

Recurrence Information

Start on 09/13/2023
End on --
Frequency This work order recurs the 1st of every February.
Include Attachments No ?

Details

Property Information

Properties  EXECUTIVE HOUSE APARTMENTS
Maintenance Limit --
Unit --
Maintenance Notes --
Creation Style Per Property


Work Order Information

Description PM - (Maintenance) Touch up WHITE Paint in All Sections
A Section
B Section
C Section
D Section
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 09/13/2023
End on --
Frequency This work order recurs the 1st of every February.
Include Attachments No 

Details

Property Information

Properties  EXECUTIVE HOUSE APARTMENTS
Maintenance Limit --
Unit --
Maintenance Notes --
Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Touch up GREEN Paint in All Sections
A Section
B Section
C Section
D Section
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 12/12/2023
End on --
Frequency This work order recurs the 1st of every month. Feb
Include Attachments No

Details

Property Information

Properties ☒ EXECUTIVE HOUSE APARTMENTS
Maintenance Limit --
Unit --
Maintenance Notes --
Creation Style Per Property

Work Order Information

Description PM - (Maintenance) Exterior Lights
1. Inspect all exterior lights and make sure they are working
a) Aurum
b) Cedar Lofts (Fairmount)
c) Cedar Lofts East (K/B)
d) East Foster Townhomes
e) Executive House
f) Fairview
g) Highland Tower
h) Park Lane
i) The Lofts
j) Waupelani Lofts
k) West Beaver Complex
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 No
Order
Address 214 South Allen Street
State College, PA 16801
Assigned User No user assigned.

Recurrence Information

Start on 12/12/2023


End on --

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

Include Attachments No 

Details

Property Information

Properties  EXECUTIVE HOUSE 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

a) Aurum

b) Cedar Lofts (Fairmount)

c) Cedar Lofts East (K/B)

d) East Foster Townhomes

e) Executive House Apartments

f) Fairview

g) Highland Tower

h) Park Lane

i) The Lofts

j) Waupelani Lofts

k) West Beaver Complex

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 11/01/2019
End on --
Frequency This work order recurs the 1st of every February and August.
Include Attachments No 📎

Details

Property Information

Properties 📁 AURUM APARTMENTS
Maintenance Limit --
Unit --
Maintenance Notes --
Creation Style Per Property

Work Order Information

Description PM - (Contractor - R.H. Marcon) Roof inspection (Bi-Annually March and September)
DOES NOT NEED SCHEDULED - CLOSE OUT AFTER INVOICE IS RECEIVED (OFFICE)
1. Inspect the roof for general condition and needed repairs (Repair as needed)
2. Clean roof/downspouts of debris and trash
Vendor Instructions --

Vendor Information

Vendor R.H. Marcon, Inc.
Phone Numbers --
Emails --
Send Notification to Vendor --
Request Vendor to Confirm Receipt of Work Order No
Address 2500 CLYDE AVE
State College, PA 16801
Work Order Discount 0.00%
Assigned User No user assigned.