

SERVICE CALL REPORT FOR THE PERIOD: 11/1/2012 TO 11/30/2012

12/4/2012

WO No	Occupant	WO	Class	Call In Date	SC No	Service Date	Bldg #	Labor Costs	Matls Costs	Labor + Matls	Sub Costs	Misc Costs	Grand Total
PROPERTY: <u>561</u>													
8416	Fulop, Joseph "Csaba"		Plumbing	9/10/2010	12711		Bldg 1	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Check pressure reading on PRV													
9832	Schultz, Marian		Door	3/10/2011	9617		Bldg 26	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Sliding door track not working - PMO cleaned and lubed track and tested door OK - resident expense - work order billed to resident -													
10964	Center Village		Door	8/19/2011	12710			0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Install new weather strip to door – re-secure existing working OK													
10995	Pierce, June		Courtesy Calls	8/22/2011	12716		Bldg 19	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Replace cable cut by NLS - reimbursed by NLS NO charge													
11008	Johnson, Michael & Melinda		Courtesy Calls	8/26/2011	12715		Bldg 18	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Check staining in master bath - damp to touch													
11055	Talley, Nancy		Courtesy Calls	9/6/2011	12754		Bldg 13	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Check patio outlet - GFI tripped - cancel work order													
11063	Richter, Tom & Ilaina		Plumbing	9/6/2011	12719		Bldg 3	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Replace O-ring in hose bib - first attempt													
11145	Center Village		Drywall Repair	9/21/2011	12713		BLDG 126 Fire Closet	37.50	12.80	50.30	0.00	0.00	50.30
SC Description: Replace sheetrock in fire panel closet - black with fungus - material\$12.80													
11157	DeMarco, Vincent & Ruby		Gutters	9/26/2011	12720		Bldg 31	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Remove debris from gutters													

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11644	Sanderson, Chuck		Fire Alarm	12/21/2011	12756		Bldg 17	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Fire panel not dialing - check system OK when arrived - W/O removed													
11762	Walsh, Elsa		Fire Alarm	1/23/2012	12718		Bldg 3	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Work order cancelled - new phone service installed wrong - contractor to re-install													
11844	Bentz, William & Onadee		Light Bulbs	2/3/2012	11465		Bldg 7	6.25	1.05	7.30	0.00	0.00	7.30
SC Description: Replaced the bulb from stock. **Matl-\$1.05**.													
11923	Carr, L. Jane		Deck Repair	2/23/2012	12721		Bldg 33	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Given to Pack of All Trades to complete - CV to follow-up on work status													
12379	Svinis, Velta		Windows	5/31/2012	12755		Bldg 17	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Kitchen windows won't close - resident responsibility. gave owner contact info - W/O cancelled													
12418	Williams, Barbara		Water Leak	6/11/2012	12753		Bldg 13	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Check for water damage - W/O cancelled													
12428	Dotter, William & Susan		Mailboxes	6/14/2012	12750		Bldg 19	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Replaced mailbox label - W/O cancelled													
12656	Reeves, Allison		Pest - Rodents	7/27/2012	12717		Bldg 23	12.50	7.89	20.39	0.00	0.00	20.39
SC Description: Covered and filled holes to prevent rodent access - material \$7.89													
12870	Chappelle, Ruth		Water Leak	9/19/2012	12796		Bldg 1	262.50	157.04	419.54	0.00	0.00	419.54
SC Description: Water leaking in hallway from above - remove drywall and investigate - repair drywall after repairs - Material \$157.04													
12979	Orphan, Richard C. & Jean		Dryer Vents	10/10/2012	12714		Bldg 18	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Cleaned dryer vent													

