

## Administration

### 1. Administration November 2016

#### A. Executive Staff Hired:

Executive Assistant      Victoria Chai  
Chief Engineer            James Doral  
Operations Supervisor    Kanani Chandler

- B. From 10/15 – 10/31, interviews were conducted to fill positions for Residential Specialists, Maintenance and Housekeeping and on 11/7/16, Orientation and Training began.



*Original hires first day of work on 11/7/16*

The table below provides the current staff counts.

Position	Count
Residential Specialists	9 + 1 part timer
Maintenance Staff	2
Housekeepers	5

There are 2 current openings for Maintenance Staff, 1 for Housekeeping and 1 full time and 1 part time positions open for Residential Specialists.

C. Staff Training

Training began on 11/7/16. The staff had one week to gel with one another, familiarize themselves with the property and learn the property's various systems and equipment before owners began moving in on 11/16/16. Listed below are some of the topics covered during training:

- Orientation
- HVAC System
- Domestic Pumps
- Fire Sprinkler
- Fire Pump
- Emergency Generator
- Surveillance and Access System
- Elevators
- Trash Compactor
- Telephone System
- Unit Appliances, Air Conditioning, Window Hardware, Plumbing
- Owner Database Software
- Warranty Program
- Owner Move Ins

D. Start Up Item Purchases: Landscaping/Housekeeping supplies and tools to include items such as Extractors, Golf Cart, Shelving, Man Lift, Shopping Carts, Wall Protection, Window Shades, Automated External Defibrillators etc.

E. Owner Move In and Key Pick Up Packet creation.

F. Bulk Key Pick Up

1<sup>st</sup> 11/16 - All of Lofts and Tower Floors 3 – 12.

2<sup>nd</sup> 11/22 - Tower Floors 13 – 26.

G. The Collection Blessing

11/11 Building blessed by Kahu, Kordell Kekoa.



## 2. Administration December 2016

### A. Bulk Key Pick Up

3<sup>rd</sup> 12/7, Floors 27 – 39

4<sup>th</sup> 12/14, Floors 40 - 43

### B. Contracts

Service Contracts executed for the following:

- |                            |  |
|----------------------------|--|
| 1. CCSI                    | Security Camera and Access Systems                             |
| 2. Copier                  | Toshiba  |
| 3. Hawaiian Telcom         | Bulk Cable Agreement   |
| 4. Hawthorne Pacific       | Emergency Generator  |
| 5. Honolulu Disposal       | Trash Hauling  |
| 6. Insurance               | Insurance Associates   |
| 7. IT (office Computers)   | ThinkSafe  |
| 8. Island Signal and Sound | Fire Alarm System, Common Smoke Detectors & Fire Extinguishers |
| 9. Multi Family            | Residential Sub metering                                       |
| 10. Pool and Spa           | Pacific Aquascapes   |
| 11. Pest & Rodent          | Xtermco  |
| 12. Towing                 | Tow Jams   |
| 13. Trash Compactor        | All Hawaii Hydraulics  |
| 14. Window Washing         | World Wide Window Cleaners                                     |

Still outstanding are The Tower Common Area HVAC.

## 3. Administration January 2017

### A. Inaugural Meeting

Held Tuesday, 1/17/17 at Cupula Theater at Inspiration. 9 Members were elected, to include 1 representing the Commercial Spaces and at least 1 representing the Lofts.

### B. Bicycle and Surfboard Registration

Lottery for Surfboards and Bicycles held on Tuesday, 1/17/17. All surfboard and bicycle bays were assigned. 77 Bicycle Racks and 61 Surfboard Racks.

Lottery winners for Surfboards were given 1 bay each. Lottery winners for Bicycles were give up to 2 bays each. Waitlisted residents were contacted for those Bicycle residents choosing only 1 bay. Cost for each is \$50 annually.

### C. Tower Homeowner Fair

Held Saturday, 1/14/17. Vendors included Standard Sheet Metal, A & B Warranty Department, California Closets, Window World, Marie Louise Cleaners, Servco, Between Detailing, Hawaiiana Management, Flooring Specialists and Hawaiian Telcom. About 190 homeowners attended from 8am to 11am. Received positive comments.



