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## Walking Box Ranch Custodianship Quarterly Progress Report: Period ending January 10, 2010

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## QUARTERLY PROGRESS REPORT

University of Nevada, Las Vegas  
Period Covering October 11, 2009 – January 10, 2010  
Financial Assistance Agreement #FAA080093

### Custodianship of the Walking Box Ranch Property

#### Executive Summary

- UNLV provides stewardship of Walking Box Ranch (WBR) by providing a caretaker who oversees the property, facilitating use of the property by researchers and educators, developing a use and research policy for the property, and coordinating these activities with BLM and in accordance with TNC restrictions.
- UNLV currently addresses security issues for the property through the presence of the caretaker and three Metro Officers who reside on the property in two recreational vehicles, in rotation. UNLV has prepared a draft document outlining this agreement that will be signed by UNLV and participating officers and this agreement is now under review by UNLV solicitors.
- UNLV completed a draft Premises-use Process, which will define how UNLV receives and submits requests to conduct work on the 40-acre headquarters site to BLM. **This procedure is hereby forwarded to BLM for review and approval.**
- UNLV has completed a draft inspection document that guides daily inspection of the ranch by the caretaker. **This document is hereby forwarded to BLM for review and approval.**

#### Summary of Attachments

- WBR Open Work Orders 121709.pdf
- WBR Closed Work Orders 121709.pdf
- Metro Police MoU\_Final 010410.doc
- WBR-BLM\_application\_permit\_form V1.doc
- WBR standard operating procedures V1 010710.doc

## **Project Management Plan Items:**

### ***1. Provide stewardship of the 40-acre Headquarters Parcel of the Walking Box Ranch.***

- a. Maintained and used in accordance with the Conservation Easements and Section 106 of the National Historic Preservation Act and***
- b. Make available to researchers, educators, students, federal land management personnel, the citizens of the State of Nevada, and the general public during the time that the Walking Box Ranch Field Research and Training Center and Museum are being designed and constructed.***

- UNLV provides a caretaker who lives on the premises, oversees the use of the property, and is in daily communication with UNLV regarding activities on the property. Our previous caretaker, Ron Vernholm, has gone to Alaska for the winter and will return in spring for another 6-month stint. Our caretaker for the winter is Shirley Robinson, who recently graduated from UNLV with a degree in geology. She will be staying at the ranch until Ron returns in spring.
- Visitation during this quarter included two individuals who stayed at the ranch to conduct research for a total of six days.
- Paul Dzerk with UNLV Landscaping has assessed the trees and shrubbery on the property and will begin pruning as needed during the coming quarter.
- UNLV maintenance during this quarter has included the following items. Attachments include UNLV facilities “open” (**WBR Open Work Orders 121709.pdf**) and “closed” (**WBR Closed Work Orders 121709.pdf**) work orders. Note that the work on the “open” form has been completed, but the paperwork indicating completion is not yet available.
  - The semiannual inspection of the roof was completed and the roof condition was determined to be acceptable.
  - A missing fire alarm in the bunkhouse was replaced.

### ***2. Be responsible for coordination and facilitation of site security; protection from vandalism; minor/routine repair; day-to-day upkeep of facilities and property; and protection of the 40-acre “Headquarters Parcel” of the Walking Box Ranch and Museum. The UNLV shall be responsible to ensure that the 40-acre “Headquarters Parcel” of the Walking Box Ranch property is managed in a manner consistent with the Conservation Easements on the ranch property; the BLM’s management goals objectives, priorities and directives for the property; and within available funding.***

- UNLV provides a caretaker who lives on the premises, and who is a key component in maintaining security on the property. (See the first item under Project Management Plan Items: 1b, above, for more detail.)
- UNLV has an informal agreement with Metro officers who currently park two recreational vehicles on the property in which they live while on duty. UNLV provides hookups for the RVs. The officers provide increased security through their part-time presence and the presence of official police vehicles parked on the

premises. UNLV has completed a draft document formalizing this agreement with the officers that is attached (**Metro Police MoU\_Final 010410.doc**). This document is now being reviewed by UNLV solicitors for final approval.

3. ***Report any issues of safety or concern to the BLM within a reasonable time period.***
  - There were no issues of safety or concern during this reporting period.
4. ***The UNLV shall be responsible for all reasonable minor repairs to stabilize the ranch buildings and maintain a record of all repairs and costs. The UNLV threshold for single minor repairs shall not exceed \$2,500 per work-order and shall not require prior BLM approval.***
  - During this report period the following repairs were made:
    - An irrigation line that was broken was repaired.
    - Wind damage to the main house roof tiles was repaired.
    - A broken second bathroom window off a bedroom was taped.
    - A leaking water tank was inspected, but could not be repaired. This problem was reported to BLM by email and a phone conversation on 12/23/09.
5. ***Participate in effective and collaborative partnerships with the BLM.***
  - UNLV continues to communicate with BLM regarding all aspects related to custodianship of the property, to take all possible precautions to protect the property, and to use the property in ways that advance BLM's mission.
6. ***Participate in relevant and required community and governmental meetings, scholarly conferences and educational activities that forward the purposes of this agreement.***
  - No community or governmental meetings, scholarly conferences, or educational activities were held during this quarterly reporting period.
7. ***Assist BLM with public outreach functions regarding activities at or in relationship to Walking Box Ranch, and the need to restore and protect this historic property.***
  - No BLM public outreach activities occurred during this quarterly period.
8. ***Facilitate the efforts of the BLM to carry out tasks associated with any project to be performed on the Walking Box Ranch so as to in no way cause unreasonable delays or inhibit access to the BLM as required to carry out such projects.***
  - No such BLM tasks were conducted during this time period.
9. ***Premises-use Monitoring: Create and implement process to coordinate and process requests from universities, other educational institutions, and public and private***

