

*Physical Needs Assessment*

# Happy Community Apts.

111 Sample Blvd.



Prepared for:  
**Happy Properties**  
123 Silver Blvd.  
Los Angeles, CA 90000

**NOTE - THIS IS A SAMPLE REPORT**

**The selections contained herein are drawn from a variety of sights and locations, strictly for the purposes of demonstrating the LCS report format.**

**Happy Community Apartments is a fictional building.**

Prepared by:



Lane Consulting Services  
13456 Beach Avenue  
Marina del Rey, CA 90292  
310-823-7613

September 20th, 2014

# Executive Summary

## General Introduction

This report was prepared for the purpose of evaluating the condition of the building and assess its needs for repair and improvement to assure that it will last and serve its intended purpose.

We compiled the report after extensive discussions with the owner's representatives and design team. We have taken into consideration, and budgeted for, the designs and reports that they have submitted with the guidance of the owner's representative.

The mechanical and electrical costs have been included in two ways – as major systems improvements under the related headings; or as part of the tenant improvements for a given area.

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**Happy Community Apartments is a fictional building.**



# Report Methodology

This inspection was conducted using the widely accepted methods for Physical Needs Assessments, and its scope was dictated by the LCS proposal dated August 1st, 2014.

## An Integrated Coding System

LCS uses a proprietary classification system for identifying and linking all elements within a Physical Needs Assessment (PNA). Everything falls under one of five general sections: Site - 100, Building Systems- 200, Building - 300, Dwelling Units - 400, and Commercial Leased Space - 500. Each section is then broken down into categories; for example, under Building Systems (200) you will find HVAC Systems - 201.000, which are then further broken down into subcategories (e.g. HVAC Serving Common Areas - 201.010).

What is most powerful about our coding is how it ties all of the information contained herein together - it allows for easy cross-referencing, from descriptions in the Narrative, to the Summary of Recommendations, to the Capital Improvement Budget, etc. This makes the information contained within easier to understand, and readily accessible as a reference for all of your project planning needs.

## Narrative

The Narrative presents a description of the conditions observed during our on-site visit, as well as all items that need to be addressed. Recommendations are made whenever appropriate (see below).

## Photos

To identify specific or typical conditions, we take copious amounts of pictures that will include a variety of items to show damage, fault, or are generally representative of the conditions found in the building. A selection of these images are included throughout the Narrative that best represent our findings. We also provide you with a disk of all of the pertinent images, for your records.

## Recommendations

The recommendations (placed to the left of the Narrative) represent significant and specific actions that we assess should be undertaken to preserve and improve the property. Some recommendations may be included in the text of the Narrative, if they are of a general enough nature. Sometimes there are suggestions shown only in the Narrative that are not significant enough to be part of overall facilities planning.

# List of Recommendations

## SECTION 100

### 101.010 Fencing

Repair and paint ornamental iron fencing with a high performance steel coating system.

### 101.011 Gates

Paint pedestrian gates with a high performance steel coating system.

### 101.030 Trash Enclosures

Clear excess debris from trash enclosure.

### 101.040 Guard Railings

Paint all guard rails with a high performance steel coating system.

## 102.010 Paving & Surface Parking

Re-stripe the entire lot.

Add code compliant signage to the handicap parking stalls.

Fill in all cracks in concrete paving.

## SECTION 200

### 201.010 HVAC Serving Common Areas

Replace existing HVAC unit in the managers' office with new, more efficient model.

### 201.020 Corridor Ventilation

Replace inoperative roof mounted fan for corridor ventilation system.

### 201.030 Garage Ventilation

Test garage exhaust fan; replace if necessary.

Add a CO fan control to the system.

Test, clean, and balance all ductwork and grills.

### 201.040 Central HVAC Serving Dwelling Units

Replace hydronic boiler and cooling tower.

Replace individual fan coils in office and common areas.

### 201.050 Equipment Room Cooling

Replace elevator mechanical room exhaust with HVAC.

## SECTION 300

### 301.010 Courtyards, Decks & Balconies

Repair or caulk all cracks in upper courtyard concrete.

