

YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 76 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) - 1 General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 2 36" space around monthlyDMS heating equipment **DMS** FPP-4 General (Fire Safety) Kitchen hoods free of 3 monthlyDBS grease, inspection current 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 Appropriate smoking FPP-4 General (Fire Safety) 6 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) 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 monthlyDMS **DMS** service equipment 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: Date Work Requested: Date Work Completed: Maintenance Dept: Shop ID:

20451132 02/29/2016 10/09/2017 LAND

 Actual Labor Hours:
 0.00

 Cost of Labor:
 \$0.00

 Other Costs:
 \$0.00

 Total Cost:
 \$0.00

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 77 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: 20462261 03/31/2016 10/09/2017 Actual Labor Hours: Cost of Labor:

0.00 \$0.00

Maintenance Dept:

LAND

Other Costs: Total Cost: \$0.00 \$0.00

Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



Page 78 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

Work Description:

20462268 03/31/2016

08/04/2016 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

14.00 \$350.00 \$0.00

\$350.00

Procedure Code FREQ TENAI			Procedi MECH :		uction
FPP-1 Exits and Door	's (Fire S	Safety)	1	Proper	
operation of doors and			monthly	DBS	DMS
FPP-1 Exits and Door	s (Fire S	Safety)	2	No use	of
manual hold open devi	ces	monthly	/DBS	DMS	
FPP-1 Exits and Door	s (Fire S	Safety)	3	Exits vi	sible,
unobstructed, and read	ly for use	emonthly	/DBS	DMS	
FPP-1 Exits and Door	s (Fire S	Safety)	4	Exit dod	ors
operable without key, to monthlyDBS DMS	ool, or sp	ecial kno	owledge	(from ir	iside)
			_		
FPP-1 Exits and Door			5	10 foot	clear
area on outside of exit	doors (g	round lev	vel)	monthly	DBS
FPP-1 Exits and Door	s (Fire S	Safety)	6	Maintai	n

appropriate exit width in aisle and corridors monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing devices installed where required monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1 Adequate lighting installedmonthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 2 Emergency lighting installed as required monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 3 Exit lights or placards installed as required monthlyDMS **DMS** Exit lights or FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated exit signs operational monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit. or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 7 Test emergency lighting for at least 30 seconds monthly DMS FPP-2 Signs and Lighting (Fire Safety) 8 Test emergency lighting for at least 1.5 hours annual DMS FPP-3 Fire Protection Equipment 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 Inspect fire extinguishers and sign card monthlyDBS **DMS** FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 79 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around **DMS** heating equipment monthlyDMS 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) Clothes dryer vents 10 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 monthlyDMS multi-outlet devices **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: Date Work Requested: Date Work Completed: Maintenance Dept: Shop ID:

04/29/2016 10/09/2017 LAND

20466334

Actual Labor Hours: 0.00
Cost of Labor: \$0.00
Other Costs: \$0.00
Total Cost: \$0.00

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 80 06/12/2019

Work Request Code: **Date Work Requested: Date Work Completed:**

Maintenance Dept:

Shop ID:

Work Description:

20466621 04/29/2016

08/04/2016 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

\$275.00

\$275.00

11.00

\$0.00

Procedure Instuction Procedure Code Procedure FREQ TENANT SPACE MECH SPACE FPP-1 Exits and Doors (Fire Safety) Proper operation of doors and hardware monthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) No use of manual hold open devices monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) Exits visible, unobstructed, and ready for usemonthly DBS DMS FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside) monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) 10 foot clear area on outside of exit doors (ground level) monthlyDBS FPP-1 Exits and Doors (Fire Safety) Maintain appropriate exit width in aisle and corridors monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing devices installed where required monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1 Adequate

lighting installedmonthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 2 Emergency DMS

lighting installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 3 Exit lights or placards installed as required monthlyDMS

DMS FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or monthlyDMS DMS placards visible and unobstructed Illuminated

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit. or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds FPP-2 Signs and Lighting (Fire Safety) 8

emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment

FPP-3 Fire Protection Equipment

monthlyDMS Test annual DMS Fire Alarm,

Inspect fire

Detection, and Suppression Systems Operational Fire Alarm, 2 Detection, and Suppression Systems inspection current

DMS

Fire

Test

FPP-3 Fire Protection Equipment extinguishers and sign card monthlyDBS FPP-3 Fire Protection Equipment

extinguishers and standpipes free of obstructions 18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 81 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS **DMS** FPP-4 General (Fire Safety) Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) **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 monthly DBS FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) 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 monthlyDMS service equipment **DMS** FPP-5 Electrical (Fire Safety) 2 Remove unapproved monthlyDMS multi-outlet devices **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: Date Work Requested: Date Work Completed: Maintenance Dept: Shop ID: 20473102 05/31/2016 10/09/2017 LAND
 Actual Labor Hours:
 0.00

 Cost of Labor:
 \$0.00

 Other Costs:
 \$0.00

 Total Cost:
 \$0.00

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 82 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

BOPS 3 Maintenance Dept:

Shop ID:

20473330 05/31/2016 08/10/2016 Actual Labor Hours: Cost of Labor: Other Costs: **Total Cost:**

10.00 \$250.00 \$0.00 \$250.00

Work Description:

Procedure Code Procedure FREQ TENANT SPACE

FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware FPP-1 Exits and Doors (Fire Safety) Procedure Instuction MECH SPACE Proper **DMS** monthlyDBS

No use of manual hold open devices monthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) Exits visible. unobstructed, and ready for use monthly DBS DMS FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside)

DMS monthlyDBS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors FPP-1 Exits and Doors (Fire Safety)

devices installed where required monthlyDBS FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 Adequate

lighting installedmonthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required FPP-2 Signs and Lighting (Fire Safety) 3

Emergency monthlyDMS DMS Exit lights or DMS

placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed

Exit lights or monthlyDMS DMS Illuminated

10 foot clear

monthlyDBS

monthlyDBS

DMS

Self-closing

Maintain

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit. or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours

Test monthlyDMS Test

annual DMS FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment 2 Fire Alarm, Detection, and Suppression Systems inspection current Inspect fire FPP-3 Fire Protection Equipment 3 extinguishers and sign card monthlyDBS **DMS**

FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)



06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS 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) Appropriate smoking refuse containers supplied monthlyDBS **DMS** FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling_ monthlyDBS DMS 8 FPP-4 General (Fire Safety) 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) Clothes dryer vents 10 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: Date Work Requested: Date Work Completed: Maintenance Dept: Shop ID:

20477292 06/29/2016 10/09/2017

Actual Labor Hours: Cost of Labor: \$0.00 Other Costs: \$0.00

0.00

LAND

Total Cost: \$0.00

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 84 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept: 20477293 06/29/2016 09/08/2016 BOPS 3 Actual Labor Hours: Cost of Labor: Other Costs: Total Cost:

9.00 \$225.00 \$0.00 \$225.00

Shop ID:

Work Description:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 85 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General 1 housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 2 36" space around heating equipment monthlyDMS **DMS** FPP-4 General (Fire Safety) 3 Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) **Boiler inspection** current monthlyDMS FPP-4 General (Fire Safety) 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 monthly DBS FPP-4 General (Fire Safety) 9 Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) 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 monthlyDMS **DMS** service equipment 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: Date Work Requested: Date Work Completed: Maintenance Dept:

20485495 07/31/2016 10/09/2017 LAND

 Actual Labor Hours:
 0.00

 Cost of Labor:
 \$0.00

 Other Costs:
 \$0.00

 Total Cost:
 \$0.00

Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 86 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

: 11/02/2016 BOPS 3

20485496

07/31/2016

Actual Labor Hours: Cost of Labor: Other Costs: Total Cost:

18.00 \$450.00 \$0.00 \$450.00

Shop ID:

Work Description:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 87 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser 6 and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) **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 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: Date Work Requested: Date Work Completed: Maintenance Dept:

20489642 08/31/2016 10/09/2017 LAND Actual Labor Hours: 0.00
Cost of Labor: \$0.00
Other Costs: \$0.00
Total Cost: \$0.00

Work Description:

Shop ID:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 88 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Work Description:

Maintenance Dept:

Shop ID:

20490001 08/31/2016

11/02/2016 BOPS 3

Actual Labor Hours: Cost of Labor: Other Costs:

3.00 \$75.00 \$0.00 \$75.00

Procedure Code Procedure Procedure Instuction FREQ TENANT SPACE MECH SPACE

Total Cost:

FPP-1 Exits and Doors (Fire Safety) Proper operation of doors and hardware **DMS** monthlyDBS FPP-1 Exits and Doors (Fire Safety) 2 No use of manual hold open devices monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) Exits visible, unobstructed, and ready for use monthly DBS DMS FPP-1 Exits and Doors (Fire Safety) Exit doors

operable without key, tool, or special knowledge (from inside)

DMS monthlyDBS

FPP-1 Exits and Doors (Fire Safety) 10 foot clear area on outside of exit doors (ground level) monthlyDBS FPP-1 Exits and Doors (Fire Safety) Maintain appropriate exit width in aisle and corridors monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing devices installed where required monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 Adequate lighting installedmonthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 2 Emergency lighting installed as required monthlyDMS DMS Exit lights or FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or placards visible and unobstructed monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated

exit signs operational monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an

Test

Test

monthlyDMS

exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds FPP-2 Signs and Lighting (Fire Safety) 8

annual DMS emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment Fire Alarm.

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm. Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire extinguishers and sign card monthlyDBS **DMS**

FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions 18" clear FPP-3 Fire Protection Equipment 5

space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 89 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General 1 housekeeping/removal of combustible materials monthlyDBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS **DMS** FPP-4 General (Fire Safety) Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) 4 **Boiler inspection** current monthlyDMS DMS FPP-4 General (Fire Safety) No storage of personal clothing or effects in corridors of assembly areas FPP-4 General (Fire Safety) 6 Appropriate smoking monthlyDBS refuse containers supplied 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) 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 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: Date Work Requested: **Date Work Completed: Maintenance Dept:**

09/28/2017 MAINTENANCE **Actual Labor Hours:** Cost of Labor: Other Costs:

32.00 \$800.00

PLUMBING

20492587

09/06/2016

Total Cost:

\$0.00 \$800.00

Work Description:

Shop ID:

3" copper drain rotted out ymca parking garage

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 90 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept: Shop ID:

Work Description:

20496207 09/30/2016

10/09/2017 LAND

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

0.00 \$0.00

\$0.00

\$0.00

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 91 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20496208

09/30/2016 12/02/2016

BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

\$400.00 \$0.00

16.00

\$400.00

Work Description:

Procedure Code

Procedure FREQ TENANT SPACE

Procedure Instuction

10 foot clear

monthlyDBS

monthlyDBS

Maintain

MECH SPACE FPP-1 Exits and Doors (Fire Safety) Proper

monthlyDBS operation of doors and hardware **DMS** FPP-1 Exits and Doors (Fire Safety) 2 No use of manual hold open devices monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) 3 Exits visible, unobstructed, and ready for usemonthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside)

monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

FPP-1 Exits and Doors (Fire Safety) Self-closing **DMS** devices installed where required monthlyDBS

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 Adequate

lighting installedmonthlyDMS **DMS**

FPP-2 Signs and Lighting (Fire Safety) 2 Emergency lighting installed as required monthlyDMS **DMS**

Exit lights or FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS **DMS**

FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or placards visible and unobstructed monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated

exit signs operational monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 Test

emergency lighting for at least 30 seconds monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 8 Test

emergency lighting for at least 1.5 hours annual DMS FPP-3 Fire Protection Equipment Fire Alarm.

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current

FPP-3 Fire Protection Equipment Inspect fire extinguishers and sign card monthlyDBS DMS FPP-3 Fire Protection Equipment Fire

extinguishers and standpipes free of obstructions 18" clear FPP-3 Fire Protection Equipment

space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 92 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthly DMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS 36" space around FPP-4 General (Fire Safety) 2 heating equipment monthlyDMS **DMS** FPP-4 General (Fire Safety) Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) **Boiler inspection** current monthlyDMS DMS FPP-4 General (Fire Safety) No storage of personal clothing or effects in corridors of assembly areas FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDB\$ 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 monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthly DMS FPP-4 General (Fire Safety) Clothes dryer vents clear of lint monthlyDBS 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: Date Work Requested: Date Work Completed: Maintenance Dept:

20505184 10/31/2016 10/09/2017 LAND Actual Labor Hours: Cost of Labor: Other Costs: Total Cost:

0.00

\$0.00

\$0.00

\$0.00

Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 93

Work Request Code: Date Work Requested: **Date Work Completed:**

06/12/2019

Maintenance Dept:

Shop ID:

20505451 10/31/2016

02/02/2017 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

6.00 \$150.00 \$0.00

\$150.00

Work Description:

Procedure Code FREQ TENANT SPACE

Procedure

Procedure Instuction MECH SPACE

Proper

10 foot clear

monthlyDBS

monthlyDBS

Self-closing

Adequate

DMS

Maintain

Wall

DMS

FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware FPP-1 Exits and Doors (Fire Safety) manual hold open devices

monthlyDBS **DMS** 2 No use of **DMS** monthlyDBS Exits visible.

FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for usemonthly DBS

DMS FPP-1 Exits and Doors (Fire Safety) 4 Exit doors operable without key, tool, or special knowledge (from inside) monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors FPP-1 Exits and Doors (Fire Safety) - 7

devices installed where required monthlyDBS FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1

lighting installedmonthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 2 **Emergency DMS** lighting installed as required monthlyDMS Exit lights or

FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4

Exit lights or monthlyDMS DMS placards visible and unobstructed FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated

exit signs operational monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit. or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds FPP-2 Signs and Lighting (Fire Safety) 8

Test monthlyDMS Test

annual DMS emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment Fire Alarm,

Detection, and Suppression Systems Operational FPP-3 Fire Protection Equipment

Fire Alarm, Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire extinguishers and sign card **DMS**

monthlyDBS FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 94 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around **DMS** heating equipment monthlyDMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 monthlyDBS grease, inspection current 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 monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents 10 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 monthly DMS 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: **Date Work Requested: Date Work Completed:** Maintenance Dept:

Shop ID:

Work Description:

20509500 11/28/2016

10/09/2017 LAND

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

0.00 \$0.00 \$0.00

\$0.00

MAINTAIN LANDSCAPE TO HIGH STANDARDS

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 95 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20509548 11/28/2016

03/28/2017 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

8.00 \$200.00 \$0.00

\$200.00

Work Description: Procedure Code

Procedure FREQ TENANT SPACE

Procedure Instuction MECH SPACE Proper 1

FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware FPP-1 Exits and Doors (Fire Safety)

monthlyDBS **DMS** 2 No use of **DMS**

monthlyDBS manual hold open devices FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for usemonthly DBS

DMS FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside)

monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors FPP-1 Exits and Doors (Fire Safety)

10 foot clear monthlyDBS Maintain monthlyDBS Self-closing

Exits visible.

devices installed where required FPP-1 Exits and Doors (Fire Safety)

monthlyDBS **DMS** Wall

penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1

lighting installedmonthlyDMS

Adequate

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS

Emergency DMS Exit lights or

FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed

DMS Exit lights or monthlyDMS DMS Illuminated

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 7

emergency lighting for at least 30 seconds FPP-2 Signs and Lighting (Fire Safety) 8

emergency lighting for at least 1.5 hours

Test monthlyDMS

Test annual DMS Fire Alarm,

FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current

FPP-3 Fire Protection Equipment Inspect fire extinguishers and sign card DMS monthlyDBS FPP-3 Fire Protection Equipment Fire

extinguishers and standpipes free of obstructions FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 96 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthly DMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 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) 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) 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 monthlyDMS FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint monthlyDBS DMS FPP-4 General (Fire Safety) Replace missing or 11 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 monthly DMS 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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 97 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

11/28/2016 03/28/2017 BOPS 3

20509549

Actual Labor Hours: Cost of Labor: Other Costs: Total Cost: 0.00 \$0.00 \$0.00 \$0.00

Shop ID:

Work Description:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 98 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) **Boiler inspection** current monthlyDMS DMS FPP-4 General (Fire Safety) No storage of personal clothing or effects in corridors of assembly areas FPP-4 General (Fire Safety) Appropriate smoking 6 refuse containers supplied monthlyDBS **DMS** FPP-4 General (Fire Safety) Inside storage neat 7 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) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents clear of lint monthlyDBS **DMS** FPP-4 General (Fire Safety) 11 Replace missing or **DMS** broken ceiling tiles monthlyDBS 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: Date Work Requested: Date Work Completed: Maintenance Dept:

20512619 12/27/2016 10/09/2017 LAND

 Actual Labor Hours:
 0.00

 Cost of Labor:
 \$0.00

 Other Costs:
 \$0.00

 Total Cost:
 \$0.00

Work Description:

Shop ID:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 99 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

Work Description:

20513014 12/27/2016

04/28/2017 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

6.00 \$150.00

\$0.00 \$150.00

Illuminated

Procedure Code Procedure Procedure Instuction FREQ TENANT SPACE MECH SPACE FPP-1 Exits and Doors (Fire Safety) 1 Proper

Total Cost:

operation of doors and hardware monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) 2 No use of manual hold open devices monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) Exits visible.

unobstructed, and ready for use monthly DBS **DMS** FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside) DMS monthlyDBS

FPP-1 Exits and Doors (Fire Safety) 10 foot clear area on outside of exit doors (ground level) monthlyDBS FPP-1 Exits and Doors (Fire Safety) 6 Maintain appropriate exit width in aisle and corridors monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing devices installed where required monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 Adequate lighting installedmonthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 2 Emergency lighting installed as required monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 3 Exit lights or

placards installed as required monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or placards visible and unobstructed monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 7 Test

emergency lighting for at least 30 seconds monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 8 Test emergency lighting for at least 1.5 hours annual DMS

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

DMS extinguishers and sign card monthlyDBS FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 100 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 2 36" space around monthlyDMS heating equipment **DMS** FPP-4 General (Fire Safety) Kitchen hoods free of 3 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) Inside storage neat and orderly (2' from ceiling_ monthlyDBS DMS FPP-4 General (Fire Safety) 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) Clothes dryer vents 10 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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 101 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20513015

12/27/2016 04/28/2017 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

6.00 \$150.00 \$0.00

\$150.00

Work Description:

Procedure Code

Procedure FREQ TENANT SPACE

Procedure Instuction MECH SPACE

Proper

FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware FPP-1 Exits and Doors (Fire Safety)

monthlyDBS **DMS** No use of 2 **DMS**

manual hold open devices monthlyDBS FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for usemonthly DBS

Exits visible, **DMS**

FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)

Exit doors

10 foot clear

monthlyDBS

monthlyDBS

DMS

Self-closing

Maintain

monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

FPP-1 Exits and Doors (Fire Safety) monthlyDBS devices installed where required FPP-1 Exits and Doors (Fire Safety)

Wall penetrations sealed to rating of wall, ceiling, or floor Adequate

FPP-2 Signs and Lighting (Fire Safety) 1 lighting installedmonthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 2 Emergency monthlyDMS DMS

lighting installed as required FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4

DMS Exit lights or monthlyDMS DMS Illuminated

Exit lights or

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 6

placards visible and unobstructed

Not an Exit,

or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

Test

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

monthlyDMS Test

DMS

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours

annual DMS Fire Alarm,

FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current Inspect fire

FPP-3 Fire Protection Equipment extinguishers and sign card monthlyDBS

FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 102 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) 3 Kitchen hoods free of monthlyDBS grease, inspection current FPP-4 General (Fire Safety) 4 **Boiler inspection** current monthlyDMS DMS FPP-4 General (Fire Safety) 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) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) 10 Clothes dryer vents clear of lint **DMS** monthlyDBS 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: **Date Work Requested: Date Work Completed:**

Maintenance Dept:

Shop ID:

Work Description:

20517447 01/27/2017

10/09/2017 LAND

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

0.00

\$0.00

\$0.00

\$0.00

LANDSCAPE MAINTENANCE



Page 103 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20517448 01/27/2017

04/28/2017 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

8.00 \$200.00

DMS

\$0.00 \$200.00

Work Description:

Procedure Code Procedure

manual hold open devices

FREQ TENANT SPACE FPP-1 Exits and Doors (Fire Safety)

Proper operation of doors and hardware monthlyDBS

FPP-1 Exits and Doors (Fire Safety) 2 No use of monthlyDBS **DMS**

FPP-1 Exits and Doors (Fire Safety) Exits visible, unobstructed, and ready for usemonthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside)

monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) 5 area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) 6 appropriate exit width in aisle and corridors

FPP-1 Exits and Doors (Fire Safety) devices installed where required

monthlyDBS Self-closing DMS monthlyDBS

10 foot clear

monthlyDBS

Maintain

Procedure Instuction

MECH SPACE

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1 Adequate

lighting installedmonthlyDMS FPP-2 Signs and Lighting (Fire Safety) 2

lighting installed as required

Emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4

Exit lights or DMS Exit lights or

placards visible and unobstructed monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS **DMS**

DMS Illuminated

FPP-2 Signs and Lighting (Fire Safety) 6 or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

monthlyDMS Test

Not an Exit,

FPP-2 Signs and Lighting (Fire Safety) 8 annual DMS emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment Fire Alarm,