*entities or agencies to conduct research projects on the 40-acre “Headquarters Parcel” of the Walking Box Ranch property or utilize the facilities thereon. Research requests shall be forwarded to the BLM and The Nature Conservancy for approval. Research projects outside of the 40-acre “Headquarters Parcel” of the Walking Box Ranch property are not authorized under this Agreement. The created process will be documented in a report and will include requests forms.*

- UNLV has completed developing a draft Research Application Permit policy that will coordinate research requests and transmit these requests to BLM and TNC. The form requests detailed information on proposed research to be conducted on the Headquarters Parcel. This draft document, which is attached (**WBR-BLM\_application\_permit\_form V1.doc**), is hereby forwarded to BLM for review and approval.

10. *Inspections: Create and implement process to conduct visual inspections of on-site facilities and contents and document their current/ongoing condition and prepare written recommendations for the BLM regarding repair, replacement, or upgrade. The created process will be documented in a report and will include inspection forms and recommendation forms.*

- UNLV has completed a draft document of standard operating procedures that include: daily visual inspection of buildings, daily visual inspection of property, water tank inspections, maintenance/repairs records, and daily visitation and outside maintenance log. We have implemented these procedures and hereby include this document for review and approval by BLM (**WBR standard operating procedures V1 010710**).

## SUMMARY OF PROJECT PLAN

### *Walking Box Ranch – Custodianship*

Year One Deliverables	Percent Complete as July 10, 2009	Plan for Completion
1. Provide stewardship of the 40 acre Headquarters Parcel of the WBR	25%	Continue to provide caretaker; finalize WBR Use Request Form during the first quarter of 2009; Formulate WBR Use Policy during 2009.
2. Be responsible for coordination and facilitation of site security	25%	Continue to provide caretaker; complete agreement with Metro officers staying at ranch; assess ranch security, formulate security plan, and implement security plan.
3. Report safety or concern issues to BLM.	25%	Continue to report issues of concern to BLM
4. Be responsible for reasonable minor repairs.	25%	Make necessary repairs as the need arises
5. Participate in effective and collaborative partnerships with the BLM.	25%	Continue to work collaboratively with BLM to move project forward
6. Participate in relevant and required community and governmental meetings, scholarly conferences and educational activities.	25%	Participate in meetings whenever they occur.
7. Assist BLM with public outreach functions.	25%	Assist whenever these projects occur.
8. Facilitate BLM efforts with WBR associated projects.	25%	Facilitate whenever the projects occur
9. Premises – use monitoring: create and implement process to coordinate request to conduct research on the 40-acre Headquarters parcel.	90%	<b>Develop a policy and provide policy and relevant documents to BLM. <i>This report is delivered to BLM for review and approval as part of this quarterly report.</i></b>

10. Inspections: create and implement process to conduct inspections of facilities and contents and provide recommendations for BLM.	90%	<b>Formalize the ranch inspection process and deliver report summarizing process and relevant documents. <i>This form is delivered to BLM for review and approval as part of this quarterly report.</i></b>
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Submitted by:

Margaret N. Rees, Principal Investigator

01/11/2010

Date

# **ATTACHMENTS**



# *Walking Box Ranch Open Work Orders*

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<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
<b><i>WBRG-Guest House</i></b>				
12/16/2009	WO-259707		Roof Shop - Replace the battery operated smoke detector in the bunkhouse on your next trip to WBR. Please bring extra batteries.□	
<b><i>WBRH-Ranch House</i></b>				
7/1/2008	AD-8410		FY09 Open End PO for propane at Walking Box Ranch. 12 month service estimated at \$3,000.00. Filled on an as-needed basis.	
12/14/2009	WO-259528		Roof Shop - Repair wind damage to main house roof tiles, tape second floor window bedroom window off the bathroom, inspect and repair if necessary the water tank that s reported leaking, and repair an irrigation line that is broken. See emails for pictures and coordinate with Kevin.□	
12/16/2009	WO-259684		BILLING ACTIVITIES - QUARTERLY	

