours:	0.00
Date Work Requested:	02/27/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	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:	20376184	Actual Labor Hours:	17.00
Date Work Requested:	02/27/2015	Cost of Labor:	\$425.00
Date Work Completed:	07/02/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$425.00
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 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:	20382212	Actual Labor Hours:	0.00
Date Work Requested:	03/31/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	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:	20382403	Actual Labor Hours:	20.00
Date Work Requested:	03/31/2015	Cost of Labor:	\$500.00
Date Work Completed:	07/22/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$500.00
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	monthly	DMS	DMS
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	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	
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:	20392855	Actual Labor Hours:	0.00
Date Work Requested:	04/30/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	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:	20392892	Actual Labor Hours:	20.00
Date Work Requested:	04/30/2015	Cost of Labor:	\$500.00
Date Work Completed:	07/22/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$500.00
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

Work Request Code:	20396485	Actual Labor Hours:	0.00
Date Work Requested:	05/28/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

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Work Request Code:	20396576	Actual Labor Hours:	8.00
Date Work Requested:	05/28/2015	Cost of Labor:	\$200.00
Date Work Completed:	09/03/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	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 (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:	20402575	Actual Labor Hours:	0.00
Date Work Requested:	06/30/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
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Work Request Code:	20402768	Actual Labor Hours:	19.00
Date Work Requested:	06/30/2015	Cost of Labor:	\$475.00
Date Work Completed:	09/03/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$475.00
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:	20409325	Actual Labor Hours:	0.00
Date Work Requested:	07/31/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
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Work Request Code:	20409405	Actual Labor Hours:	17.00
Date Work Requested:	07/31/2015	Cost of Labor:	\$425.00
Date Work Completed:	09/03/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$425.00
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 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:	20415615	Actual Labor Hours:	0.00
Date Work Requested:	08/31/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

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Work Request Code:	20415888	Actual Labor Hours:	14.00
Date Work Requested:	08/31/2015	Cost of Labor:	\$350.00
Date Work Completed:	12/01/2015	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$350.00
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 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:	20420054	Actual Labor Hours:	2.50
Date Work Requested:	09/21/2015	Cost of Labor:	\$62.50
Date Work Completed:	10/01/2015	Other Costs:	\$0.00
Maintenance Dept:	CONST3	Total Cost:	\$62.50
Shop ID:			

Work Description: c-YG-DBS...GARAGE-CNST; PULL PAVERS around the YMCA to look for a leak. See Carl Durham for details



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Work Request Code:	20423875	Actual Labor Hours:	0.00
Date Work Requested:	09/30/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
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Work Request Code:	20423925	Actual Labor Hours:	18.00
Date Work Requested:	09/30/2015	Cost of Labor:	\$450.00
Date Work Completed:	02/01/2016	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$450.00
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:	20432468	Actual Labor Hours:	0.00
Date Work Requested:	10/29/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

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Work Request Code:	20432666	Actual Labor Hours:	11.00
Date Work Requested:	10/29/2015	Cost of Labor:	\$275.00
Date Work Completed:	02/17/2016	Other Costs:	\$0.00
Maintenance Dept:	BLDG OPS DWNTWI	Total Cost:	\$275.00
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:	20437082	Actual Labor Hours:	0.00
Date Work Requested:	11/30/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	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:	20437346	Actual Labor Hours:	12.00
Date Work Requested:	11/30/2015	Cost of Labor:	\$300.00
Date Work Completed:	04/06/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$300.00
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

Work Request Code:	20440245	Actual Labor Hours:	0.00
Date Work Requested:	12/23/2015	Cost of Labor:	\$0.00
Date Work Completed:	07/06/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
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Work Request Code:	20440372	Actual Labor Hours:	11.00
Date Work Requested:	12/23/2015	Cost of Labor:	\$275.00
Date Work Completed:	05/11/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$275.00
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	monthly	DMS	DMS
FPP-4	General (Fire Safety)	1	housekeeping/removal of combustibile materials	monthly	DBS	
FPP-4	General (Fire Safety)	2	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	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas	monthly	DBS	DMS
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			



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Work Request Code:	20440373	Actual Labor Hours:	11.00
Date Work Requested:	12/23/2015	Cost of Labor:	\$275.00
Date Work Completed:	05/11/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$275.00
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	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:	20446208	Actual Labor Hours:	0.00
Date Work Requested:	01/31/2016	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
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Work Request Code:	20446296	Actual Labor Hours:	8.00
Date Work Requested:	01/31/2016	Cost of Labor:	\$200.00
Date Work Completed:	05/11/2016	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 (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 combustibile materials	monthly	DBS	
FPP-4	General (Fire Safety)	2	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	monthly	DMS	DMS
FPP-4	General (Fire Safety)	5	No storage of personal clothing or effects in corridors of assembly areas	monthly	DBS	DMS
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			



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Work Request Code:	20451072	Actual Labor Hours:	20.00
Date Work Requested:	02/29/2016	Cost of Labor:	\$500.00
Date Work Completed:	05/11/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$500.00
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	