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm. 2 Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

extinguishers and sign card monthlyDBS **DMS** FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 104 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 2 36" space around **DMS** heating equipment monthlyDMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 monthlyDBS grease, inspection current 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_ monthlyDB\$ **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) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents 10 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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 105 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20517449 01/27/2017 04/28/2017 BOPS 3

Actual Labor Hours: Cost of Labor:

Other Costs: **Total Cost:**

8.00 \$200.00 \$0.00 \$200.00

Work Description:

Procedure Code Procedure Procedure Instuction FREQ TENANT SPACE MECH SPACE FPP-1 Exits and Doors (Fire Safety) 1 Proper operation of doors and hardware monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) No use of 2 manual hold open devices **DMS** monthlyDBS Exits visible, FPP-1 Exits and Doors (Fire Safety) -3 unobstructed, and ready for usemonthly DBS **DMS** Exit doors FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside) monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) 10 foot clear area on outside of exit doors (ground level) monthlyDBS FPP-1 Exits and Doors (Fire Safety) Maintain appropriate exit width in aisle and corridors monthlyDBS FPP-1 Exits and Doors (Fire Safety) 7 Self-closing devices installed where required monthlyDBS **DMS** Wall

FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1 Adequate lighting installedmonthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 2 Emergency lighting installed as required monthlyDMS **DMS** FPP-2 Signs and Lighting (Fire Safety) 3 Exit lights or placards installed as required monthlyDMS **DMS** FPP-2 Signs and Lighting (Fire Safety) 4

Exit lights or placards visible and unobstructed monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated exit signs operational monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit,

or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 Test emergency lighting for at least 30 seconds monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 8 Test emergency lighting for at least 1.5 hours

annual DMS FPP-3 Fire Protection Equipment Fire Alarm, **Detection, and Suppression Systems Operational**

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire extinguishers and sign card **DMS** monthlyDBS FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

FPP-3 Fire Protection Equipment 18" clear space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 106 06/12/2019

Sprinkler riser FPP-3 Fire Protection Equipment and FD connection free of obstructions monthlyDMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 monthlyDBS grease, inspection current 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 monthlyDB\$ **DMS** FPP-4 General (Fire Safety) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents 10 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 monthlyDMS **DMS** service equipment 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 monthlyDBS DMS FPP-5 Electrical (Fire Safety) 5 Electrical device, junction, and service covers installed and unbr

Work Request Code: **Date Work Requested: Date Work Completed:**

Maintenance Dept:

Shop ID: Work Description: 20522315 03/01/2017

10/09/2017 LAND

Actual Labor Hours: Cost of Labor:

Other Costs: **Total Cost:**

0.00 \$0.00 \$0.00

\$0.00

MAINTAIN LANDSCAPE TO HIGH STANDARDS

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 107 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20522332 03/01/2017

06/02/2017 BOPS 3

Actual Labor Hours:

Cost of Labor:

Other Costs: **Total Cost:**

10.00

\$250.00 \$0.00

\$250.00

Work Description:

Procedure Code FREQ TENANT SPACE

manual hold open devices

Procedure

Procedure Instuction MECH SPACE

Proper

FPP-1 Exits and Doors (Fire Safety) 1 operation of doors and hardware FPP-1 Exits and Doors (Fire Safety)

monthlyDBS **DMS** 2 No use of monthlyDBS **DMS**

FPP-1 Exits and Doors (Fire Safety) 3 unobstructed, and ready for usemonthlyDBS FPP-1 Exits and Doors (Fire Safety)

DMS Exit doors operable without key, tool, or special knowledge (from inside)

Exits visible,

10 foot clear

monthlyDBS

monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

FPP-1 Exits and Doors (Fire Safety) devices installed where required

Maintain monthlyDBS Self-closing monthlyDBS **DMS**

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 lighting installedmonthlyDMS DMS

Adequate Emergency

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS

DMS Exit lights or **DMS**

FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed FPP-2 Signs and Lighting (Fire Safety) 5

Exit lights or monthlyDMS DMS Illuminated

exit signs operational monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 6

Not an Exit, or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

Test monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment

Test annual DMS Fire Alarm

DMS

Fire

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

extinguishers and sign card monthlyDBS FPP-3 Fire Protection Equipment

extinguishers and standpipes free of obstructions 18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 108 06/12/2019

FPP-3 Fire Protection Equipment and FD connection free of obstruction FPP-4 General (Fire Safety) 1	6 Sprinkler riser ons monthlyDMS DMS General
housekeeping/removal of combustit FPP-4 General (Fire Safety) 2	36" space around
heating equipment monthlyDM	
FPP-4 General (Fire Safety) 3	Kitchen hoods free of
	nthlyDBS
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 corrid	
FPP-4 General (Fire Safety) 6	Appropriate smoking
	nthlyDBS DMS
FPP-4 General (Fire Safety) 7	Inside storage neat
	nthlyDBS DMS
FPP-4 General (Fire Safety) 8	Flammable and
combustible liquids stored in approv	
powered equipment in approved sto	
FPP-4 General (Fire Safety) 9	Compressed gas
cylinders secured with chain or othe	
FPP-4 General (Fire Safety) 10	Clothes dryer vents
clear of lint monthly DBS DM.	
FPP-4 General (Fire Safety) 11 broken ceiling tiles monthly DBS	Replace missing or DMS
FPP-5 Electrical (Fire Safety) 1	
service equipment monthlyDM	36" clear space from S DMS
FPP-5 Electrical (Fire Safety) 2	Remove unapproved
multi-outlet devices monthlyDM	
FPP-5 Electrical (Fire Safety) 3	Remove unapproved
extension cordsmonthlyDMS DM	Remove dnapproved
FPP-5 Electrical (Fire Safety) 4	Approved extension
	nthlyDBS DMS
FPP-5 Electrical (Fire Safety) 5	Electrical device.
junction, and service covers installed	
, and an incomplete motorior	

Work Request Code: Date Work Requested: **Date Work Completed:**

Maintenance Dept:

Shop ID:

Work Description:

20526171 03/13/2017

03/04/2019 LAND

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

0.00 \$0.00 \$602.50 \$602.50

YMCA. Lawn and landscape, snow removal.

Total Parts Reference Code Freetype Part Code Cost ma, snow inv 325 S Al's \$150.00 ma, inv 16074S Als vua snow \$452.50



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 109 06/12/2019

Work Request Code: Date Work Requested: 20526172 03/13/2017 **Actual Labor Hours:**

0.00

Date Work Completed: Maintenance Dept:

03/04/2019 **LAND**

Cost of Labor: Other Costs: **Total Cost:**

\$0.00 \$1,005.00 \$1,005.00

Shop ID:

Work Description:

701-LAND....Farmers market parking area. Snow removal.