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
<b>WBRB-Barn</b>				
7/1/2006	WO-137175	10/30/2006	ROOF INSPECTION SERVICE- SEMIANNUAL	Tech report: Missing fascia board on south side and west side at ridge (12'), loose fascia on north side, some fasteners are backing out of the metal roof - need to re-secure or replace.
9/11/2006	WO-144832	2/15/2007	(Lock Shop) Install new hasp and lock on the barn. The old hasp was cut off. Mailstop: 1048	Take off old hasp and replace with new one. Left locks and hasp with caretaker. Completed. MC
10/17/2006	WO-148724	10/20/2006	matt f key up two locks for jeffs new door for out there in walking box Mailstop: 1048	Master key locks for walking box ranch. Completed. MC
1/1/2007	WO-154087	4/12/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	ROOF INSPECTION SERVICE - SEMIANNUAL. COORDINATE ACCESS TO ANY CHEMICAL AREA SO.(I.E. RADIATION EXHAUST, PERCHLORIC ACID) WITH SUPERVISOR AND RISK MANAGEMENT & SAFETY DEPARTMENT AS REQUIRED. 2. INSPECT ROOF AREA FOR CONSTRUCTION DEFECTS, OWNER ABUSE, GENERAL DETERIORATION, AND SIGNS OF WATER INFILTRATION. 3. PERFORM COMPLETE ROOF INSPECTION TO INCLUDE THE FOLLOWING: A. TYPE OF ROOF:(1) BUILT UP __, (2) FOAM __, (3) SINGLE PLY MEMBRANE __, (4) BAIIATED SINGLE PLY MEMBRANE __, (5) RUBBERIZED EPDM __, (6) COMPOSITION SHINGLES __, (7) OTHER METAL __ B. INSPECTION CHECKLIST: (1) ROOF ACCESS BY LADDER __, (2) PARAPET WALLS __none, (3) ROOF DRAINS __none, (4) FLASHING/COUNTER FLASHING __ok, (5) WALK PADS __none, (6) OVERHANGING BRANCHES/VEGETATION __none, (7) DEBRIS __removed, (8) TERMINATION BAR __none, (9) ROOF PENETRATIONS __ok, (10)ROOFTOP EQUIPMENT CURBS __none, (11) ROOFTOP UTILITY SERVICE LINES (IE: ELECTRICAL/NATURAL GAS/CONDENSATE/HYDRONIC __OK, (12) PITCH POCKETS __none, (13)ALIIGATORING __none, (14) BIISTERS/CRACKS __none, (15) EXPOSED FOAM __none, (16) GRAVEL STOPS __none, (17) SEAMS __none, (18)CONDITION OF FIELD __fair, (19) EXCESSIVE PONDING __at bent panels, (20) SIGNS OF LEAKAGE __none at this time, (21) OVERALL CONDITION __o.k. 4. COMPLETE WORK ORDER TIME AND MATERIALS. MANDATORY COMMENTS REQUIRED!! 5. REPORT OUTSTANDING DISCREPANCIES TO SUPERVISOR FOR CORRECTIVE ACTION. NOTE: THIS WORK ORDER IS FOR PREVENTIVE MAINTENANCE ONLY. PLEASE HAVE A SEPERATE WORK ORDER CUT FOR ANY REPAIRS THAT MAY BE NEEDED. Tech report: Fasteners are starting to back out of the metal roof. □
7/1/2007	WO-169289	8/9/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	Loose fasterners and missing fascir. Completed. MC
10/24/2007	WO-183430	1/2/2008	NOTE: Switched back to Doors per Joe. See WO-189038 for Joe's time. NG 01/02/08 □□NOTE: Switched from Doors to Carpenters per Joe (CA-1). NG 12/19/07 □□Doors - On the east side of the barn, remove small white door and store in barn. Board up opening to not damage the structure. While out there, bring a replacement lock from the Lock Shop and replace one of UNLV's locks that is jammed. □	Job has been done at this time. Complete NG