### 301.020 Walkways

Refresh deck coating on all walkways.

### 301.030 Exterior Stairs

Repaint metal portion of stairways with high-performance steel coating system.

### 302.010 Roofing Material

Perform comprehensive maintenance on the roof system.

### 302.020 Roof Structure/Sheathing

Replace roof sheathing and re-slope.



## **302.030 Drainage/Gutter & Downspouts**

Repair damaged gutters and replace downspouts throughout the site.

## **SECTION 400**

### **401.010 Unit Entry Doors**

Replace all damaged unit entry doors.

Repair all exterior doors and refinish as required.

### **401.030 Closet Doors**

Replace sliding closet doors with new lighter-weight metal-framed models.

### **402.010 Finishes: Flooring**

Replace all unit flooring.

### **402.020 Finishes: Paint**

Paint all unit interiors.

### **402.050 Finishes: Window Coverings**

Replace all window blinds.

### **403.010 Kitchen Cabinets**

Replace all kitchen cabinets.

### **403.020 Kitchen Countertops**

Install new high-pressure laminate counters.

### **404.010 Bathroom Vanity/Sink**

Replace damaged vanity assemblies.

### **404.030 Tub & Shower**

Re-glaze all tubs and surrounds.

### **404.070 Bathroom Exhaust**

Replace all bathroom exhaust fixtures with new, energy efficient models.

### **406.020 Lighting**

Retrofit all units with high efficiency lighting fixtures.

### **406.030 Ceiling Fans**

Install new, EnergyStar rated ceiling fans in all units.

# SECTION 100 - Site

## 101.000 Fencing, Walls & Railings

### 101.010 Fencing

Repair and paint ornamental iron fencing with a high performance steel coating system.

The metal fencing and gate are in need of paint and repair. Particularly, the area along the base of the front fencing where it has been effected by the landscape irrigation. The overspray condition as covered in Section 104. something has accelerated the typical degradation of the metal. Once the irrigation problem has been corrected, the affected areas should be repaired or replaced and the entire fence painted with a high-performance steel coating system in lieu of conventional paints. The high-performance coating will provide a chip- and fade-resistant life-cycle of up to 15 years, rather than the usual 5-7 years of conventional paint.

The north side yard and rear courtyard have chain link fencing that is in good condition.



Rusted & Damaged Fencing

### 101.011 Gates

Paint pedestrian gates with a high performance steel coating system.

The gates are in need of repainting. We recommend that a high-performance steel coating system be used, in lieu of conventional paints. The high-performance coating will provide a chip- and fade-resistant life-cycle of up to 15 years, significantly greater than the usual 5-7 years of conventional paint.



Pedestrian Gate

Install new trash enclosure.

### 101.030 Trash Enclosures

A trash enclosure does not currently exist. The trash bin is sitting in the open. We recommend installing an enclosure to better maintain property cleanliness.



Trash Enclosure

Paint all guard rails with a high performance steel coating system.

### 101.040 Guard Railings

The guard railings throughout the property are in average condition, but are in need of painting to maintain and extend their useful life.

We recommend repainting these items with a high-performance steel coating system in lieu of conventional paints. The high-performance coating will provide a chip- and fade-resistant life-cycle of up to 15 years, rather than the usual 5-7 years of conventional paint.



Guard Railing, Typical

## 102.000 Paving, Parking Lots & Garages

### 102.010 Paving & Surface Parking

Re-stripe the entire lot.

Add code compliant signage to the handicap parking stalls.

Fill in all cracks in concrete paving.

Overall, the parking lot, which has 18 spaces, is in average condition; however, there are several areas where the concrete has developed cracks. These should be filled with a code compliant crack fill product. The lot striping is also worn and fading, and should be redone.

For possible recommendations to improve the layout, it may be beneficial to consult with a paving company to see if any additional spaces can be created, or overall ease of use of the lot could be improved.



# SECTION 200 - Systems

## 201.000 HVAC Systems

### 201.010 HVAC Serving Common Areas

Replace old HVAC unit.