Total **Parts**

Reference Code ma, snow, inv325 S ma, inv 16074S

Freetype Part Code Cost Al's \$150.00 \$855.00 Als vua snow

Work Request Code: Date Work Requested: **Date Work Completed:** Maintenance Dept:

20533504 04/01/2017 10/09/2017 LAND

Actual Labor Hours: 0.00 Cost of Labor: \$0.00 Other Costs: \$0.00 **Total Cost:** \$0.00

Shop ID: Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 110 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

20533718 04/01/2017 07/19/2017 BOPS 3 Actual Labor Hours: Cost of Labor: Other Costs: Total Cost:

\$0.00 \$250.00

\$250.00

10.00

Work Description:

Shop ID:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 111 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 monthlyDBS grease, inspection current 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 monthlyDB\$ DMS FPP-4 General (Fire Safety) 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 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 monthlyDMS **DMS** service equipment 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: Date Work Requested: Date Work Completed:

05/01/2017 10/09/2017

20536909

Actual Labor Hours: Cost of Labor:

0.00 \$0.00

Maintenance Dept: Shop ID:

LAND

Other Costs: **Total Cost:**

\$0.00 \$0.00

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 112 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept: 20537173 05/01/2017 07/19/2017 BOPS 3 Actual Labor Hours: Cost of Labor: Other Costs: Total Cost:

\$200.00 \$0.00 \$200.00

8.00

Work Description:

Shop ID:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 113 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS Kitchen hoods free of FPP-4 General (Fire Safety) 3 grease, inspection current monthly DBS FPP-4 General (Fire Safety) 4 **Boiler inspection** current monthlyDMS DMS FPP-4 General (Fire Safety) 5 No storage of personal clothing or effects in corridors of assembly areas FPP-4 General (Fire Safety) 6 Appropriate smoking refuse containers supplied monthlyDBS DMS FPP-4 General (Fire Safety) 7 Inside storage neat and orderly (2' from ceiling_ monthlyDBS DMS FPP-4 General (Fire Safety) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents 10 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 monthly DMS 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: Date Work Requested: **Date Work Completed:** Maintenance Dept:

20541740 06/01/2017 10/09/2017 **Actual Labor Hours:** Cost of Labor: Other Costs:

0.00 \$0.00 \$0.00

LAND

Total Cost:

\$0.00

Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 114 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20541990 06/01/2017

09/15/2017 BOPS 3

Actual Labor Hours: Cost of Labor: Other Costs:

Total Cost:

2

\$100.00 \$0.00 \$100.00

4.00

Work Description:

Procedure Code

FREQ TENANT SPACE FPP-1 Exits and Doors (Fire Safety)

Procedure

operation of doors and hardware FPP-1 Exits and Doors (Fire Safety) manual hold open devices monthlyDBS

FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use monthly DBS FPP-1 Exits and Doors (Fire Safety) operable without key, tool, or special knowledge (from inside)

monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) 6 appropriate exit width in aisle and corridors FPP-1 Exits and Doors (Fire Safety)

devices installed where required FPP-1 Exits and Doors (Fire Safety)

penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1

lighting installedmonthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 5

exit signs operational monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 6 or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment

Detection, and Suppression Systems Operational FPP-3 Fire Protection Equipment

Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire extinguishers and sign card monthlyDBS FPP-3 Fire Protection Equipment

extinguishers and standpipes free of obstructions FPP-3 Fire Protection Equipment

space from storage materials (36" if not sprinklered)

Procedure Instuction

MECH SPACE Proper

monthlyDBS DMS No use of

DMS

Exits visible, **DMS**

Exit doors

10 foot clear

monthlyDBS Maintain monthlyDBS

Self-closing monthly DBS **DMS**

Wall

Adequate

Emergency **DMS** Exit lights or

DMS Exit lights or DMS

Illuminated

Not an Exit,

Test monthlyDMS

Test

annual DMS Fire Alarm,

Fire Alarm,

DMS Fire



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 115 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS 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 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) 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) R 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) Clothes dryer vents 10 clear of lint monthlyDBS DMS FPP-4 General (Fire Safety) Replace missing or 11 broken ceiling tiles monthlyDBS 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: **Date Work Requested: Date Work Completed:**

Maintenance Dept:

Shop ID:

Work Description:

20548944

07/01/2017 03/01/2018

LAND

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

\$50.00

\$0.00 \$50.00

2.00

MAINTAIN LANDSCAPE TO HIGH STANDARDS

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 116** 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Work Description:

Shop ID:

20549129 07/01/2017

10/25/2017 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

\$25.00 \$0.00 \$25.00

1.00

Procedure Instuction MECH SPACE

Procedure Code Procedure FREQ TENANT SPACE FPP-1 Exits and Doors (Fire Safety)

operation of doors and hardware

Proper monthlyDBS DMS

No use of

10 foot clear

monthlyDBS

Maintain

DMS

FPP-1 Exits and Doors (Fire Safety) 2 manual hold open devices monthly DBS - 3

FPP-1 Exits and Doors (Fire Safety) Exits visible, unobstructed, and ready for usemonthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside) monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing devices installed where required monthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) Wall

penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1 Adequate

lighting installedmonthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 2 Emergency **DMS**

lighting installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 3 Exit lights or placards installed as required monthlyDMS **DMS**

FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or placards visible and unobstructed monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated exit signs operational monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 7

Test emergency lighting for at least 30 seconds monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 8 Test

emergency lighting for at least 1.5 hours annual DMS FPP-3 Fire Protection Equipment Fire Alarm,

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm. Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

extinguishers and sign card monthlyDBS DMS FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



Page 117 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthly DMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around monthlyDMS **DMS** heating equipment FPP-4 General (Fire Safety) Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) 4 **Boiler inspection** current monthlyDMS DMS FPP-4 General (Fire Safety) No storage of personal clothing or effects in corridors of assembly areas FPP-4 General (Fire Safety) 6 Appropriate smoking monthlyDBS refuse containers supplied 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) 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: Date Work Requested: **Date Work Completed:**

Maintenance Dept:

Work Description:

Shop ID:

20552684 08/01/2017

03/01/2018 LAND

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

2.00 \$50.00 \$0.00

\$50.00

MAINTAIN LANDSCAPE TO HIGH STANDARDS

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 118 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

d: 08/01/2017 d: 10/26/2017 BOPS 3

20552959

Actual Labor Hours: Cost of Labor: Other Costs: Total Cost: 1.00 \$25.00 \$0.00 \$25.00

Shop ID:

Work Description:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 119 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General 1 housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around monthlyDMS **DMS** heating equipment 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) No storage of personal clothing or effects in corridors of assembly areas FPP-4 General (Fire Safety) 6 Appropriate smoking monthlyDBS refuse containers supplied 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) Replace missing or broken ceiling tiles monthlyDBS DMS 36" clear space from FPP-5 Electrical (Fire Safety) 1 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 monthly DBS DMS FPP-5 Electrical (Fire Safety) 5 Electrical device. junction, and service covers installed and unbr

Work Request Code: Date Work Requested: Date Work Completed:

ed: 09/01/ ed: 03/01/ LAND

20560833 09/01/2017 03/01/2018 Actual Labor Hours: Cost of Labor: Other Costs:

Total Cost:

2.00 \$50.00 \$0.00

\$50,00

Maintenance Dept: Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 120** 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

09/01/2017 11/02/2017

20561037

Actual Labor Hours: Cost of Labor:

1.00 \$25,00

Maintenance Dept:

BOPS 3

Other Costs: **Total Cost:**

\$0.00 \$25.00

Shop ID:

Work Description:

Procedure Code Procedure FREQ TENANT SPACE FPP-1 Exits and Doors (Fire Safety) **Procedure Instuction** MECH SPACE

Proper operation of doors and hardware monthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) 2 No use of manual hold open devices monthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) Exits visible, unobstructed, and ready for usemonthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) Exit doors

operable without key, tool, or special knowledge (from inside) monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) 10 foot clear

area on outside of exit doors (ground level) monthlyDBS FPP-1 Exits and Doors (Fire Safety) 6 Maintain appropriate exit width in aisle and corridors monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing devices installed where required monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) 8 Wall penetrations sealed to rating of wall, ceiling, or floor Adequate

FPP-2 Signs and Lighting (Fire Safety) 1 lighting installedmonthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 2 Emergency lighting installed as required monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 3 Exit lights or placards installed as required monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or placards visible and unobstructed monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated exit signs operational monthlyDMS **DMS**

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit. or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 7

Test emergency lighting for at least 30 seconds monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 8 Test emergency lighting for at least 1.5 hours annual DMS FPP-3 Fire Protection Equipment Fire Alarm.

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

extinguishers and sign card monthlyDBS **DMS** FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 121** 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around monthlyDMS heating equipment FPP-4 General (Fire Safety) Kitchen hoods free of grease, inspection current monthlyDBS FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS FPP-4 General (Fire Safety) 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 monthly DBS FPP-4 General (Fire Safety) Compressed das 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: Date Work Requested: Date Work Completed:

03/01/2018 LAND

20565126

10/01/2017

Actual Labor Hours: Cost of Labor:

2.00 \$50,00

Other Costs: **Total Cost:**

\$0.00 \$50.00

Maintenance Dept: Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 122** 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

10/01/2017 11/07/2017 BOPS 3

Procedure Code

20565245

Actual Labor Hours: Cost of Labor: Other Costs: **Total Cost:**

1,00 \$25.00 \$0.00 \$25.00

Shop ID:

Work Description:

FREQ TENANT SPACE FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware

Procedure Instuction MECH SPACE Proper

monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) 2 No use of manual hold open devices monthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) 3 Exits visible, unobstructed, and ready for usemonthly DBS **DMS** FPP-1 Exits and Doors (Fire Safety) Exit doors

Procedure

operable without key, tool, or special knowledge (from inside) monthlyDBS DMS

10 foot clear

monthlyDBS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors FPP-1 Exits and Doors (Fire Safety)

Maintain monthlyDBS Self-closing monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 lighting installedmonthlyDMS DMS

devices installed where required

Adequate

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 3

Emergency DMS Exit lights or

DMS

placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed

Exit lights or monthlyDMS DMS Illuminated

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an

exit in an emergency monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

Test monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment

Test annual DMS Fire Alarm,

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm. Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

extinguishers and sign card monthlyDBS **DMS** FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 123** 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS **DMS** FPP-4 General (Fire Safety) 3 Kitchen hoods free of monthlyDBS grease, inspection current FPP-4 General (Fire Safety) 4 Boiler inspection current monthlyDMS DMS FPP-4 General (Fire Safety) 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 monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents **DMS** clear of lint monthlyDBS FPP-4 General (Fire Safety) Replace missing or 11 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 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: **Date Work Requested: Date Work Completed:**

Maintenance Dept:

Shop ID:

Work Description:

20573609

11/01/2017 12/21/2017 LAND

Actual Labor Hours: Cost of Labor: Other Costs:

Total Cost:

1.00 \$25.00

\$0.00 \$25.00

MAINTAIN LANDSCAPE TO HIGH STANDARDS

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 124 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

11/01/2017 01/10/2018 BOPS 3

20573802

Actual Labor Hours: Cost of Labor: Other Costs: Total Cost:

\$100.00 \$0.00 \$100.00

4.00

Shop ID:

Work Description:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 125 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 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 monthly DBS 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 monthly DBS 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 **DMS** extension cordsmonthlyDMS 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: **Date Work Requested:**

Date Work Completed: Maintenance Dept:

Shop ID:

20578159

12/01/2017 01/09/2018

LAND

Actual Labor Hours:

Cost of Labor: Other Costs: Total Cost:

1.00 \$25.00

\$0.00 \$25.00

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 126 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: 20578324 12/01/2017 02/09/2018 **Actual Labor Hours:** Cost of Labor:

7.00 \$175.00

Maintenance Dept: Shop ID:

BOPS 3

Other Costs: **Total Cost:**

\$0.00 \$175.00

Work Description:

Procedure Code Procedure FREQ TENANT SPACE

Procedure Instuction MECH SPACE

Proper

FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware

monthlyDBS DMS 2 No use of

FPP-1 Exits and Doors (Fire Safety) manual hold open devices

monthlyDBS DMS 3 Exits visible,

FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for usemonthlyDBS FPP-1 Exits and Doors (Fire Safety)

DMS Exit doors

operable without key, tool, or special knowledge (from inside)

monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety)

10 foot clear monthlyDBS Maintain

area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

monthlyDBS Self-closing

FPP-1 Exits and Doors (Fire Safety) devices installed where required FPP-1 Exits and Doors (Fire Safety)

monthlyDBS **DMS** 8 Wall

penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 lighting installedmonthlyDMS DMS

Adequate

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS

Emergency **DMS**

FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS

Exit lights or **DMS**

FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed

Exit lights or monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 5

Illuminated

exit signs operational monthlyDMS **DMS** FPP-2 Signs and Lighting (Fire Safety) 6

Not an Exit,

or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

Test

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

monthlyDMS Test

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours

annual DMS Fire Alarm,

FPP-3 Fire Protection Equipment **Detection, and Suppression Systems Operational**

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current

FPP-3 Fire Protection Equipment extinguishers and sign card monthlyDBS

Inspect fire **DMS**

FPP-3 Fire Protection Equipment extinguishers and standpipes free of obstructions

Fire

FPP-3 Fire Protection Equipment

18" clear

space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 127 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around DMS heating equipment monthlyDMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 monthlyDBS grease, inspection current 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) Inside storage neat and orderly (2' from ceiling_ monthlyDBS **DMS** FPP-4 General (Fire Safety) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) 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 monthly DMS 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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 128** 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Work Description:

Shop ID:

20581670 01/01/2018

02/19/2018 BOPS 3

monthlyDBS

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

1.00 \$25.00 \$0.00 \$25.00

DMS

Procedure Instuction

Procedure Code Procedure FREQ TENANT SPACE FPP-1 Exits and Doors (Fire Safety)

Proper 1 monthlyDBS No use of 2

MECH SPACE

operation of doors and hardware FPP-1 Exits and Doors (Fire Safety) manual hold open devices

monthlyDBS **DMS** Exits visible. FPP-1 Exits and Doors (Fire Safety) **DMS**

unobstructed, and ready for use monthly DBS FPP-1 Exits and Doors (Fire Safety) 4 operable without key, tool, or special knowledge (from inside)

Exit doors

10 foot clear

monthlyDBS

Maintain

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

DMS

monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing monthlyDBS devices installed where required **DMS** FPP-1 Exits and Doors (Fire Safety) Wall

penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 Adequate lighting installedmonthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required FPP-2 Signs and Lighting (Fire Safety) 3