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
1/2/2008	WO-189038	2/8/2008	NOTE: This is Joe's copy of Doors WO-183430. No new time is needed (14 hours charged). Send in complete with comments when ready. NG 01/02/08 □□ Doors - On the east side of the barn, remove small white door and store in barn. Board up opening to not damage the structure. While out there, bring a replacement lock from the Lock Shop and replace one of UNLV's locks that is jammed. □	Close per open WO report. Completed. DB 2/8/08 □
1/3/2008	WO-189624	2/26/2008	ROOF INSPECTION SERVICE- SEMIANNUAL	02/26/2008 08:39 KIDA - Inspected roof and is ok. Stocked and organized roofing materials for repairs. Completed, KD
2/21/2008	WO-194743	2/25/2008	Cut pipes for the RV hook-ups, cut water pipes down, cut 4 metal pipes down at tennis court, sheetrock, and fire tape the pump house. DB	Did work as requested on the work order. Completed. MC
7/1/2008	WO-206442	1/6/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	01/06/2009 13:08 BRPH - PM work order has not been turned in. Superseded by current PM cycle. No labor posted. □□ 07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
11/10/2008	WO-221109	12/4/2008	Welder - Fabricate and mount brackets and pole to secure barn doors. Also help an electrician change bulbs on a security light. Plan to go down 11/13/08. □	Built barn door brackets and cross bar to secure barn doors. Work was done to enhance security. Completed. NR
1/1/2009	WO-225140	7/27/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
7/1/2009	WO-241551	10/23/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	A. TYPE OF ROOF: □□ (7) OTHER_x metal ___ □□□ B. INSPECTION CHECKLIST: □□ (1) ROOF ACCESS ___ visual inspection ___ □□ (2) PARAPET WALLS _n/a_ □□ (3) ROOF DRAINS ___n/a_ □□ (4) FLASHING/COUNTER FLASHING ___n/a_ □□ (5) WALK PADS ___n/a_ □□ (6) OVERHANGING BRANCHES/VEGETATION ___n/a_ □□ (7) DEBRIS ___n/a_ □□ (8) TERMINATION BAR ___n/a_ □□ (9) ROOF PENETRATIONS ___n/a_ □□ (10) ROOF TOP EQUIPMENT CURBS ___n/a_ □□ (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) _n/a_ □□ (12) PITCH POCKETS ___n/a_ □□ (13) ALLIGATORING ___n/a_ □□ (14) BLISTERS/CRACKS ___n/a_ □□ (15) EXPOSED FOAM ___n/a_ □□ (16) GRAVEL STOPS ___n/a_ □□ (17) SEAMS ___fair_ □□ (18) CONDITION OF FIELD ___fair_ □□ (19) EXCESSIVE PONDING ___no_ □□ (20) SIGNS OF LEAKAGE ___no_ □□ (21) OVERALL CONDITION ___fair_ □□ 10/23/2009 09:08 KIDA - Did PM roof inspection on barn. Repaired broken off fascia board on WO-253609.
<b>WBRC-Corrals</b>				
9/11/2006	WO-144837	2/15/2007	(Lock Shop) Please install lock on the back gate of the corral. Bring a chain and or hasp in case there is not means to secure with a lock. See Cathy at ex 55165 for any questions. □ Mailstop: 1048	Take off old hasp and replace with new one. Left lock and hasp to caretaker. Completed. MC
2/5/2009	WO-229942	3/20/2009	Lock Shop - Purchase a combination lock for the WBR gate. Provide the lock to Cathy Willey and the combination to both Cathy and Kevin Raschko. □	Done. Close per open work order report 03/16/09. MC

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
<b>WBRD-Caretaker Double Wide Trailer</b>				
1/30/2006	WO-124081	2/6/2006	(Electricians) GFCI outlet in the caretakers trailer keeps tripping. Please coordinate visit with Cecilia Harmer (one of the caretakers) through Kevin Raschko. □Mailstop: 1048	Replaced GFCI outlet receptacle, replaced breakers and rewired fixture. Complete NG.
5/2/2006	WO-132217	2/11/2008	(Bill Quinn) ESTIMATE: Please provide estimate for RV hook ups off the double wide trailer. This will include power, water, and septic. No natural gas. Roger Harrison has knowledge of this through Bill Wood. Also utilize Vic Welbourne since the plumbers would be doing a portion of the work. Please email estimate to Kevin Raschko. □Mailstop: 1048	Cancel this- work was done on WO-185466. Completed. DB
7/1/2006	WO-137167	11/3/2006	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Washed out coils, replaced burned wiring PM pe task list changed filters.
7/1/2006	WO-137176	10/30/2006	ROOF INSPECTION SERVICE- SEMIANNUAL	Tech report: There are a few curled shingles on the west side of the roof. The roof has been coated with a white acrylic coating.
8/11/2006	WO-141011	8/17/2006	(Plumber) On the next trip to WBR, please check the toilet in the double wide trailer. There was a report the toilet makes excessive noise. □Mailstop: 1048	Replace flapper + check other toilet. Left extra parts there for future use. Complete NG.
8/24/2006	WO-142510	10/5/2006	Repair skirting on the trailer. SP	Installed new skirting on the trailer and repaired as needed. Complete NG.
8/31/2006	WO-143729	10/20/2006	replace condenser fan motor. SP	Close per HVAC shop. 10/20/06 NG.
9/26/2006	WO-146839	12/15/2006	Paint the sheet metal skirting around the trailer (Mary's trailer). Contact Jeff Blaase (Doors 1) for more details. KD	Gave paint to Jeff Blaase for the WBRD. Cancelled. MC
10/11/2006	WO-148226	11/17/2006	Replace door to the caretaker's trailer. MC	Installed the new door + windows as needed. Complete NG.
10/17/2006	WO-148704	10/20/2006	repin lock. SP	Repin two lock. Completed. MC
11/16/2006	WO-151249	12/22/2006	The light fixture in the restroom need to be replaced is touching the wall causing a fire hazard. Kh.	Cancel, work was completed on W0-153155. Cancelled. DB
11/20/2006	WO-151443	12/22/2006	Three light fixtures need attention. SP	Cancel, work was completed under WO-153155. Cancelled. DB
12/11/2006	WO-153155	12/22/2006	(Electricians) Please look at the following issues on the next scheduled trip: light fixtures needing fluorescent bulbs (in entry way, west side) no light cover on the light in the Master bathroom loose electrical socket near the toaster in the kitchen □Mailstop: 1048	Job complete. Repaired as W.O. requested. Completed. DB
12/11/2006	WO-153156	2/2/2007	(Lock Shop) Re-key the west/front door to the double wide. Under a separate system - not to correspond with the 'Master' key. Provide copies for Cathy Willey herself and the new caretaker. □Mailstop: 1048	Accompanied PLI personnel to purchase locks, set up locks under one key, seperate from existing master key system, gave locks to doors dept to install. Completed. SP