There is a 30 year old (dating from the original construction) HVAC unit serving the managers' office. This unit is at the end of its useful life and should be replaced.



PTAC Through-Wall Unit

### 201.020 Corridor Ventilation

Replace inoperative roof mounted fan for corridor ventilation system.

The building is equipped with corridor ventilation, but the fan is currently not functioning. We recommend that the inoperative fan be replaced so that the ventilation of the corridors is restored as soon as possible.



Roof Mounted Ventilation Equipment

### 201.030 Garage Ventilation

Test garage exhaust fan; replace if necessary.

Add a CO fan control to the system.

Test, clean, and balance all ductwork and grills.

The garage ventilation system appears to be in moderate to good condition. The system is controlled with a time clock. The garage exhaust fan should be tested to verify its condition - and we recommend replacing it if it is in poor condition. A Carbon Monoxide (CO) fan control system should be added, so the system only turns on when the threshold CO levels are detected. We recommend that all the ductwork and grills be cleaned, tested and balanced.

### 201.030 Garage Ventilation Cont.



Garage Ventilation Fan

### 201.040 Central HVAC Serving Dwelling Units

Replace hydronic boiler and cooling tower.

Replace individual fan coils in office and common areas.

The equipment, located on the roof, that serves both the basement common areas and the tenant units is more than 15 years old, and is in very poor condition. The system has a history of blockages and failures that render the individual fan coils inoperative.

We recommend that both the hydronic boiler and the cooling tower be replaced. The individual fan coils throughout the building must also be replaced as they are very inefficient and the majority of them are in poor condition.



Cooling Tower and Hydronic Boiler



Rusted Fan Shroud on Cooling Tower

### 201.050 Equipment Room Cooling

Replace elevator mechanical room exhaust with HVAC.

The elevator mechanical room, located in the basement, currently has a single exhaust fan to control the temperature in the room. We recommend replacing the exhaust fan with a cooling system to increase the reliability and longevity of the existing elevator equipment.

## 201.050 Equipment Room Cooling Cont.



Sole Exhaust Grill In Elevator Room

## 202.000 Plumbing Systems: Water

### 202.010 Water Mains and Metering

The building has separate water meters for both the domestic water supply and for the fire sprinkler service. Both meters are located along the west side of the building, and appear to be in average condition.



Water Mains in Public Sidewalk

# SECTION 300 - Building

## 301.000 Exterior Common Areas

### 301.010 Courtyards, Decks & Balconies

Repair or caulk all cracks in upper courtyard concrete.

The upper courtyard is in fair condition with some damage and cracking to the topping slab. We recommend that all cracks be filled or caulked to limit further damage and minimize water intrusion into the garage area below.



Upper Courtyard

### 301.020 Walkways

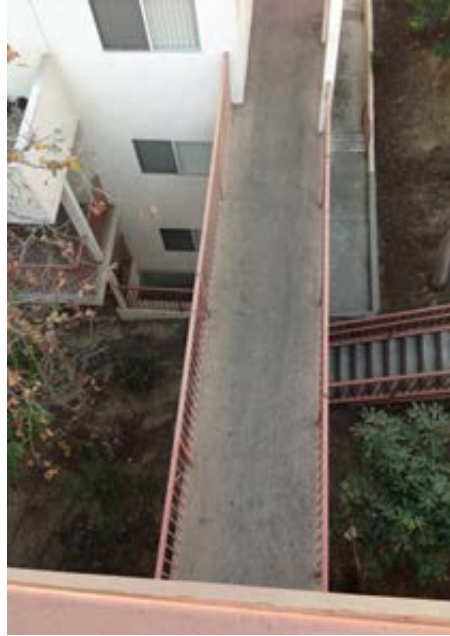
Refresh deck coating on all walkways.

The traffic coating on the upper walkways is worn. There are several low spots causing ponding, and there are several areas of cracking. We recommend that the low areas be built up to better direct the flow of water and the deck coating be renewed to extend the life of the structure by preventing future water intrusion.



