

Issue Tracking Report (Internal Use Only)

Customer: Highland Property Management
Location: Super Value Stores (Providence, RI)

Summary	
Date Opened	3/15/04 2:30 PM
Date Closed	3/18/04 10:15 AM
East Coast Manager	T. Jefferson
1 Day Follow-up	T. Jefferson
3 Day Follow-up	A. Lincoln
7 Day Follow-up	T. Jefferson

Date/Person	Issue
3/13/2004 B. Madison	Joe said they are expecting city official to look at the parking lot and grounds on Tuesday March 17. He would like to have a special clean up. The crew should pay special attention to the perimeter areas and even clean any trash that might have blown onto neighbors lawns.
3/13/2004 T. Edison	T. Jefferson (Operations Manager) met with client at site to survey required work and take digital photos of 'before'
3/13/2004 B. Madison	T. Jefferson (Operations Manager) provided special cleaning instructions for regular night sweeping crew.
3/13/2004 B. Madison	T. Jefferson assigned daytime crew for three hours hand pick.
3/13/2004 T. Edison	T. Jefferson Checked site/work, took digital photos and emailed them to client.

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