

# DAILY WORK ORDER STATUS REPORT

MacKenzie Management Company, LLC  
March 5th



Work Order #	Assigned to	Call Date	Tenant Contract	Suite / Bldg #	Status	Call type / issue, detail	Notes
<b>The Gallery: 125 Herald Avenue</b>							
290367	Eric Winters	3/1	Laurel Holdings LLC	Suite 200	In Progress	<b>Electric:</b> Lights out in Suite 200. Replace 3 lights in the main conference room and one in the lobby above reception area.	
<b>60550 Constitution Drive</b>							
290170	Mike Ford	2/28	Parelli Distribution	n/a	In Progress	<b>Ground:</b> Trash. Make sure dumpster gates are always closed. Clean leaves and debris from dumpster enclosure. Power wash old generator enclosure.	
<b>West Park Shopping Center</b>							
290581	Glen Garner	3/4	West Park Pharmacy	Suite 25	Open	<b>Electric:</b> Read electric meter in Suite 25	Send to property manager
<b>Severn Springs Medical Center</b>							
288183	Paul Naylor	2/14	Severn Urgent Care	Suite 100	In Progress	<b>Interior:</b> Leak. Look at Exam Room 3 of 1st floor of Urgent Care as there's water dripping on the floor.	
288348	Paul Naylor	2/27	Pivot Physical Therapy	Suite 301	In Progress	<b>Other:</b> Suite 301, bugs in lights. Have the bugs removed from our lights, throughout Physical Therapy suites	
<b>Richel Professional Center: 24 - 28 Richel Street</b>							
288685	Eric Winters	3/2	Barger, Folley & Staton	Suite 2401	Open	<b>Other:</b> Portal payment issue. I did see the option to pay by credit card but when I clicked this link, it kept giving me an error message. Is it possible to pay by credit card?	
289747	(assigned to vendor)	2/12	(monthly inspection)	Bldg C	Assigned to Vendor	<b>Exterior:</b> Bldg C. Handicap door not working.	
<b>Twelve Acres Business Center</b>							
287810	Ross Finelli	1/13	(monthly inspection)	n/a	Waiting on Parts	<b>Exterior:</b> Replace electric box cover. Replace or repair missing electric box cover to flood light.	part back ordered until late March
287813	Ross Finelli	2/20	(monthly inspection)	n/a	Waiting on Parts	<b>Exterior:</b> Replace pole plate. Replace missing light pole plate on pole by radiology.	
290200	Ross Finelli	2/20	(monthly inspection)	n/a	Open	<b>Other:</b> Electric meter reading. Read meter last day of the month.	
290534	Ross Finelli	2/20	Seven Springs Bank	Suite 140	Waiting on Parts	<b>Other:</b> Suite 140 Water leaking from back of toilet.	
290572	Ross Finelli	3/1	Carlton Staffing Solutions	Suite 660	Open	<b>Other:</b> Wall - hang brochure holder in Suite 660. Hang a wall mounted brochure holder on our wall.	
<b>2424 Sykes Road</b>							
290617	Eric Winters	3/1	Benemax	Suite 200	Open	<b>Security:</b> Open electrical rooms. Suite 200. Can the first and second floor electrical rooms be opened on 3/23?	Coordinate with property manager
<b>4948 Lauraville Pike</b>							
290348	Cam Richardson	3/4	Seabrook Financial LLC	Suite 218	Open	<b>HVAC:</b> Too cold. The client in office #218 is complaining that he is too cold. Is it possible to make an adjustment for his office temperature so that it is a little warmer?	
290574	Cam Richardson	3/2	Fortis	Suite 414	Open	<b>Electric:</b> Replace lights. Lights out in Suite 414	
<b>Neals Lane Professional Center</b>							
288609	Miles Kolchick	3/2	Riser Medical Imaging	Suite 501	Open	<b>Exterior:</b> Broken window. Back window pane is cracked and in need of repair.	
289496	(assigned to vendor)	2/26	Lorian Systems Inc	Suite 800	Assigned to Vendor	<b>HVAC:</b> Too cold. Could we please have the Heat, A/C setting looked at as we are experiencing temperatures throughout the first floor in the low 60s.	Recurring issue / note for budget