Cracked Deck Coating

### 301.020 Walkways Cont.



Typical Walkway

### 301.030 Exterior Stairs

Paint metal portion of stairways with high-performance steel coating system.

The exterior stairs are concrete with metal framing and are in average condition. The metal sections should be painted to extend their useful life. We recommend painting these items with a high-performance steel coating system in lieu of conventional paints. The high-performance coating will provide a chip- and fade-resistant life-cycle of up to 15 years, significantly greater than the usual 5-7 years of conventional paint.



Exterior Stair Condition, Typical



Exterior Guard Rail Condition, Typical

## 302.000 Roof

Perform comprehensive maintenance on the roof system.

### 302.010 Roofing Material

The roof consists mostly of asphalt shingle with some flat roof areas where the HVAC equipment is installed. The shingles have some areas where repairs are needed, but are otherwise in average condition. All of the mastic sealer on the penetrations should also be reapplied.



Damaged Roof Tile, Typical



Peeling Roof Tile, Typical

Replace roof sheathing and re-slope.

### 302.020 Roof Structure/Sheathing

There are several soft and spongy areas in the flat sections of the roof deck. Some of these areas also show evidence of ponding, when they should be aiding the drainage of the roof system. This indicates weak sheathing. We recommend that all of these areas have the underlying roof sheathing replaced and be properly re-sloped to insure proper water flow.



Weak Roof Sheathing w/ Ponding

Repair damaged gutters and replace downspouts throughout the site.

### 302.030 Drainage/Gutter & Downspouts

The roof gutters and downspouts have several areas of damage that should be repaired as soon as possible. The roof leaders that take water from the gutter down the wall are very light gauge, and in many places have pulled away. There are several locations where the piping is crushed potentially causing a stoppage and backup.



Crushed Downspout

# SECTION 400 - Dwelling Units

## 401.000 Doors

### 401.010 Unit Entry Doors

Replace all damaged unit entry doors.

Repair all exterior doors and refinish as required.

The unit entry doors are natural wood, solid core with a varnish finish. The majority of them are in poor condition and will need to be replaced. The remainder should be prepped and refinished to minimize future damage.



Damaged Entry Door

### 401.020 Interior Doors/Hardware

The unit interior doors are in average to fair condition, with some minor damage that can be repaired prior to the units being painted.



Interior Door, Typical

### 401.030 Closet Doors

Replace sliding closet doors with lighter-weight metal-framed models.

The existing, sliding, solid wood closet doors are a maintenance concern. They require frequent adjustments and are difficult to use by many older and disabled residents.

We recommend that they be replaced with lighter-weight metal-framed models that will require less maintenance.



### 401.030 Closet Doors Cont.



Closet Doors, Off Track

## 402.000 Finishes

Replace all unit flooring.

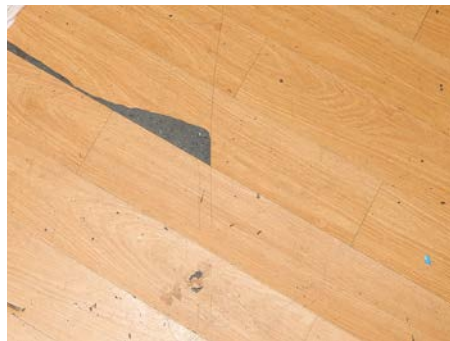
### 402.010 Finishes: Flooring

The carpeting and vinyl flooring in the units are in poor condition. In most units, the sheet vinyl is damaged, and the VCT has separated. This creates a condition where the surface can no longer easily be kept clean.

We recommend that the flooring throughout all of the units be completely replaced. The VCT should be replaced with sheet vinyl.

The preferred green alternative for carpeting would be a Low-VOC solution dyed product, with recycled content (preferably one that meets Green Label standards), installed with adhesive that meets SCAQMD Rule 1168 for levels of volatile compounds.

The replacement for the VCT flooring should adhere to the FloorScore standard to minimize VOC emissions. Alternately, you could specify a “green” material, such as linoleum, if its adhesives comply with SCAQMD Rule 1168.