*Tower Homeowner's Fair*

**D. Lofts Homeowner Fair**

Held Saturday 2/11/14. Vendors included Standard Sheet Metal, A & B Warranty Department, A1-Electrical, Window World, Ferguson, Between Detailing, Hawaiiana Management, Flooring Specialists and Hawaiian Telcom. Only a few residents attended but those who did had their questions answered.



*Lofts Homeowner's Fair*

**E. Newsletter**

The Collection's first newsletter was distributed on 1/25/17. It was emailed to those on file, mailed to those without email addresses and copies were made available at the Tower Lobby Desk.

**F. Resident Services**

Unit Pest Control: The Collection has partnered with Xtermco to assist residents with unit interior Pest Control. Interested Residents would:

- Contact Xtermco directly
- Arrange for an adult to be home during the service
- Pay Xtermco directly upon completion. Cost is \$28.80

Service is provided only during those quarterly months when Xtermco is on site servicing the Common Areas (Feb, May, Aug and Nov).

Interior Unit Window Cleaning: World Wide Window Cleaning (WWWC) will offer owners unit interior cleaning. Interested Residents would:

- Contact WWWC directly
- Arrange for an adult to be home during the service
- Pay WWWC directly – payment can be made prior over the phone. Cost is:

**Interior Windows**

03-04 units: \$104.71

05-08 units: \$115.18

01, 02, 09 units: \$125.65

10 units: \$136.13

**Lanai Windows**

02-09 units: \$62.83

01 units: \$73.30

10 units: \$125.65

Prices may vary depending on non-typical locations of certain unit numbers.

Interior Unit Air Conditioning Annual Maintenance: I am currently working on building a preventive maintenance program with Standard Sheet Metal (The Collection's Unit AC installers). As the installers, they are very familiar with the equipment and are a licensed Mitsubishi Diamond Dealer. I anticipate a partnership and will advise the board upon completion.

## OPERATION

### 1. Pest and Rodent Control

#### A. Pest Control

Implemented. On a monthly basis, Xtermco will treat for Tower and Lofts all:

- Lobby
- Compactor Room
- Lunch Room
- Dumpster
- Rec Deck Planters
- Grill Areas
- Club Room
- All Floors Trash Chutes
- All Floors Stairwells

On a quarterly basis, all the above plus:

- All Restrooms
- 7<sup>th</sup> Fl Storage
- 7<sup>th</sup> Fl Pump Room
- Fitness Room

#### B. Rodent Control

To prevent any rodent infestations from beginning, 61 bait stations have been strategically placed around the project. Stations are checked monthly and a brief report provided of findings.



*Bait Stations strategically placed around the project as well as the Rec Deck*

## 2. Storm Drain Clean Out

On 1/19/17, Pacific Drain Services Jetted 28 storm drain access points. This preventive maintenance measure will help keep the property's storm drains clear and avoid future costly clogs. Grout and construction debris primarily found within.



*High Pressure Hose inserted into Storm Drain*



*Potential clogging debris dislodged*

## 3. Residential Specialist Ongoing Training & Communication

As the community evolves, regular Staff Meetings are held so sharing of information and training can be done as well as receiving important feedback from the staff. Additionally, weekly updates are provided to the staff by the Operations Supervisor, Ms. Kanani to keep them abreast of the operation (see attached, page 10).



#### 4. Preventive Maintenance

The Collection's Preventive Program creation has been completed (see attached, page 11). The property's areas and equipment has been put on a cleaning and maintenance schedule that will keep the property clean, safe and will prolong the useful life of the various tools, equipment and systems. A property this size has many areas to care for. The bulk of the preventive maintenance will be performed in-house.

