



Recurrence Information

Start on 04/25/2025
End on --
Frequency This work order recurs the 1st of every April.
Include Attachments No 

Details

Property Information

Properties  FARMSTEAD TOWNHOMES
Maintenance Limit --
Unit --
Maintenance Notes --
Creation Style Per Property


Work Order Information

Description PM - (Contractor - EcoLawn) Fertilize Lawns
Vendor Instructions --

Vendor Information


Vendor EcoLawn Inc.
Phone Numbers Phone - (814) 237-5018
Emails --
Send Notification to Vendor --
Request Vendor to Confirm Receipt of Work Order No
Address 451 East Rolling Ridge Drive
Bellefonte, PA 16823
Work Order Discount 0.00%
Assigned User No user assigned.

Recurrence Information

Start on 09/14/2023
End on --
Frequency This work order recurs the 1st of every April and September.
Include Attachments No 

Details

Property Information

Properties  All Properties (PM'S)
Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Touch up paint (Weather Dependent - want 50 Degrees)
1. Clean and Touch up paint in hallways, stairwells, and railings (if applicable)
2. Clean and Touch up paint on entrance doors/frames and common area doors/frames (if applicable)
Vendor Instructions --

Vendor Information


Vendor Nevins Real Estate Management, LLC
Phone Numbers Phone - (814) 238-3153
Emails --
Send Notification to Vendor --
Request Vendor to Confirm Receipt of Work Order No
Address 214 South Allen Street
State College, PA 16801
Assigned User No user assigned.

Recurrence Information

Start on 09/14/2023

End on --

Frequency This work order recurs the 1st of every April and September.

Include Attachments No 

Details

Property Information

Properties  All Properties (PM'S)

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Touch up paint (Weather Dependent - want 50 Degrees)
1. Clean and Touch up paint in hallways, stairwells, and railings (If applicable)
2. Clean and Touch up paint on entrance doors/frames and common area doors/frames (If applicable)

Vendor Instructions --

Vendor Information

Vendor Nevins Real Estate Management, LLC

Phone Numbers Phone - (814) 238-3153

Emails --

Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work Order No

Address 214 South Allen Street
State College, PA 16801


Assigned User No user assigned.

Recurrence Information

Start on 09/14/2023

End on --

Frequency This work order recurs the 1st of every April.

Include Attachments No 

Details

Property Information

Properties  All Properties (PM'S)

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Check sidewalks, curbs, and parking lots for tripping hazards

1. Inspect parking lots for areas that may have become a tripping hazard over the winter months - primarily pot holes (Patch and/or grind down as needed)
2. Check the curbing in the parking lots to make sure that they did not become a tripping hazard of the winter months and make sure they are in the proper locations (Plow vehicle and tenant vehicles will move them around/break these over time)
3. Repaint the areas of curbing that have previously been marked with safety paint if they are fading
4. Check the sidewalks for any tripping hazards (freeze-thaw will often cause issues). Any area that has a 1" separation will need ground down to eliminate the tripping hazard

Vendor Instructions --

Vendor Information

Vendor Nevins Real Estate Management, LLC

Phone Numbers Phone - (814) 238-3153

Emails --


Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work Order No

Address 214 South Allen Street
State College, PA 16801


Assigned User No user assigned.

Recurrence Information

Start on 09/14/2023
End on --
Frequency This work order recurs the 1st of every April.
Include Attachments No 

Details

Property Information

Properties  All Properties (PM'S)
Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Check sidewalks, curbs, and parking lots for tripping hazards
1. Inspect parking lots for areas that may have become a tripping hazard over the winter months - primarily pot holes (Patch and/or grind down as needed)
2. Check the curbing in the parking lots to make sure that they did not become a tripping hazard of the winter months and make sure they are in the proper locations (Plow vehicle and tenant vehicles will move them around/break these over time)
3. Repaint the areas of curbing that have previously been marked with safety paint if they are fading
4. Check the sidewalks for any tripping hazards (freeze-thaw will often cause issues). Any area that has a 1" separation will need ground down to eliminate the tripping hazard

Vendor Instructions --

Vendor Information


Vendor Nevins Real Estate Management, LLC
Phone Numbers Phone - (814) 238-3153
Emails --
Send Notification to Vendor --
Request Vendor to Confirm Receipt of Work Order No
Address 214 South Allen Street
State College, PA 16801
Assigned User No user assigned.