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13010	Center Village		Photo Cell	10/18/2012	12949		bldg 19	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Bldg 19. Adjusted photo eye for lights on bldg.													
13072	Polzoni, Sue		Street Signs	10/25/2012	12781		Bldg 29	12.50	38.33	50.83	0.00	0.00	50.83
SC Description: No parking signs installed at fence - installed no parking signs Material\$35.00 Tax\$3.33													
13075	Mueller, June M.		Door	10/26/2012	12916		Bldg 32	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Washington Door replaced warped door to patio & invoiced separately. No in-house charges.													
13102	Center Village		Gutters	10/30/2012	12784		Bldg 126	18.75	0.00	18.75	0.00	0.00	18.75
SC Description: Downspout at garage needs repair - repaired leak at D/S location													
13104	Peterson, Myles & Phyllis		Gutters	11/1/2012	12785		Bldg 23	18.75	0.00	18.75	0.00	0.00	18.75
SC Description: Gutter overflow - cleaned gutter of debris by back bedroom													
13122	Center Village		Roof	11/1/2012	12817		Bldg 126	50.00	0.00	50.00	0.00	0.00	50.00
SC Description: Bldg 126. Installed tarp to cover garage roof leak on emergency basis. Scheduled Blue Star Roofing to do the work. Blue Star invoiced separately.													
13127	Hanley, Joe & Peterson,		Mailboxes	11/2/2012	12815		Bldg 2	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Installed parking sign in space #5 and installed new mailbox label.													
13128	Center Village		Water Leak	11/2/2012	12838		Bldg 18	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: High water use B18 - Inspected meter for flow on three separate occasions and spoke with owners. One resident said they had a bad toilet that was recently replaced.													
13129	Peterson, Myles & Phyllis		Mailboxes	11/2/2012	12816		Bldg 23	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Made & installed new resident mailbox label & replaced two others that were missing at Bldg 23.													
13133	Bogosian, Brandi /Mezo,		Fire Alarm	11/5/2012	12774		Bldg 14	18.75	24.08	42.83	0.00	0.00	42.83
SC Description: Checked fire panel - called SFS to verify programming - reprogram unit check cords and smoke for proper signal - replaced battery - Material \$21.99 - Tax \$2.09													

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13140	Garbutt, Linda		Gutters	11/6/2012	12824		Bldg 8	18.75	0.00	18.75	0.00	0.00	18.75
SC Description: Cleaned out clogged gutter.													
13149	Valdez, Gloria		Gutters	11/6/2012	12826		Bldg 31	25.00	0.00	25.00	0.00	0.00	25.00
SC Description: Cleaned two gutters.													
13151	Dietzel, Russel & Hattie		Light Bulbs	11/6/2012	12829		Bldg 12	12.50	5.14	17.64	0.00	0.00	17.64
SC Description: Replaced light just outside door at Unit 4149 from stock. **Matl-\$4.69+\$0.45tax=\$5.14**.													
13152	Price, Ferna		Light Fixture	11/6/2012	12866		Bldg 22	12.50	7.63	20.13	0.00	0.00	20.13
SC Description: Replaced lens on walkway light from stock. **Matl-\$6.97+\$0.66tax=\$7.63**.													
13154	Price, Ferna		Courtesy Calls	11/6/2012	12837		Bldg 22	0.00	0.00	0.00	0.00	0.00	0.00
SC Description: Cloudy hot water - inspected and found that hot water tank needs to be flushed													
13158	Black, John C. & Alice B.		Light Bulbs	11/6/2012	12835		Bldg 20	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Light on at garage - checked with owner on light - replaced with new bulb - light still not operable - check electrical problem on light and found bad photo eye on light - replace photo eye - working													
13181	Center Village		Photo Cell	11/14/2012	12854		Bldg 22	12.50	12.89	25.39	0.00	0.00	25.39
SC Description: Bldg 22. Replaced photocell from stock so lights would be off during daylight. **Matl-\$11.77+\$1.12=\$12.89**.													
13184	Center Village		Light Bulbs	11/14/2012	12858		Bldg 6	12.50	28.29	40.79	0.00	0.00	40.79
SC Description: Bldg 6. Replaced light fixture from stock. **Matl-\$25.84+\$2.45tax=\$28.29**.													
13188	Berkwitt, Claire		Light Bulbs	11/15/2012	12859		Bldg 31	12.50	28.29	40.79	0.00	0.00	40.79
SC Description: Bldg 31. Replaced light fixture at end of walkway from stock. **Matl-\$25.84+\$2.45tax=\$28.29**.													
13189	Center Village		Light Fixture	11/15/2012	12950		Bldg 38	25.00	0.00	25.00	0.00	0.00	25.00
SC Description: Bldg 38. Rebuilt light at entrance of bldg.													