Damaged Kitchen Sheet Vinyl



Carpet Staining, Typical

### 402.010 Finishes: Flooring



Separated VCT Flooring

### 402.020 Finishes: Paint

Paint all unit interiors.

The paint in most units is in fair-to-poor condition. There is damage, mostly occurring at corners and behind doors, that should be repaired prior to painting.



Damage at Corner, Typical

### 402.050 Finishes: Window Coverings

Replace all window blinds.

The window blinds throughout the buildings are damaged and in poor condition. We recommend that these vertical blinds be replaced.



Window Blinds, Typical

## 403.000 Kitchen Specific

### 403.010 Kitchen Cabinets

Replace all kitchen cabinets.

The kitchen cabinets show significant wear; have damaged drawers and cabinet hinges; and many assemblies are poorly installed, having been improperly sized for the area in which they are mounted.



Damaged Drawer



Improperly Installed Cabinets with Dust and Cobwebs

### 403.020 Kitchen Countertops

Install new high-pressure laminate counters.

The countertops are in poor condition. They are worn and damaged; seams are open and the ends of the countertops are delaminated. This can create sanitary problems, as bacteria can accumulate that cannot be easily removed. They should be replaced with high-pressure laminate counters with a built-in drip edge, to minimize spillage onto the cabinet face.

The new countertops should utilize no-added-formaldehyde (NAF) or no-added-urea-formaldehyde (NAUF) products that comply with California Air Resources Board (CARB) Rules. Alternately, cabinets that carry the Composite Panel Association's Environmentally Preferable Product (EPP) rating can be used.



Cracked Countertop



Wear & Separation

### 403.020 Kitchen Countertops Cont.



Water Damage Behind Sink



Delamination

## 404.000 Bathroom Specific

Replace damaged vanity assemblies.

### 404.010 Bathroom Vanity/Sink

The majority of the vanity cabinets are in poor condition. In most cases there is evidence of water damage, as well as damaged drawer tracks and cabinet doors. We recommend that the damaged cabinets be replaced.

Also, due to the demonstrated wear shown, future cabinets should be constructed of a more durable material with no-added-formaldehyde (NAF) or no-added-urea-formaldehyde (NAUF) products that comply with the California Air Resources Board (CARB) rules of 2012. Alternately, cabinets that carry the Composite Panel Association's Environmentally Preferable Product (EPP) rating can be used.



Damaged Vanity Drawers, Typical



Damaged Vanity Mirror, Typical

### 404.030 Tub & Shower

Re-glaze all tubs and surrounds.

Most of the tubs, showers, and surrounds are in fair to poor condition. They have cracking in the surface finish and some have rust. The presence of mildew, along with warped drywall, suggests that bathroom exhaust is ineffective. This will be discussed further in "Section 404.070 - Bathroom Exhaust."



Damaged Tub Glaze w/ Rust



Mildew, Typical

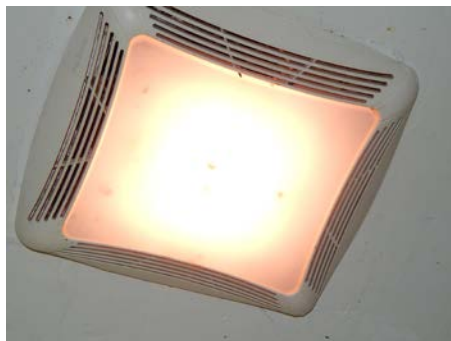


Warped Drywall

### 404.070 Bathroom Exhaust

Replace all bathroom exhaust fixtures with new, energy efficient models.

Most bathroom exhaust fixtures are in poor condition. The majority of them were not operable. As previously mentioned in "Section 404.030 - Tubs & Showers," there exists a significant amount of mildew and water related damage in the unit bathrooms throughout the building. This is likely due to the lack of operational exhaust fans.



Combination Light/Exhaust Fan, Typical

## 406.000 Electrical/Lighting

### 406.020 Lighting

Retrofit all units with high efficiency lighting fixtures.