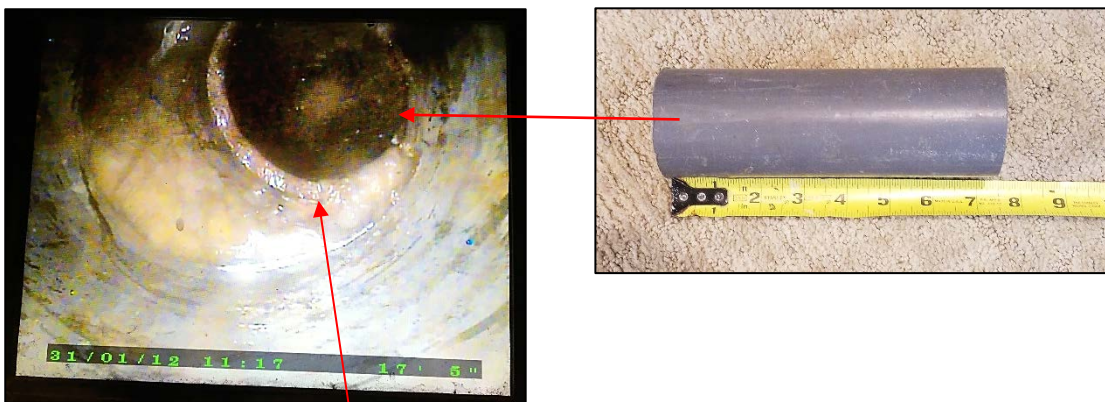
#### 5. House Rule Violations

Residents have moved to The Collection from single family homes, apartments or from their family's homes. Some may be unaccustomed to condominium living. From Dec 2016 through March 2017, we are treating House Rule Violations as opportunities to educate and provide friendly reminders to our residents so they can acclimate themselves. The most common have parking issues, parking stalls used as storage and items left outside of unit doors.

It is hoped that with this gentle, educational approach, we can build a community where all are doing their parts to maintain a harmonious relationship with one another and the building.

#### 6. Drain Line Clog

On 12/18/16, a drain line in one of the risers clogged and backed up into several units. A Licensed Plumber was called and unclogged the line. On 1/29/17, the same line clogged and the same units flooded. The Collection's Construction Plumbing installers, Commercial Plumbing Inc (CPI), scoped the line and found a 7.5-inch length of Schedule 80, PVC pipe. It was determined that the PVC was left in the line during construction and as such, Hawaiian Dredging accepted responsibility for the mitigation, remediation and re-construction costs.



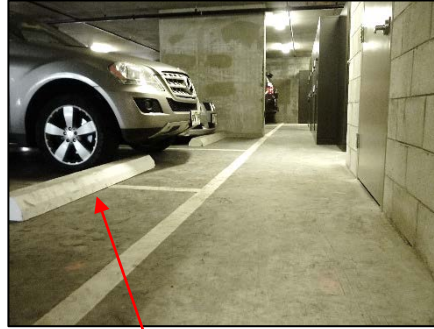
Vertical view, looking down, rim of pvc visible

#### 7. Garage Wheel Stops

A Homeowner inquired why his parking stall did not have any wheel stops. During the design and construction, wheel stops were installed only in stalls where parked vehicle protrusion would interfere with common area walk ways or access.



*Not necessary above*



*Necessary to prevent cars from blocking walkways & encroachment into other stalls.*



### 8. 10 Yard Open Top Bins

Inquiries have been made on when the open top bins will be permanently removed. The Tower is about 55-60% occupied. The amount of trash and cardboard generated from owners moving in is significant. The bins will remain for about 2 more months – perhaps shorter. The Pros and Cons of having the bins are:



#### Pros

- The frequency of hauls is fewer. Honolulu Disposal (HD) charges for each pick up. If the bins were smaller, pickups would be more frequent and costly.
- HD also charges for weight, however, this charge is removed if we have “Cardboard Waste Only” bin, which we do. It was important to have the 2 bins just to avoid the weight charge and save money.

#### Cons

- It's and eye sore.

### 9. Garage Stop Lines (Safety Concern)

There was a situation that was corrected in the Tower Garage, 2<sup>nd</sup> floor, where the vehicles driving down the ramps (to exit the garage) intersected with the vehicles exiting the 2<sup>nd</sup> floor parking area (Makai side).



*2<sup>nd</sup> fl intersection - Vehicles approaching simultaneously*



*View approaching intersection*



*2/13/17 install of stop lines*

## 10. Keahou Construction Dust

A complaint was received from one resident that dust from the Keahou construction was landing on his lanai. Will follow up with Hawaiian Dredging and Construction.