Exit lights or placards installed as required monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or monthlyDMS DMS placards visible and unobstructed

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS DMS

Illuminated Not an Exit,

Emergency

DMS

FPP-2 Signs and Lighting (Fire Safety) 6 or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds FPP-2 Signs and Lighting (Fire Safety) 8

Test monthlyDMS Test

emergency lighting for at least 1.5 hours annual DMS FPP-3 Fire Protection Equipment Fire Alarm,

Detection, and Suppression Systems Operational FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current

FPP-3 Fire Protection Equipment Inspect fire extinguishers and sign card **DMS** monthlyDBS FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

FPP-3 Fire Protection Equipment 18" clear 5 space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 129 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) 3 Kitchen hoods free of monthlyDBS grease, inspection current FPP-4 General (Fire Safety) 4 **Boiler inspection** current monthlyDMS DMS FPP-4 General (Fire Safety) 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) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents 10 clear of lint DMS monthlyDBS FPP-4 General (Fire Safety) 11 Replace missing or broken ceiling tiles DMS monthlyDBS FPP-5 Electrical (Fire Safety) 1 36" clear space from **DMS** service equipment monthlyDMS FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices **DMS** monthlyDMS 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: Date Work Requested: Date Work Completed: Maintenance Dept:

Maintenanc Shop ID:

Work Description:

20581744 01/01/2018

02/22/2018 LAND Actual Labor Hours: Cost of Labor: Other Costs:

Total Cost:

0.00 \$0.00 \$0.00 \$0.00

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 130** 06/12/2019

Actual Labor Hours:

Cost of Labor:

Work Request Code: **Date Work Requested:** Date Work Completed:

Maintenance Dept:

Shop ID:

BOPS 3

20586213 02/01/2018 03/23/2018

Other Costs: **Total Cost:**

\$25.00 \$0.00

\$25.00

1.00

Work Description:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 131 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS **DMS** Kitchen hoods free of FPP-4 General (Fire Safety) 3 monthlyDBS grease, inspection current 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) 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) Clothes dryer vents 10 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: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

Work Description:

 20586291
 Actual Labor Hours:

 02/01/2018
 Cost of Labor:

 02/22/2018
 Other Costs:

0.00

\$0.00

\$0.00

\$0.00

LAND Total Cost:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 132**

06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Maintenance Dept:

Shop ID:

20590917 03/01/2018

04/20/2018 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs:

Total Cost:

6.00

\$150.00 \$0.00

\$150.00

Work Description:

Procedure Code Procedure

manual hold open devices

FREQ TENANT SPACE

FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware FPP-1 Exits and Doors (Fire Safety)

2 monthlyDBS

FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for usemonthly DBS FPP-1 Exits and Doors (Fire Safety)

operable without key, tool, or special knowledge (from inside) monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety)

area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

FPP-1 Exits and Doors (Fire Safety) devices installed where required FPP-1 Exits and Doors (Fire Safety) penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 lighting installedmonthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 3

placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed

FPP-2 Signs and Lighting (Fire Safety) 5 **DMS** exit signs operational monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 6 or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment

Detection, and Suppression Systems Operational FPP-3 Fire Protection Equipment Detection, and Suppression Systems inspection current

FPP-3 Fire Protection Equipment extinguishers and sign card FPP-3 Fire Protection Equipment

extinguishers and standpipes free of obstructions FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)

Procedure Instuction MECH SPACE

1 Proper monthlyDBS **DMS**

No use of **DMS**

Exits visible, **DMS**

Exit doors

10 foot clear monthlyDBS Maintain monthlyDBS

Self-closing monthlyDBS DMS Wall

Adequate

Emergency **DMS** Exit lights or

DMS Exit lights or monthlyDMS DMS

> Illuminated Not an Exit,

Test monthlyDMS

Test annual DMS

Fire Alarm,

Fire Alarm, Inspect fire

DMS Fire

18" clear

monthlyDBS



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 133 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around monthlyDMS heating equipment DMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 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) Inside storage neat and orderly (2' from ceiling_ monthlyDBS DMS FPP-4 General (Fire Safety) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthlyDBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents 10 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: Date Work Requested: Date Work Completed: Maintenance Dept:

20591026 03/01/2018 Actual Labor Hours: Cost of Labor:

0.00 \$0.00

LAND

Other Costs: Total Cost: \$0.00 \$0.00

Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 134 06/12/2019

Work Request Code:
Date Work Requested:
Date Work Completed:

Date Work Completed: Maintenance Dept:

Shop ID:

Work Description:

20592413 03/05/2018

03/06/2018 CONSTRUCTION Actual Labor Hours:

Cost of Labor: Other Costs: Total Cost: 24.00 \$900.00 \$7.04

\$907.04

YMCA-DBS...Paint part of exterior walls of YMCA to get rid of

graffiti.

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 135 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

04/01/2018 05/16/2018 BOPS 3

Procedure Code

20597894

Actual Labor Hours: Cost of Labor: Other Costs: Total Cost:

Procedure

\$75.00 \$0.00 \$75.00

Procedure Instuction

3.00

Shop ID:

Work Description:

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



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 136 06/12/2019

FPP-3 Fire Protection Equipment 6 Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General 1 housekeeping/removal of combustible materials monthlyDBS FPP-4 General (Fire Safety) 36" space around 2 heating equipment monthlyDMS **DMS** FPP-4 General (Fire Safety) Kitchen hoods free of 3 grease, inspection current monthlyDBS FPP-4 General (Fire Safety) 4 **Boiler inspection** current monthlyDMS FPP-4 General (Fire Safety) 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) Inside storage neat 7 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 monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) 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 monthly DMS 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: Date Work Requested: **Date Work Completed:**

Work Description:

Maintenance Dept:

Shop ID:

LAND

20597974

04/01/2018

Actual Labor Hours: Cost of Labor:

0.00 \$0.00

Other Costs:

\$0.00

Total Cost:

\$0.00

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) **Page 137** 06/12/2019

Work Request Code: Date Work Requested: 20604937

Actual Labor Hours:

0.00

Date Work Completed: Maintenance Dept:

05/01/2018

Cost of Labor: \$0.00 Other Costs:

\$0.00

Shop ID:

LAND

Total Cost:

\$0.00

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 138 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed: Maintenance Dept:

Shop ID:

20605078 05/01/2018

06/26/2018 BOPS 3

Actual Labor Hours:

Cost of Labor: Other Costs: **Total Cost:**

1.00 \$25.00 \$0.00

\$25.00

Work Description: Procedure Code Procedure Procedure Instuction MECH SPACE

FREQ TENANT SPACE FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware

1 Proper monthlyDBS **DMS** 2 No use of

DMS

10 foot clear

monthlyDBS

Emergency

Maintain

FPP-1 Exits and Doors (Fire Safety) manual hold open devices monthlyDBS FPP-1 Exits and Doors (Fire Safety) 3 unobstructed, and ready for use monthly DBS

Exits visible. **DMS** FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside) monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

monthlyDBS FPP-1 Exits and Doors (Fire Safety) 7 Self-closing devices installed where required monthlyDBS **DMS**