The unit lighting is represented by a variety of fixture types, none of which are high efficiency. The fluorescent fixtures are all T-12 fixtures, which are being phased out. The units should be retrofitted with new high efficiency fixtures, and the T-12 fixtures should be replaced with T-8 models.



T-12 Fixture, Typical



Standard Fixture, Typical

### 406.030 Ceiling Fans

Install new, EnergyStar rated ceiling fans in all units.

There are ceiling fans in about 30% of the units. Some may have been installed by tenants. Because ceiling fans can often be used as an alternative to turning on air conditioning, we recommend that new, EnergyStar rated models be installed in every unit.



Ceiling Fan, Typical

# BUDGETING

## Cost Estimating Methodology

The estimated costs detailed in this report are based on a generalized representation of the site, building areas, and commercial spaces (if any) in the complex. Items contained in the Cost Estimate include:

- Items in apparent need of repair or replacement
- Components that are near or past the end of their expected useful life (EUL)
- Deferred maintenance items
- Improvements that will significantly extend the life of a site or building component
- Measures that represent significant and immediate utility savings
- Items that are a health or safety issue
- Improvement goals that have been identified by the owner

Where we are not able to establish the extent, quantity, or quality of an item accurately, we provide a cost allowance based on our previous experience with the required work. Some items that are mentioned in our narrative suggesting they be considered for maintenance or repair may not be included in the estimate, especially when a decision or selection must be made to establish a cost. When work in progress has been observed, for cost estimating purposes, it is assumed to be completed; unless it was also observed to be unacceptable in quality or scope.

## Rating System

Where appropriate, items are rated in accordance with the system shown below. These ratings indicate the condition observed, as well as the approximate useful life remaining as a percent of the standard Expected Useful Life (EUL). The EUL denotes the number of years that a particular material or system is expected to last. These ratings do not necessarily reflect the need for a specific repair in the short term; if, for example, a broken item, when fixed, will fall into the condition rating indicated.

### **Condition Codes = Rating Description (Percent of EUL remaining):**

- 0 = Unsatisfactory (0-15%)
- 1 = Fair (15-35%)
- 2 = Satisfactory (35-65%)
- 3 = Good (65-90%)
- 4 = Excellent (90-100%)

If an inspected item carries importance and holds a rating of 0 (Unsatisfactory) - or in some cases 1 (Fair) - that item could be considered for replacement within Immediate Needs.

Happy Community Apartments  
**SAMPLE - Budget Capital Improvement Recommendations**  
 12/23/2014