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
1/1/2007	WO-154088	4/12/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	<p>ROOF INSPECTION SERVICE - SEMIANNUAL</p> <p>1. COORDINATE ACCESS TO ANY CRITICAL AREAS (I.E. RADIATION EXHAUST, PERCHLORIC ACID) WITH SUPERVISOR AND RISK MANAGEMENT &amp; SAFETY DEPARTMENT AS REQUIRED.</p> <p>2. INSPECT ROOF AREA FOR CONSTRUCTION DEFECTS, OWNER ABUSE, GENERAL DETERIORATION, AND SIGNS OF WATER INFILTRATION.</p> <p>3. PERFORM COMPLETE ROOF INSPECTION TO INCLUDE THE FOLLOWING:</p> <p>A. TYPE OF ROOF:</p> <p>(1) BUILT UP (2) FOAM (3) SINGLE PLY MEMBRANE (4) BALLASTED SINGLE PLY MEMBRANE (5) RUBBERIZED EPDM (6) COMPOSITION SHINGLES (7) OTHER</p> <p>B. INSPECTION CHECKLIST:</p> <p>(1) ROOF ACCESS by ladder (2) PARAPET WALLS (3) ROOF DRAINS (4) FLASHING/COUNTER FLASHING (5) WALK PADS (6) OVERHANGING BRANCHES/VEGETATION (7) DEBRIS (8) TERMINATION BAR (9) ROOF PENETRATIONS (10) ROOF TOP EQUIPMENT CURBS (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) (12) PITCH POCKETS (13) ALLIGATORING (14) BLISTERS/CRACKS (15) EXPOSED FOAM (16) GRAVEL STOPS (17) SEAMS (18) CONDITION OF FIELD (19) EXCESSIVE PONDING (20) SIGNS OF LEAKAGE (21) OVERALL CONDITION</p> <p>4. COMPLETE WORK ORDER TIME AND MATERIALS. MANDATORY COMMENTS REQUIRED!</p> <p>5. REPORT OUTSTANDING DISCREPANCIES TO SUPERVISOR FOR CORRECTIVE ACTION. NOTE: THIS WORK ORDER IS FOR PREVENTIVE MAINTENANCE ONLY. PLEASE HAVE A SEPERATE WORK ORDER CUT FOR ANY REPAIRS THAT MAY BE NEEDED.</p>
1/23/2007	WO-156282	1/24/2007	washing machine valves leaking. SP	Replaced valves on washing machine. Completed. DB
1/29/2007	WO-157300	2/9/2007	(Electricians) Please replace three way switch and possibly a breaker. Contact the caretaker Donald Davidson at 202-744-3647 for specifics before going there. Mailstop: 1048	Breaker in the panel was bad - replaced. Completed. MC Work Order reopened by Bill Quinn. Repair 3-way switch - had to be rewired. Completed. MC
2/1/2007	WO-157657	2/7/2007	There is a leak in the laundry room, and the vent for the dryer is deteriorating. Kh.	Repair leak on washing machine. (Washing machine is falling apart, will leak again) Need to be replaced. Completed. DB
7/1/2007	WO-169290	8/9/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	Roof is in fairly good condition. Completed. MC