## 11. Kamehameha Middle School Tour

On Friday 2/3/17, 120 students toured The Collection and were given information on construction, cost to live at The Collection and the various systems and equipment needed to maintain and keep the property safe.



## 12. Coming Soon

- The Collection Website
- Online Amenity Reservation System
- Lobby Electronic Message Board
- Positive Alarm Sequencing
- Staff Evaluations (Probation Passing)/Merit Increases

## WARRANTY

### 1. Warranty Period

The common area warranty period began on 11/4/16 after the substantial completion of the building was issued, and will last until 11/3/17. During this time, The Collection will operate the building, make note of any malfunctioning equipment, systems or construction and submit a Warranty Request to correct the issue.

The buildings are still new and a transition period is expected where adjustments are made to fine tune the equipment and systems. Examples of these are the garage gates, elevators, common area air conditioning, landscaping and swimming pool/spa equipment.

The Collection design and construction is superior but with any new construction, there will be some needed corrections. Our Management Staff are submitting Warranty Requests for corrective action. Samples of some of the submitted Warranty requests by The Collection's Management Team can be seen on page 14.

### 2. Warranty Meetings

Weekly Meetings are held between The Collection's Management Staff, A & B and Hawaiian Dredging and Construction Company (HDCC). These meetings serve to update everyone on construction completion, status of warranty submittals and projects that impact services. A & B and HDCC have been outstanding partners and have worked very well with The Collection's Management and Staff. They have been very responsive and supportive of the operation.

## Manager's Update 01.13.17

### Amenity Reservations

- Be sure to check that the Resident lives on property when making Amenity Reservations. Non-Resident Owners forfeit their rights to utilize the facilities once they rent out their unit.

### Repeat Violations

- Continue to report repeat offenders on your shift report. Management will send violation letters to those offenders and give further direction.
- Ie: Unit XXX Dog barking. A letter will go out to the Resident informing them of the House Rule they are in violation of and the repercussions.

### Uninvited Visitors

- We have noticed an increase in activity both on bike/ foot. Both Hawaiian Dredging and our staff have worked hard to clean up and secure exposed areas (Commercial 4, Commercial Parking, Garage Gates).
- Please escort all uninvited guests off property immediately. If they are unwilling, contact HPD and complete a trespass form.

### Garage Gates

- The Tower Gate was put into to operation on Friday, 1/13.
  - Both the entrance and exit gate open when access is granted.
- The Loft gate is still in need of a few repairs.

### General Managers Corner

There is a style of management I have practiced over the years. It's called, **MBWA**. **Management By Walking Around**, refers to a style of management which involves managers wandering around, in an unstructured manner, throughout the workplace(s), at random, to check with employees, equipment, or on the status of ongoing work.

I'm very pleased with what I've seen thus far. I've noticed doors are secured, messes cleaned up, the Lobby Desk neat and clean, no personal calls or texting in common areas, Compactor Bins are always taken out, Compactor Room is always clean, Movers are kept under control, RS's helping Hskg, Owners are being made aware of House Rules, RS's are always gracious and smiling.

I want you to know what we're doing is not easy, especially with a new building and a completely new staff. Take a moment to pat yourselves on the back. I am very proud of all of you!

### **RESIDENT CORNER**

#### Vehicle Registration **Due February 1, 2017**

- Forms at lobby desk
- Collect forms and forward it to Victoria's inbox. She will then issue decals and return it to the lobby desk for pick up

#### Registration Form

- Renters: **ALWAYS** ask for a copy of their lease

#### Bike/ Surfboard

- Lottery will take place **January 17, 2017**

#### Pet Registration

- We are now accepting payments in the form of cash/ check
- You may **ONLY** accept checks at lobby desk if the Resident prefers cash see Victoria

### **UPCOMING MEETING/ EVENTS**

#### **Homeowners Fair**

January 14, 2017  
8:00AM – 11:00AM

#### **Inaugural Meeting**

January 17, 2017  
6:00PM  
Inspiration

#### **MANDATORY Residential Specialist Meeting**

January 23, 2017  
2:30PM – 3:30PM

### **BUILDING NEWS**

#### Pool Room

- It is normal to see water on the pool room floor. The water is cause by condensation from the heaters. Continue to report an abnormal amounts of water or active water leaks. We appreciate your efforts of squeegeeing the pool room.