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13193	Center Village		Light Fixture	11/16/2012	12927		Bldg 39	25.00	0.00	25.00	0.00	0.00	25.00
SC Description: Bldg 39. Replaced 1 light fixture & installed cover plate. Matl provided by Village.													
13200	Hopf, Bill &Farrington, Susan		Pest - Bees	11/19/2012	12906		Bldg 26	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Filled hole behind deck light to prevent insects from entering.													
13203	Hopf, Bill &Farrington, Susan		Mold	11/20/2012	12900		Bldg 26	50.00	21.89	71.89	0.00	0.00	71.89
SC Description: Bldg 26. Cleaned mildew from walkway walls & sprayed with bleach where needed. **Matl-\$19.99+\$1.90=\$21.89**.													
13205	Jensen, Dolores		Light Fixture	11/20/2012	12878		Bldg 31	12.50	9.68	22.18	0.00	0.00	22.18
SC Description: Replaced broken light cover from stock. **Matl-\$8.84+\$0.84tax=\$9.68**.													
13208	Center Village		Courtesy Calls	11/20/2012	12876		Bldgs 1, 2, and 4	12.50	31.17	43.67	0.00	0.00	43.67
SC Description: Bldgs 1/2/4. Placed ice melt bins at bldg entrances. **Matl-\$28.47+\$2.70=\$31.17**.													
13221	Johnson, Shirley		Plumbing	11/20/2012	12905		BLDG 126	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Bldg 126. Repaired leaky faucet near front door.													
13222	Bliss, Bridget		Gutters	11/20/2012	12884		Bldg 21	25.00	0.00	25.00	0.00	0.00	25.00
SC Description: Cleaned the gutters & repaired the downspout.													
13227	Lemke, Marvin		Gutters	11/20/2012	12883		Bldg 3	25.00	0.00	25.00	0.00	0.00	25.00
SC Description: Cleaned out the gutters.													
13232	Dietzel, Russel & Hattie		Gutters	11/26/2012	12896		Bldg 12	37.50	0.00	37.50	0.00	0.00	37.50
SC Description: Bldg 12. Cleaned gutters.													
13233	Reeves, Allison		Gutters	11/26/2012	12894		Bldg 23	37.50	0.00	37.50	0.00	0.00	37.50
SC Description: Cleaned clogged gutters.													

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13236	Lukas, Wendy		Gutters	11/26/2012	12893		Bldg 5	62.50	0.00	62.50	0.00	0.00	62.50
SC Description: Cleaned all gutters.													
13247	Center Village		Fire Extinguish	11/26/2012	12919		Bldg 38	12.50	24.08	36.58	0.00	0.00	36.58
SC Description: Bldg 38. Replaced fire extinguisher box & cover from stock. **Matl-\$21.99+\$2.09=\$24.08**.													
13249	Davey, Lonnie		Gutters	11/26/2012	12932		Bldg 35	50.00	0.00	50.00	0.00	0.00	50.00
SC Description: Bldg 35. Cleaned gutters & downspouts & cleaned garage roof top.													
13251	Rigg-Segress, Sharon		Gutters	11/26/2012	12915		Bldg 16	50.00	0.00	50.00	0.00	0.00	50.00
SC Description: Repaired front porch cover and cleaned gutter.													
13255	Lauve, C. Ferrin & Nancy		Light Bulbs	11/26/2012	12920		Bldg 16	12.50	10.67	23.17	0.00	0.00	23.17
SC Description: Bldg 16. Replaced post light by front door & another light from stock. **Matl-\$9.74+\$0.93=\$10.67**.													
13257	Sansing, Bob & Judy		Courtesy Calls	11/27/2012	12908		Bldg 14	18.75	0.00	18.75	0.00	0.00	18.75
SC Description: Repaired entry hole above door where AC lines enter to prevent pests from entering.													
13266	Center Village		Courtesy Calls	11/29/2012	12929		Center Village	100.00	0.00	100.00	0.00	0.00	100.00
SC Description: Installed XMAS lights at Center Village sign.													
13268	Hanley Trust		Mailboxes	11/29/2012	12942		Bldg 33	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Made & installed new mailbox label & removed old one.													
13270	Todd, Jim & Mary		Mailboxes	11/29/2012	12943		Bldg 37	12.50	0.00	12.50	0.00	0.00	12.50
SC Description: Made & installed new resident mailbox label.													
13278	Center Village		Courtesy Calls	11/30/2012	12935		All Center village	125.00	0.00	125.00	0.00	0.00	125.00
SC Description: Blue tagged residents of all residents of all bldgs to notify of gutter cleaning starting Dec. 3rd.													