Recurrence Information

Start on 03/11/2024

End on --

Frequency This work order recurs the 1st of every April, May, June, July, August, September, and October.

Include Attachments No 

Details

Property Information

Properties  Park Forest & Farmstead

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Weed Control. Spray weeds, including spray bank at entry to property - front of 903 Bldg.

Vendor Instructions --

Vendor Information

Vendor No vendor specified.


Assigned User No user assigned.

Recurrence Information

Start on 03/11/2024

End on --

Frequency This work order recurs the 1st of every April, May, June, July, August, September, and October.

Include Attachments No 

Details

Property Information

Properties  Park Forest & Farmstead PS

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Weed Control. Spray weeds, including spray bank at entry to property - front of 903 Bldg.

Vendor Instructions --

Vendor Information

Vendor No vendor specified.


Assigned User No user assigned.

Recurrence Information

Start on 05/15/2025

End on --

Frequency This work order recurs the 15th of every April, May, June, July, August, September, and October.

Include Attachments No 

Details

Property Information

Properties  Park Forest & Farmstead

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Weed Control. Spray weeds, including spray bank at entry to property - front of 903 Bldg.

Vendor Instructions --

Vendor Information

Vendor Nevins Real Estate Management, LLC

Phone Numbers Phone - (814) 238-3153

Emails --

Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work Order No

Address 214 South Allen Street
State College, PA 16801

Assigned User No user assigned.

Recurrence Information

Start on 05/15/2025

End on --

Frequency This work order recurs the 15th of every April, May, June, July, August, September, and October.

Include Attachments No 

Details

Property Information

Properties  Park Forest & Farmstead **FS**

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Weed Control. Spray weeds, including spray bank at entry to property - front of 903 Bldg.

Vendor Instructions --

Vendor Information

Vendor Nevins Real Estate Management, LLC

Phone Numbers Phone - (814) 238-3153

Emails --

Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work Order No

Address 214 South Allen Street
State College, PA 16801

Assigned User No user assigned.

Recurrence Information

Start on 01/30/2025

End on --

Apr 1

Frequency This work order recurs the 1st of every month.

Include Attachments No

Details

Property Information

Properties ~~PM~~ PF Park Forest & Farmstead

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Exterior Lights Park Forest & Farmstead
1. Inspect all exterior lights and make sure they are working

Vendor Instructions --

Vendor Information

Vendor No vendor specified.

Assigned User No user assigned.

Recurrence Information

Start on 01/30/2025
End on --
Frequency This work order recurs the 1st of every month.
Include Attachments No

APR

Details

Property Information

Properties  Park Forest & Farmstead
Creation Style Per Property

FS


Work Order Information

Description PM - (Maintenance) Exterior Lights Park Forest & Farmstead
1. Inspect all exterior lights and make sure they are working
Vendor Instructions --

Vendor Information


Vendor No vendor specified.
Assigned User No user assigned.

Recurrence Information

Start on 09/01/2023
End on --
Frequency This work order recurs the 1st of every April and September.
Include Attachments No 

Details

Property Information

Properties  Park Forest & Farmstead
Creation Style Per Property

Work Order Information

Description PM (Contractor - Alkey's Tree Service) Tree Inspections both Park Forest & Farmstead
1. Inspect trees around property for possible safety issues
Vendor Instructions --

Vendor Information


Vendor Alkey's Tree Service, Inc.
Phone Numbers Phone - (814) 238-0665
Phone - (814) 353-0360
Emails alkeys@verizon.net
Send Notification to Vendor --
Request Vendor to Confirm Receipt of Work No
Order
Address 2076 Purdue Mountain Rd
Bellefonte, PA 16823
Work Order Discount 0.00%
Assigned User No user assigned.

Recurrence Information

Start on 09/01/2023

End on --

Frequency This work order recurs the 1st of every April and September.

Include Attachments No 

Details

Property Information

Properties  Park Forest & Farmstead

Creation Style Per Property

Work Order Information

Description PM (Contractor - Aikey's Tree Service) Tree Inspections both Park Forest & Farmstead
1. Inspect trees around property for possible safety issues

Vendor Instructions --

Vendor Information

Vendor Aikey's Tree Service, Inc.