#### Dog Park

- The installation of screens at the dog park will be conducted on February 13<sup>th</sup> - 15<sup>th</sup>. This work will affect traffic by the Tower loading dock as it requires a lift.

#### Coming Soon

- Loft trash chute hopper. A custom hopper is being manufactured.
- Window shades for the Lobby.

line	Item	Make / Model	Floor	Location	Category	Comments	Contractor	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	ACCU's	Mitsubishi	1 & Roof	Loading Dock & Tower roof	Maint	Check/inspect monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
2	ACCU's	Mitsubishi	3, 5 & 7	Annex	Maint	Check/inspect monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
3	ACCU's	Mitsubishi	Roof top	Lofts	Maint	Check/inspect monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
4	AED	Phillips	1 & 7	Lobby and Fitness Room	Life Safety	Check monthly for battery life	in-house	x	x	x	x	x	x	x	x	x	x	x	x
5	Air Blowers	Grizzly		Tower/Lofts	Hskpg/Maint	Check chord	in-house	x	x	x	x	x	x	x	x	x	x	x	x
6	Air Conditioning FCU's	Mitsubishi	Various	Common areas	Maint	Check operation & wash filters monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
7	Air Registers/Diffusers		All	All corridors and common areas	Hskpg/Maint	Clean monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
8	Baseboards	n/a	All	Corridors	Hskpg	Wipe/polish monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
9	BBQ area counters	Ceaser Stone	7	Tower	Hskpg	Buff stains - monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
10	BBQ grills & area	Lynx - L36PSR-2-NG	7	Rec deck	Hskpg	Daily	in-house												
11	Bike Storage		4 & Lofts	4th Floor Pkg, Lofts DH Storage	Hskpg/Maint	Check condition of bike racks	in-house	x	x	x	x	x	x	x	x	x	x	x	x
12	Bonnet			Tower/Lofts	Hskpg/Maint	Check chord	in-house	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
13	Booster pumps	Grundfos w/ABB drives	1	Loading dock	Maint	Check & inspect weekly	in-house	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
14	Cart Electric	EZ-Go	1	Garage	Maint	Tires, Batteries, Motor, Chassis	in-house	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
15	Carts Bus	Cambrio	7	Rec Deck	Maint	Pressure Wash, Maint Check & Oiling	in-house	x	x	x	x	x	x	x	x	x	x	x	x
16	Carts Flatbed		1	Maint. Rm	Maint	Pressure Wash, Maint Check & Oiling	in-house	x	x	x	x	x	x	x	x	x	x	x	x
17	Carts Mobile Ice Bins	Cambrio	7	Rec Deck	Maint	Pressure Wash, Maint Check & Oiling	in-house	x	x	x	x	x	x	x	x	x	x	x	x
18	Carts Shopping		2,3,4,5,6, Lofts	Garage	Maint	Pressure Wash, Maint Check & Oiling	in-house	x	x	x	x	x	x	x	x	x	x	x	x
19	Club Room - Lofts		1	Lofts	Hskpg	Daily	in-house	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
20	Club Room - Tower		7	Tower	Hskpg	Daily	in-house	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
21	Dog Park		6	Parking garage	Hskpg/Maint	Check daily, spray enzymes weekly, deep clean 2x.mo.	in-house												
22	Drains - Roof	n/a	Tower, Lofts & annex	Roof Top	Plumbing	Cleaning and Jet	in-house	x	x	x	x	x	x	x	x	x	x	x	x
23	Dryer Chute Cleaning	n/a	approx 10 locations		Maint	Empty Stack Catches	in-house			x			x						
24	Elevators - Tower	ThyssenKrupp	All	Tower	Hskpg	Track & Sensor Cleaning	in-house	x	x	x	x	x	x	x	x	x	x	x	x
25	Elevators - Lofts	Schindler	1	Lofts	Hskpg	Track & Sensor Cleaning	in-house	x	x	x	x	x	x	x	x	x	x	x	x
26	Emergency Generator	Hawthorne Pacific	1	Tower garage entrance	Toilet	Monthly testing	in-house	x	x	x	x	x	x	x	x	x	x	x	x