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
7/1/2007	WO-169302	2/15/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:49 KIDA -
8/2/2007	WO-173347	11/15/2007	Plumbers: Need to determine filter size for reverse osmosis system [under the kitchen sink in the caretakers/doublewide]. Filter numbers to be replaced are 'Omnipure' T33/CL10R0 (1/8" or 1/4") and CL 10PF5 (1/8", 1/4" or 3/8"); [Changing of these filters can be done annually or as recommended by manufacturer] (2) Inspect and repair plumbing/pipe issue in front bathroom of doublewide. Strong urine odor is prevelant. Possible wax seals? □Mailstop: 1048	Work to be done on work order # 183367. Completed. NR
8/8/2007	WO-173884	10/3/2007	Electricians- Replace a faulty breaker on the double wide trailer at WBR. The following information was provided- Manufacturer is GE 15 amp CF22 is one number on the breaker, along with GFCI circuit breaker There is a 'push to test' red button on/at the breaker area 3 wires are coming off the breaker itself. If you have any questions please contact Cathy Wiley at 55165. Also let her know when you plan a visit, this is not an emergency but needs to be replaced.  Mailstop : 1048	Job complete. Replaced defective GFCI breaker. Ordered 1 spare breaker and left it with the caretaker. Checked receptacles and looked for any other problems. Removed outside welding plug off of barn. Box was broken and a shock hazard. Completed. NER□□
8/30/2007	WO-177530	9/28/2007	Plumbers: Repair the reported leak in bathroom of the double wide trailer. Contact Cathy at ex 55165 for severity. Also take replacement tire and rim for WBR golf cart with you from motor pool, the caretaker will install this.	This was done on WO-173542. Cancelled NG
12/3/2007	WO-187348	4/11/2008	Roofers - Doublewide has a roof leak, leaking in kitchen (discovered in storm over weekend)□	Close per OWR for 4/4/08. DB 4/11/08 9:51am
12/7/2007	WO-187765	12/13/2007	Plumbers- Replace reverse osmosis in the double wide trailer. Also wrap pipes with insulation to help prevent freezing.□	Remove old RO systems and install new RO system. Wrap water lines to protect from freezing. Completed. MC
12/18/2007	WO-188553	1/10/2008	Plumbers - 1) The first bathroom sink in the Doublewide is now dripping constantly repair or replace. 2) The faucet in the kitchen sink in the Bunkhouse has always been backwards and leaks.□	Duplicate of WO-188615 and WO-189124. Cancelled. MC
12/20/2007	WO-188616	12/20/2007	repair leak on hot water line under trailer  Mailstop : 1048	Crawled under trailer and repaired hot water line. Completed. AB
1/2/2008	WO-189022	1/11/2008	Plumbers- The washer in the doublewide fills up with water but does not stop filling automatically. Repair or replace as necessary.  Primary Account # : 2221-216-1511-30-M4 Backup Account # :	Repeat of WO-189124. Completed. dB

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
1/3/2008	WO-189116	4/22/2008	NOTE: Plumbers also received a WO for these things, WO-189124. Kevin wants whichever shop that goes out first to look at them, or perhaps both shops to go together. NG 01/03/07 ☐☐ Carpenter - Inspect the stairs to the double wide trailer to see if they need to be centered under the door, or if they were built incorrectly. Move or rebuild as necessary.  Also inspect the washing machine in the double wide as the fill does not shut off. See if it can be repaired or if the machine needs to be replaced.  Primary Account # : 2221-216-1511-30-M4 Backup Account # :	Closed per OWOR. NG 04/22/08
1/3/2008	WO-189124	1/11/2008	NOTE: Carpenters also received a WO for items #3 and #4, WO-189116. Kevin wants whichever shop that goes out first to look at those two things, or perhaps both shops to go together. NG 01/03/07 ☐☐ Plumbers - Plan a trip to WBR for the following:  1. Front bathroom faucet in double wide still drips 2. 2 water lines on the east side of the barn have frozen up (currently in use by officer living on property without hookups), need insulation tape. 3. See why washing machine in the double wide won't quit filling. Repair or replace if necessary. 4. Inspect the stairs to the double wide to see if they can be moved to be centered under the door, or if they were built incorrectly.  Primary Account # : 2221-216-1511-30-M4 Backup Account # :	Replaced faucet in trailer. Also put signs on. Shut off valves. Replaced washing machine. Completed. dB
1/3/2008	WO-189625	2/26/2008	ROOF INSPECTION SERVICE- SEMIANNUAL	02/26/2008 08:41 KIDA - Inspected roof and located leaks. This roof is in very poor condition and requires immediate attention, work orders has been generated. Completed, KD
1/10/2008	WO-190269	1/14/2008	Investigate propane leak on heater tank. NG	Duplicate work order, WO-190395. Completed, KD
1/14/2008	WO-190395	1/14/2008	Gas leak in the trailer. KD	Gas leak near propane tank, fixed the leak. Tested with air, all pipe, no other leaks. Completed, KD
1/14/2008	WO-190427	1/25/2008	Repair duct work on caretaker's trailer. NR	Repair duct work under trailer. Done. Completed. AB.
3/25/2008	WO-198135	5/2/2008	Build set of stairs and platform for trailer house. MC	Build metal stairs and install. Completed. AB
4/7/2008	WO-199068	3/20/2008	3/20/08, clean WBR trailer. NR	Completed. NR
4/7/2008	WO-199077	4/14/2008	Need plywood spacers made. AN	Build 3 spacers. Completed. AN
4/28/2008	WO-201050	4/29/2008	CARPENTERS: Build two 37" x 37" x 40" wind covers for evaporative coolers on WBR doublewide trailer. NR	Build one 37"x37"x40" box for covers. Completed. AN
7/1/2008	WO-206443	1/6/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	01/06/2009 13:08 BRPH - PM work order has not been turned in. Superseded by current PM cycle. No labor posted. ☐☐ 07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
7/1/2008	WO-206513	10/23/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete. 10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
11/10/2008	WO-221126	11/17/2008	Carpenter - Plan to send a carpenter down to WBR on 11/13 as an electrician and welder are making a trip. Plan to fix the following items:  1) Repair a hole in the double wide trailer where mice are coming in. 2) Repair woodpecker holes in the bunkhouse. 3) Re-tape a small damaged piece of the sheetrock ceiling on the bunkhouse porch. 4) Several of the latches on the bunkhouse windows are missing. Possibly screw the windows shut. Work with Ron the caretaker on this.	Repaired the drywall on the porch and the holes in the outside wall. Sealed behind the washer and dryer as needed and also fixed the door on the barn. Complete. KM.
1/1/2009	WO-225141	7/27/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
5/4/2009	WO-237591	6/8/2009	HVAC - Blower motor for the trailer seems to have gone out. Plumbing will also be going out so please coordinate the visit if possible.	Replaced fan motor done. Completed. SG
5/4/2009	WO-237592	5/19/2009	Plumbing - The Shower seems to be leaking, however it may be the door seals. Also inspect the abandoned tank in the pump house for a replacement of missing tank supports (pipe with clamps). Plumbing will also be going out so please coordinate the visit if possible.	Shower was not leaking. It was the people getting out of the shower that caused the water to get on the floor. No leaks. Complete. TB
7/1/2009	WO-241552	10/23/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	3. PERFORM COMPLETE ROOF INSPECTION TO INCLUDE THE FOLLOWING: A. TYPE OF ROOF: (6) COMPOSITION SHINGLES x with white elastic coating B. INSPECTION CHECKLIST: (1) ROOF ACCESS extension ladder (2) PARAPET WALLS n/a (3) ROOF DRAINS clean & clear (4) FLASHING/COUNTER FLASHING ok (5) WALK PADS n/a (6) OVERHANGING BRANCHES/VEGETATION n/a (7) DEBRIS n/a (8) TERMINATION BAR n/a (9) ROOF PENETRATIONS fair (10) ROOF TOP EQUIPMENT CURBS n/a (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) n/a (12) PITCH POCKETS n/a (13) ALLIGATORING yes (14) BLISTERS/CRACKS yes (15) EXPOSED FOAM n/a (16) GRAVEL STOPS n/a (17) SEAMS ok (18) CONDITION OF FIELD poor, needs reroof (19) EXCESSIVE PONDING no (20) SIGNS OF LEAKAGE no (21) OVERALL CONDITION poor coating is temporarily keeping water out 10/23/2009 09:13 KIDA - Did PM roof inspection. This roof is in very poor condition the shingles are severely degraded from aging and exposure to the elements, last year we applied an elastomeric coating to surface the shingles. The roof system is failing fast and need to be replaced. The coating was temp fixed and will not last much longer.
7/1/2009	WO-242065	10/13/2009	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service unit done.
9/1/2009	WO-249848	9/2/2009	Both toilets are running. MC	Rebuilt two toilets. Everything works great now. Completed. NR



# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
10/6/2009	WO-253604	10/27/2009	The heater in the double wide trailer is not working. We are requesting that this issue be repaired asap.  Mailstop : 2040 Primary Account # : 2221-248-3276 Backup Account # :	Relight pilot and serviced vent. Completed DS
<b><i>WBRF-Fire Water Tank</i></b>				
3/17/2006	WO-127993	5/8/2006	(Plumbers) Install air separation for the fill on the fire water tank to comply with backflow regulations. See Kevin for a schedule when the site will be vacant. □Mailstop: 1048	Rerun fill line along side tank ladder to above tank to provide air separation. AS
8/17/2006	WO-141585	9/8/2006	(Lock Shop) Change the dead bolt and lock set to the pump house after the door has been repaired. It is still a residential lock set (2 3/8 back set). Also re-key to the new key system in place. □Mailstop: 1048	key one knob to master only. Jeff B will install it. Completed. SP
3/2/2007	WO-160358	3/13/2007	Install bird netting on top of the fire water tank. MC	Installed the bird netting on the fire water tanks as instructed to do. Completed. DB
8/2/2007	WO-173380	11/4/2008	Develop scope for the new permanent cover to the fire water tank and get quotes from outside contractors. MC	Closed per 9/26/08 OWOR. Completed. 11/04/2008 15:13 NARU -
11/9/2007	WO-185261	4/10/2008	Create a sign for Joe. KD	4/23/08, technician's reply, "Joe's sign was a ranch information sign." NR □ □ 4/21/08 - what type of sign? Sent WO back to shop for tech's answer. NR □ □ Completed. NR
<b><i>WBRG-Guest House</i></b>				
12/16/2005	WO-120005	1/9/2006	Clean Bunk house, and Trailer behind the bunk house and please provide basic supplies and correct toilet from having a constant water flow. □Mailstop: 2040	Cleaning work was completed. Kh.
1/5/2006	WO-121265	1/13/2006	(HVAC) Replace the bad t-stat in the bunk house. □Mailstop: 1048	Replace t-stat. Complete NG.
1/12/2006	WO-121879	1/27/2006	(Plumbers) Purchase and install replacement dishwasher for the Walking Box Ranch Bunk House. This needs to be a very basic dishwasher, and can be installed on the next planned vist to the ranch. □Mailstop: 1048	Replace dishwasher. Complete NG.
1/17/2006	WO-122114	3/24/2006	(Carpenter Shop) Please build fire extinguisher boxes per Jeff Smeltzer. □Mailstop: 1048	Build fire extinguisher boxes out of oak hardwood. Complete NG.
1/17/2006	WO-122115	3/3/2006	(Paint) Please finish fire extinguisher boxer per Jeff Smeltzer. □Mailstop: 1048	Stain and lacquer dark oak. Completed. SP
1/26/2006	WO-123237	2/3/2006	Pest control start-up services. Kh.	Start-up complete. Will proceed with monthly services as contracted.
2/1/2006	WO-124312	7/19/2006	Perform weed control on WBR. Go out there on Friday per Karl. Kh.	Close per open work order report. 07/19/06. Completed. SP
2/16/2006	WO-125505	3/22/2006	(Lock Shop) Please order new door hardware for the guest house bedroom doors. Please key these off the master system in place for the building. No work can be done until March 11, 2006 as the guest house is occupied until then. □Mailstop: 1048	Ordered locks, master keyed per request, drove to Walking Box, installed the locks on the three bedrooms, drove back to campus. Locks are non-stock. Should have been changed by Eric B in warehouse already. Completed, KD