Phone Numbers Phone - (814) 238-0665
Phone - (814) 353-0360

Emails alkeys@verizon.net

Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work Order No

Address 2076 Purdue Mountain Rd
Bellefonte, PA 16823

Work Order Discount 0.00%

Assigned User No user assigned.

Recurrence Information

Start on 12/01/2018

End on --

Frequency This work order recurs the 1st of every April and October.

Include Attachments No 

Details

Property Information

Properties  PARK FOREST APARTMENTS

Maintenance Limit --

Unit --

Maintenance Notes --

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Washer & Dryer Clean Out
1. Pull out washer and dryer
2. Clean out under and behind the washers and dryers
3. Disconnect the dryer pipes and blow out the lint
4. Clean out the exterior dryer exhaust (Cage and fins)
NOTE: 801C Bldg, 805B Bldg, 905 Bldg, 917 Bldg

Vendor Instructions --

Vendor Information

Vendor Nevins Real Estate Management, LLC

Phone Numbers Phone - (814) 238-3153

Emails --

Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work Order No

Address 214 South Allen Street
State College, PA 16801

Assigned User No user assigned.

Recurrence Information

Start on 12/01/2024

End on --

Apr:1

Frequency This work order recurs the 1st of every month.

Include Attachments No 

Details

Property Information

Properties  PARK FOREST APARTMENTS

Maintenance Limit --

Unit —

Maintenance Notes --

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Boiler Rooms (Monthly)
Clean Boiler rooms
1. Clean tops of the boilers and water heaters
2. Sweep Floors
3. Remove cobwebs

Vendor Instructions --

Vendor Information

Vendor No vendor specified.

Assigned User No user assigned.

Recurrence Information

Start on 02/28/2025
End on --
Frequency This work order recurs the 1st of every April, May, June, July, August, September, October, November, and December.
Include Attachments No @

Details

Property Information

Properties  PARK FOREST APARTMENTS
Maintenance Limit --
Unit --
Maintenance Notes --
Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Storage & Locker Rooms (Monthly)
Remove leaves & debris from steps
Vendor Instructions --

Vendor Information

Vendor No vendor specified.
Assigned User No user assigned.

Recurrence Information

Start on 05/01/2025

End on --

Frequency This work order recurs the 1st of every month.

Include Attachments No

Details

Property Information

Properties ☒ PARK FOREST APARTMENTS

Maintenance Limit --

Unit --

Maintenance Notes --

Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Water Meter Reading (Monthly)

1. Get the water meter reading off of the water meter

2. Look for high usage in comparison to the historical average. If the usage is 20% or higher than historical, a water conservation check must be performed

Vendor Instructions --

Vendor Information

Vendor Nevins Real Estate Management, LLC

Phone Numbers Phone - (814) 238-3153

Emails --

Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work Order No

Address 214 South Allen Street
State College, PA 16801


Assigned User No user assigned.

Recurrence Information

Start on 07/01/2023
End on --
Frequency This work order recurs the 1st of every April and October.
Include Attachments No

Details

Property Information

Properties  PARK FOREST APARTMENTS
Maintenance Limit --
Unit --
Maintenance Notes --
Creation Style Per Property

Work Order Information

Description PM (Contractor - Roto-Rooter) 801C Main Drain Clean Out
1. Sewer jet main drain for 801C
Vendor Instructions --

Vendor Information


Vendor Roto Rooter
Phone Numbers --
Emails --
Send Notification to Vendor --
Request Vendor to Confirm Receipt of Work Order No
Address PO Box 355
Phillipsburg, PA 16866
Work Order Discount 0.00%
Assigned User No user assigned.

Recurrence Information

Start on 04/25/2025

End on --

Frequency This work order recurs the 1st of every April and October.

Include Attachments No 

Details

Property Information

Properties  PARK FOREST APARTMENTS

Maintenance Limit --

Unit --

Maintenance Notes --

Creation Style Per Property

Work Order Information

Description PM - (Contractor - Gilliland) Fertilize Lawns

Vendor Instructions --

Vendor Information

Vendor Gilliland Landscape

Phone Numbers Phone - (814) 592-4613

Emails --

Send Notification to Vendor --

Request Vendor to Confirm Receipt of Work No
Order

Address 9186 Clearfield-Curwensville Hwy
Clearfield, PA 16830

Work Order Discount 0.00%

Assigned User No user assigned.