line	Item	Make / Model	Floor	Location	Category	Comments	Contractor	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
27	Entry Mats		1-6	Entrances	Hskpg	Wash	in-house	x	x	x	x	x	x	x	x	x	x	x	x
28	Exhaust Fans		various	Tower/Lofts	Maint	Check & inspect monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
29	Extractor	Advance		Tower/Lofts	Hskpg/Maint	Check brush, wheels, reserrior, tank	in-house	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
30	Fire Pump	Aurora	1st	Loading dock	Maint	Run weekly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
31	Fitness room - Lofts		1	Lofts	Maint	Check & inspect monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
32	Fitness room - Tower		7	Tower	Maint	Check & inspect monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
33	Garage Exhaust Fans		1-5	Garage	Maint	Clean Filter, Check Belts	in-house	x			x			x					
34	Garage Riding Sweeper	n/a	1-7, Lofts	Garage Ramps	Hskpg	Entire Garage 1x / month	in-house	x	x	x	x	x	x	x	x	x	x	x	x
35	Garage Gates	n/a	Auahi & South	Tower and Lofts	Maint	Inspect, check operation and lube chain	in-house	x		x				x					x
36	Hallway Carpet & Extraction	n/a	43-3	Hallways	Hskpg/Maint	7 floors per week	in-house	x	x	x	x	x	x	x	x	x	x	x	x
37	Hallway Carpets Spot Treatment	n/a	All	Hallways	Hskpg	Inspection and spot treat	in-house	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
38	Hallway Carpets Vacuum	n/a	All	Hallways	Hskpg	Building is done 1.5x per month	in-house	3.5x	3.5x	3.5x	3.5x	3.5x	3.5x	3.5x	3.5x	3.5x	3.5x	3.5x	3.5x
39	Heat Pumps	Pentair	7	Pool equip. room	Maint	check operation daily	in-house												
40	Ice Machine	Manitowoc	7	Rec deck - storage	Maint	Clean and Sanitize quarterly	in-house	x			x			x					
41	Irrigation	Rain Bird	7	Rec Deck - 7th fl storage	Landscaping	Visual Inspection	in-house	x	x	x	x	x	x	x	x	x	x	x	x
42	Irrigation	Rain Bird	1	Lofts and Maint rm.	Landscaping	Visual Inspection	in-house	x	x	x	x	x	x	x	x	x	x	x	x
43	Kitchen Appliances	Bosch	7, Lofts	Club Room	Maint	Dishwasher, Range, Refrigerator	in-house	x	x	x	x	x	x	x	x	x	x	x	x
44	Lighting Amenities	n/a	1, 7	Club Room, Lobby, fitness room	Lighting	Check for non-working or flickering bulbs	in-house	x	x	x	x	x	x	x	x	x	x	x	x
45	Lighting Garage	n/a	1,2,3,4,5,6,7, Lofts, Comm.	Garage	Lighting	Check for non-working or flickering bulbs	in-house	x	x	x	x	x	x	x	x	x	x	x	x
46	Lighting Garage Lockers	n/a	2,3,4,5,6	Garage	Lighting	Check for non-working or flickering bulbs	in-house	x	x	x	x	x	x	x	x	x	x	x	x
47	Lighting Ground Floor Landscaping	n/a	1	Various perimeter & Landscaping	Lighting	Check for non-working or flickering bulbs	in-house	x	x	x	x	x	x	x	x	x	x	x	x