FPP-1 Exits and Doors (Fire Safety) Wall penetrations sealed to rating of wall, ceiling, or floor

FPP-2 Signs and Lighting (Fire Safety) 1 Adequate lighting installedmonthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 3

DMS Exit lights or **DMS**

placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or placards visible and unobstructed monthlyDMS DMS FPP-2 Signs and Lighting (Fire Safety) 5 Illuminated

exit signs operational monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

Test monthlyDMS Test

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours FPP-3 Fire Protection Equipment

annual DMS Fire Alarm,

Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire **DMS**

extinguishers and sign card monthlyDBS FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

FPP-3 Fire Protection Equipment 18" clear 5 space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 139 06/12/2019

Sprinkler riser FPP-3 Fire Protection Equipment and FD connection free of obstructions monthly DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) Kitchen hoods free of 3 monthlyDBS grease, inspection current 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) Inside storage neat and orderly (2' from ceiling monthlyDBS DMS FPP-4 General (Fire Safety) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthly DBS FPP-4 General (Fire Safety) Compressed gas cylinders secured with chain or other device monthlyDMS FPP-4 General (Fire Safety) Clothes dryer vents 10 clear of lint monthlyDBS DMS FPP-4 General (Fire Safety) Replace missing or broken ceiling tiles monthlyDBS DMS FPP-5 Electrical (Fire Safety) 1 36" clear space from **DMS** service equipment monthlyDMS FPP-5 Electrical (Fire Safety) 2 Remove unapproved multi-outlet devices monthlyDMS **DMS** FPP-5 Electrical (Fire Safety) 3 Remove unapproved extension cordsmonthlyDMS 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: Date Work Requested: Date Work Completed:

20608852 06/01/2018 **Actual Labor Hours:**

0.00

Maintenance Dept:

LAND

Cost of Labor: Other Costs: **Total Cost:**

\$0.00 \$0.00 \$0.00

Shop ID:

Work Description:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 140 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Actual Labor Hours: Cost of Labor:

1.00 \$25.00 \$0.00

Maintenance Dept: Shop ID:

08/01/2018 BOPS 3

20608976

06/01/2018

Other Costs: **Total Cost:**

\$25.00

Work Description:

Procedure Code Procedure FREQ TENANT SPACE

Procedure Instuction MECH SPACE

Proper

FPP-1 Exits and Doors (Fire Safety) operation of doors and hardware FPP-1 Exits and Doors (Fire Safety)

manual hold open devices

monthlyDBS DMS 2 No use of monthlyDBS **DMS**

FPP-1 Exits and Doors (Fire Safety) unobstructed, and ready for use monthly DBS

Exits visible, **DMS**

FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside) monthlyDBS DMS

FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

Maintain monthlyDBS Self-closing

10 foot clear

monthlyDBS

FPP-1 Exits and Doors (Fire Safety) devices installed where required FPP-1 Exits and Doors (Fire Safety)

monthlyDBS **DMS** Wall

penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1 Adequate

lighting installedmonthlyDMS DMS

Emergency

FPP-2 Signs and Lighting (Fire Safety) 2 lighting installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 3

DMS Exit lights or **DMS**

placards installed as required monthlyDMS FPP-2 Signs and Lighting (Fire Safety) 4 placards visible and unobstructed

Exit lights or monthly DMS DMS Illuminated

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS

Not an Exit,

FPP-2 Signs and Lighting (Fire Safety) 6 or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

Test monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours

Test annual DMS Fire Alarm,

FPP-3 Fire Protection Equipment Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm, Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

extinguishers and sign card monthlyDBS **DMS** FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 141 06/12/2019

FPP-3 Fire Protection Equipment Sprinkler riser and FD connection free of obstructions monthlyDMS DMS FPP-4 General (Fire Safety) General housekeeping/removal of combustible materials monthly DBS FPP-4 General (Fire Safety) 36" space around heating equipment monthlyDMS DMS FPP-4 General (Fire Safety) 3 Kitchen hoods free of monthlyDBS grease, inspection current 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) Flammable and combustible liquids stored in approved cabinet, gasoline powered equipment in approved storage area monthly DBS FPP-4 General (Fire Safety) 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) 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 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: Date Work Requested: **Date Work Completed: Maintenance Dept:**

Actual Labor Hours: 20612722 07/01/2018 Cost of Labor:

0.00 \$0.00

LAND

Other Costs: **Total Cost:**

\$0.00 \$0.00

Work Description:

Shop ID:

LANDSCAPE MAINTENANCE



YMCA/YMCA PARKING GARAGE FY14 - FY19 (July 1, 2013 - June 30, 2019) Page 142 06/12/2019

Work Request Code: Date Work Requested: Date Work Completed:

Work Description:

Maintenance Dept:

Shop ID:

20612746 07/01/2018 08/03/2018

BOPS 3

Procedure Code

Actual Labor Hours:

Cost of Labor: Other Costs: Total Cost:

\$25 00 \$0.00 \$25.00

1.00

Procedure Instuction MECH SPACE

10 foot clear

monthlyDBS

Exit lights or

Test

Test

monthlyDMS

annual DMS

FPP-1 Exits and Doors (Fire Safety) Proper operation of doors and hardware monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) 2 No use of manual hold open devices **DMS** monthlyDBS FPP-1 Exits and Doors (Fire Safety) Exits visible, unobstructed, and ready for usemonthlyDBS **DMS** FPP-1 Exits and Doors (Fire Safety) Exit doors operable without key, tool, or special knowledge (from inside)

Procedure

monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) area on outside of exit doors (ground level) FPP-1 Exits and Doors (Fire Safety) appropriate exit width in aisle and corridors

FREQ TENANT SPACE

Maintain monthlyDBS FPP-1 Exits and Doors (Fire Safety) Self-closing devices installed where required monthlyDBS DMS FPP-1 Exits and Doors (Fire Safety) 8 Wall

penetrations sealed to rating of wall, ceiling, or floor FPP-2 Signs and Lighting (Fire Safety) 1 Adequate lighting installedmonthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 2 **Emergency** monthlyDMS **DMS**

lighting installed as required FPP-2 Signs and Lighting (Fire Safety) 3 placards installed as required monthlyDMS

DMS FPP-2 Signs and Lighting (Fire Safety) 4 Exit lights or placards visible and unobstructed monthlyDMS DMS Illuminated

FPP-2 Signs and Lighting (Fire Safety) 5 exit signs operational monthlyDMS DMS

FPP-2 Signs and Lighting (Fire Safety) 6 Not an Exit, or appropriate signage on doors that may be confused with an exit in an emergency monthlyDMS

FPP-2 Signs and Lighting (Fire Safety) 7 emergency lighting for at least 30 seconds

FPP-2 Signs and Lighting (Fire Safety) 8 emergency lighting for at least 1.5 hours

FPP-3 Fire Protection Equipment Fire Alarm. Detection, and Suppression Systems Operational

FPP-3 Fire Protection Equipment Fire Alarm. Detection, and Suppression Systems inspection current FPP-3 Fire Protection Equipment Inspect fire

monthlyDBS DMS extinguishers and sign card FPP-3 Fire Protection Equipment Fire extinguishers and standpipes free of obstructions

18" clear FPP-3 Fire Protection Equipment space from storage materials (36" if not sprinklered)