Section	Item	Rating	Recommendation	Quantity	Unit Type	Unit Cost	Estimated Cost	Immediate Needs	Capital Needs	Green upgrades
<b>100.000</b>	<b>Site</b>									
101.010	Fencing	1	Repair and repaint ornamental iron fencing with a high performance steel coating system.	1	LS (Lump Sum)	3,000	3,000	\$ 3,000		
101.011	Gates	1	Paint pedestrian gates with a high performance steel coating system.	4	ea	250	1,000	\$ 1,000		
101.030	Trash Enclosures	1	Install new trash enclosure.	1	LS	2,000	2,000	\$ 2,000		
101.050	Pool Equipment Enclosure	1	Repaint rusted ornamental iron fence posts surrounding the pool area	1	LS	2,000	2,000		\$ 2,000	
102.010	Paving & Surface Parking	1	Re-stripe the entire lot. Add code appropriate signage to the handicap parking stalls. Fill in all cracks in concrete paving.	1	LS	2,000	2,000	\$ 2,000		
<b>200.000</b>	<b>Building Systems</b>									
201.010	HVAC Serving Common Areas	2	Replace existing HVAC unit with new more efficient model.	1	ea	2,000	2,000	\$ 2,000		
201.020	Corridor Ventilation	0	Replace inoperative roof mounted fan for corridor ventilation system.	1	Allowance	1,000	1,000	\$ 1,000		
201.030	Garage Ventilation	2	Evaluate the garage methane exhaust system for more efficient configurations of sensors, controls, and motors.	1	LS	5,000	5,000		\$ 5,000	\$ 5,000
201.040	Central HVAC Serving Dwelling Units	1	Replace hydronic boiler and cooling tower. Replace individual fan coils in office and common areas.	1	LS	75,000	75,000		\$ 75,000	\$ 75,000
201.050	Equipment Room Cooling	2	Add HVAC to elevator mechanical room.	1	ea	6,000	6,000		\$ 6,000	\$ 6,000
<b>300.000</b>	<b>Building</b>									
301.010	Courtyards, Decks & Balconies	0	Repair or caulk all cracks in upper courtyard concrete.	1	Allowance	5,000	5,000	\$ 5,000		
301.020	Walkways	2	Refresh deck coating on all walkways.	1	ea	2,500	2,500	\$ 2,500		
301.030	Exterior Stairs	0	Repaint metal portion of stairways with high-performance steel coating system.	1	LS	500	500	\$ 500		
302.010	Roofing Material	1	Perform comprehensive maintenance on the roof system. Investigate soft areas of flat roof sections and repair as required.	1	LS	10,000	10,000		\$ 10,000	
302.020	Roof Structure/Sheathing		Replace roof sheathing and re-slope.							
302.030	Drainage/Gutter & Downspouts	0	Repair damaged gutters and replace downspouts throughout the site.	1	Allowance	3,000	3,000	\$ 3,000		
<b>400.000</b>	<b>Dwelling Units</b>									
401.010	Unit Entry Doors		Replace all damaged entry doors. Repair all exterior doors and refinish as required.	10	ea	500	5,000		\$ 5,000	
401.030	Closet Doors		Replace all sliding closet doors with new light-weight metal-framed models.	30	ea	350	10,500		\$ 10,500	
402.010	Finishes: Flooring		Replace all units flooring.	10	ea	1,000	10,000		\$ 10,000	
402.020	Finishes: Paint		Paint all unit interiors.	10	ea	800	8,000		\$ 8,000	
402.050	Finishes: Window Coverings		Replace all window blinds.	9	ea	1,999	17,991		\$ 17,991	
403.010	Kitchen Cabinets		Replace all kitchen cabinets.							
403.020	Kitchen Countertops		Install new, high-pressure laminate counters.							
404.010	Bathroom Vanity/Sink		Replace damaged vanity assemblies.							
404.030	Tub & Shower		Re-glaze all tubs and surrounds.							
404.070	Bathroom Exhaust		Replace all bathroom exhaust fixtures with new, energy efficient models.							
406.020	Lighting		Retrofit all units with high efficiency lighting fixtures.							
406.030	Ceiling Fans		Replace all window blinds.	10	ea	2,000	20,000		\$ 20,000	

**Total Recommended Items** 266,491 22,000 244,491 161,000

<b>Immediate Needs</b>	<b>22,000</b>
<b>Capital Needs</b>	<b>244,491</b>
<b>Green Improvement Opportunities*</b>	<b>161,000</b> * (already included in the other categories)
<b>Total of recommended items</b>	<b>266,491</b>
<b>General Requirements and Overhead (8%)</b>	<b>21,319</b>
<b>G.C. Profit (6%)</b>	<b>15,989</b>
<b>Subtotal</b>	<b>303,800</b>
<b>Contingency (15%)</b>	<b>45,570</b>
<b>Insurance and Bonds (3.5%)</b>	<b>10,633</b>
<b>Total cost of all items and costs</b>	<b>360,003</b>

Maintenance or Low Cost Items										
101.030	Trash Enclosures	2	Clear excess debris from trash enclosure.					-		
103.010	Walkways	2	Remove stored items from walkway areas.					-		
108.010	Sidewalks	0	We recommend contacting the City of Los Angeles Dept. of Public Works to request repairs.					-		
108.020	Curb, Gutter, and Driveway Aprons	0	We recommend contacting the City of Los Angeles Dept. of Public Works to request repairs.					-		
205.060	Controls/Timers	0	Replace missing cover plate.					-		
309.040	Storage	1	Clean and organize storage rooms.					-		
308.070	Laundry Room	1	Install pipe wrapping on laundry sink.					-		