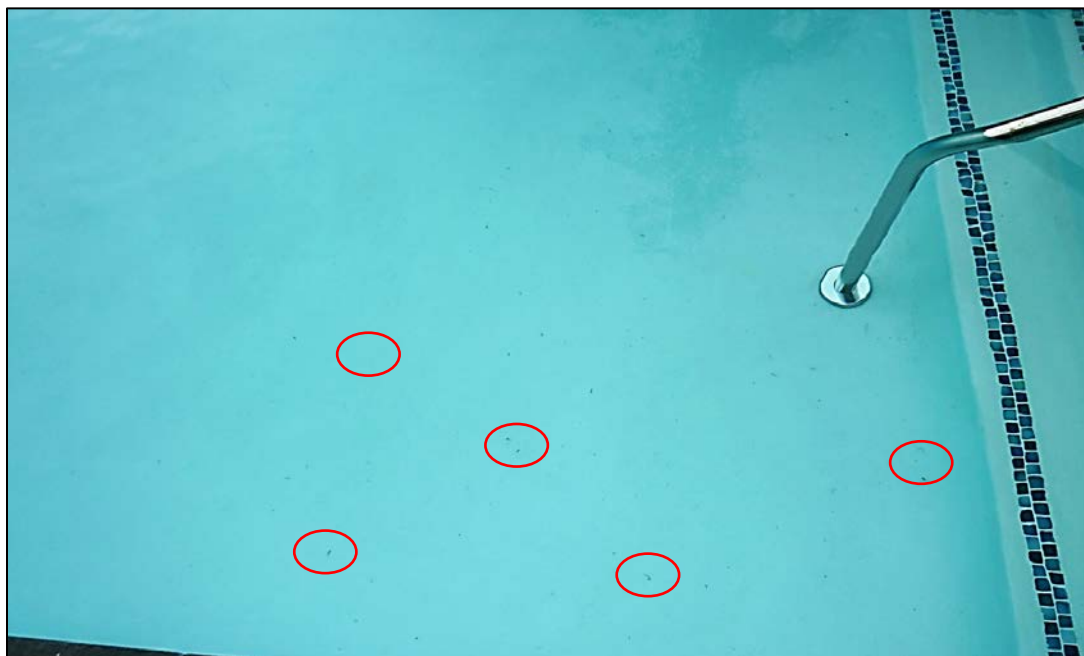
line	Item	Make / Model	Floor	Location	Category	Comments	Contractor	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
48	Lighting Rec Deck	n/a	7	Pavilions, cabanas, sconce, bollards	Lighting	Check for non-working or flickering bulbs	in-house	x	x	x	x	x	x	x	x	x	x	x	x
49	Lighting Roof Top	Perimeter LED, Beacon, sconces	1 & Roof Top	Roof Top	Lighting	Check for non-working or flickering bulbs	in-house	x	x	x	x	x	x	x	x	x	x	x	x
50	Lighting Tower Hallways and Elevator Lobbies	n/a	All	Hallways	Lighting	Check for non-working or flickering bulbs	in-house	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
51	Loading Dock/Porte Cochere	n/a	1	Loading Dock/Porte Cochere	Maint	Power wash monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
52	Lobby Carpet	n/a	1	Lobby	Hskpg	Inspection and spot treat	in-house	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
53	OAU	Aaon	Roof top	Lofts	Maint	Check condition - weekly	in-house	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
54	OAU -1	Petra	Roof top	Tower roof	Maint	Check condition weekly	in-house	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
55	Pool & Spa's	Chlor-king, Pentair	7	Tower	Maint	check & clean daily	in-house												
56	Push Sweeper	Hagga		Tower/Lofts	Hskpg/Maint	Check brushes & wheels	in-house	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
57	Rec - deck furniture		7	Tower	Hskpg/Maint	Routine cleaning	in-house	x	x	x	x	x	x	x	x	x	x	x	x
58	Supply Air Fans		various	Tower/Lofts	Maint	Check & inspect monthly	in-house	x	x	x	x	x	x	x	x	x	x	x	x
59	Surf board storage			Comm. & Lofts	Maint	Check condition of racks and cleanliness of room	in-house	x	x	x	x	x	x	x	x	x	x	x	x
60	Toilet Exhaust Fans	Loren Cook		Loft & Annex Rooftop	Maint	Clean Screens	in-house			x						x			
61	Touch Up Painting	n/a		Garage Wheel Stops and curbs, Porte Cochere, Stairwells.	Maint		in-house	x	x	x	x	x	x	x	x	x	x	x	x
62	Tower Lighting Stairwells 1, 2, 3, Lofts DH, Ewa	n/a	All	Tower and Garage	Lighting	Check for non-working or flickering bulbs	in-house	x	x	x	x	x	x	x	x	x	x	x	x
63	Trash Bins	n/a	1	Compactor Room	Maint	cleaning & inspection	in-house	x			x			x					
64	Trash Chute Doors	n/a	All	All floors	Maint	Insure doors latch and secure, open close properly, lube	in-house	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x	2x
65	Trash Compactor	Morse	1	Trash Room	Maint	as needed	in-house												
66	Trash Rooms			1st floor Tower and Lofts	Hskpg	Check daily	in-house												
67	Vaccums			Tower/Lofts	Hskpg	Check chord, clean build up, wipe down, check filters	in-house	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
68	Window/Glass		1	Tower/Lofts	Hskpg/Maint	Buff hard water stains	in-house	x	x	x	x	x	x	x	x	x	x	x	x



