



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

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

Work Request Code:	20451132	Actual Labor Hours:	0.00
Date Work Requested:	02/29/2016	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20462261	Actual Labor Hours:	0.00
Date Work Requested:	03/31/2016	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
 MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20462268	Actual Labor Hours:	14.00
Date Work Requested:	03/31/2016	Cost of Labor:	\$350.00
Date Work Completed:	08/04/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$350.00
Shop ID:			

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Request Code:	20466334	Actual Labor Hours:	0.00
Date Work Requested:	04/29/2016	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20466621	Actual Labor Hours:	11.00
Date Work Requested:	04/29/2016	Cost of Labor:	\$275.00
Date Work Completed:	08/04/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$275.00
Shop ID:			

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



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

Work Request Code:	20473102	Actual Labor Hours:	0.00
Date Work Requested:	05/31/2016	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
 MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20473330	Actual Labor Hours:	10.00
Date Work Requested:	05/31/2016	Cost of Labor:	\$250.00
Date Work Completed:	08/10/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$250.00
Shop ID:			

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



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FPP-3 Fire Protection Equipment 6 Sprinkler riser
and FD connection free of obstructions monthlyDMS DMS
FPP-4 General (Fire Safety) 1 General
housekeeping/removal of combustibles monthlyDBS
FPP-4 General (Fire Safety) 2 36" space around
heating equipment monthlyDMS DMS
FPP-4 General (Fire Safety) 3 Kitchen hoods free of
grease, inspection current monthlyDBS
FPP-4 General (Fire Safety) 4 Boiler inspection
current monthlyDMS DMS
FPP-4 General (Fire Safety) 5 No storage of
personal clothing or effects in corridors of assembly areas
FPP-4 General (Fire Safety) 6 Appropriate smoking
refuse containers supplied monthlyDBS DMS
FPP-4 General (Fire Safety) 7 Inside storage neat
and orderly (2' from ceiling_ monthlyDBS DMS
FPP-4 General (Fire Safety) 8 Flammable and
combustible liquids stored in approved cabinet, gasoline
powered equipment in approved storage area monthlyDBS
FPP-4 General (Fire Safety) 9 Compressed gas
cylinders secured with chain or other device monthlyDMS
FPP-4 General (Fire Safety) 10 Clothes dryer vents
clear of lint monthlyDBS DMS
FPP-4 General (Fire Safety) 11 Replace missing or
broken ceiling tiles monthlyDBS DMS
FPP-5 Electrical (Fire Safety) 1 36" clear space from
service equipment monthlyDMS DMS
FPP-5 Electrical (Fire Safety) 2 Remove unapproved
multi-outlet devices monthlyDMS DMS
FPP-5 Electrical (Fire Safety) 3 Remove unapproved
extension 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:	20477292	Actual Labor Hours:	0.00
Date Work Requested:	06/29/2016	Cost of Labor:	\$0.00
Date Work Completed:	10/09/2017	Other Costs:	\$0.00
Maintenance Dept:	LAND	Total Cost:	\$0.00
Shop ID:			

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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Work Request Code:	20477293	Actual Labor Hours:	9.00
Date Work Requested:	06/29/2016	Cost of Labor:	\$225.00
Date Work Completed:	09/08/2016	Other Costs:	\$0.00
Maintenance Dept:	BOPS 3	Total Cost:	\$225.00
Shop ID:			

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Shop ID:

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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



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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Shop ID:

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Description: LANDSCAPE MAINTENANCE

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Description: LANDSCAPE MAINTENANCE

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Description: LANDSCAPE MAINTENANCE

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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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



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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Shop ID:

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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

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



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

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



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

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

Work Description: LANDSCAPE MAINTENANCE
MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

Work Description: LANDSCAPE MAINTENANCE

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Description: LANDSCAPE MAINTENANCE

MAINTAIN LANDSCAPE TO HIGH STANDARDS



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

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