Section of Rooftop  
Parapet LED Ribbon  
Out.  
Work in Progress



Leaking Fire Pump Plumbing Completed



Debris embedded in Pool Plaster Completed



**Cracked Parking Stall Completed**



**Exposed Energized Circuits Completed**



**Pool Pump not Lifted off Wet Floor Work In progress**



**Use of Mixed Metals for Pool Equipment Work In progress**



**Metal shavings in paint that is rusting Work in Progress**



**Gaps in Lobby Main Entrance Threshold subject to Water Intrusion (Motors are in threshold) Work in Progress**





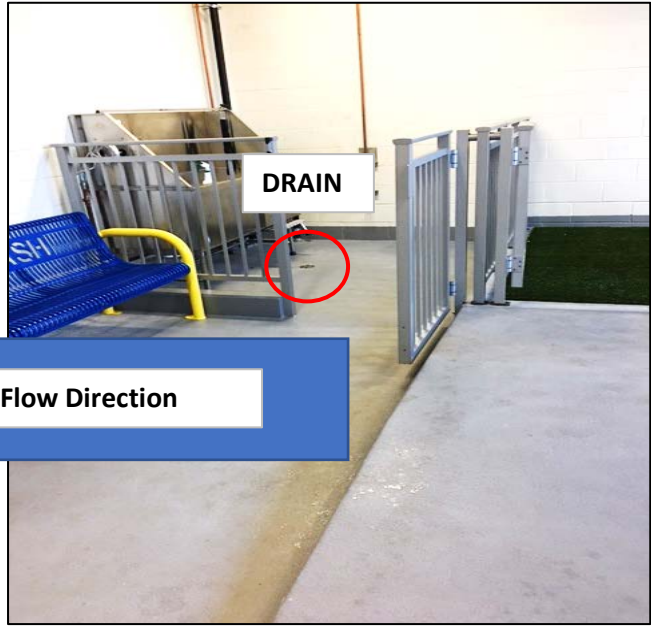
**Left Over Grout on Keawe St. Lobby Steps  
Work in progress**



**Gap in Lofts Awning - Water Intrusion  
Possible. Work in Progress**

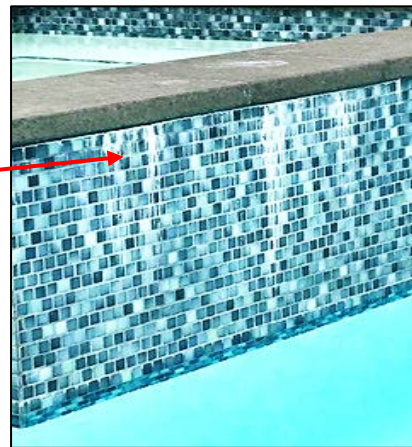


**Sheet Flow Direction**



**DRAIN**

**Dog Park: When Rinsing and Scrubbing, water flows away from the Drain.  
Work in Progress.**



**Residual  
staining under  
pool coping  
Work in  
Progress**