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
3/10/2006	WO-127608	5/12/2006	(Doors) There is a wooden door on the East side of the bunk-house that needs to have a large opening at the bottom of the door closed off. Someone from Grounds and Custodial will be going out the week of March 13-17 while there are no guests in the bunk house. Please coordinate with Phil Shealy and Robert Lynn. □Mailstop: 1048	Repaired the doors, installed weather seals, installed new corners for the doors. Completed. SP
3/10/2006	WO-127609	3/26/2007	(Grounds) BUNKHOUSE: Tree limbs should be cut back away from the structure's roof top (cut back should be at least 3ft). MANSION 1) The land area around the A/C units on the West side of the building should be filled in and packed tightly to prevent further "digging" out of this area. This area has been excavated by animals OTHER than rats. Further erosion of this area may have a negative impact on the foundation. 2) Trees should be cut back away from the structure and excessive vegetation removed from courtyard area. Someone from Custodial and the Door Shop will be going out the week of March 13-17 while there are no guests in the bunk house. Please coordinate with Phil Shealy and Robert Lynn. □Mailstop: 1048	This was given to Ray. Closed per grounds shop. NG 03/26/07
3/10/2006	WO-127610	6/8/2006	(Custodial) The interior of the mansion and the bunk house should be either swept or vacuumed of ALL insect and rodent evidence in order to accurately monitor insect and/or rodent activity. Someone from Grounds and the Door Shop will be going out the week of March 13-17 while there are no guests in the bunk house. Please coordinate with Phil Shealy and Robert Lynn. □Mailstop: 1048	Close per open work order. Cancelled. 06-08-06. SP
4/13/2006	WO-130357	5/15/2006	(Movers) Please pick up and deliver the following items to Walking Box Ranch in Searchlight: folding chairs, a folding chair rack, and bunkbeds. This will include assembly of the bunkbeds and the delivery will need to be coordinated. □Mailstop: 1048	Done. SP
7/1/2006	WO-137169	9/29/2006	CONDENSING UNIT INSPECTION/SERVICE - ANNUAL	Service and inspect unit. Done. SLS.
7/1/2006	WO-137170	9/29/2006	FAN COIL UNIT INSPECTION/SERVICE - ANNUAL	Service and inspect unit. Done. SLS.
7/1/2006	WO-137177	10/30/2006	ROOF INSPECTION SERVICE- SEMIANNUAL	Tech report: Birdstop on rake ends missing, rake tile on SW corner slide down, tree on SW corner needs cut back, water damaged plywood at several locations tile courses are set at 15", maximum per manufacturer is 13.75".
7/19/2006	WO-138699	8/17/2006	(HVAC) Please check the cooling on the guest house. It only blows hot air. □Mailstop: 1048	Close per open work order report. 08/16/06 NG.
8/11/2006	WO-141010	8/25/2006	(Door) Bunkhouse door that enters directly into the living room sticks and is coming apart at the hinge. Repair as necessary. Also look at the pump house to see if a door or siding has come apart to allow skunks to enter the structure. Repair as necessary depending on findings. □Mailstop: 1048	Cut the bottom of the doors off and reset the screens on all the windows. Completed. MC
8/25/2006	WO-142616	9/26/2006	order and install new screens on windows. kh.	Installed new screens and repaired as needed. Completed. SP
9/11/2006	WO-144833	9/29/2006	(Lock Shop) Please key each of the bedrooms separate in the bunkhouse for private use. See Cahty for any details at ex. 55165 □Mailstop: 1048	Repin the bedrooms as requested. Complete NG.

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
11/16/2006	WO-151251	3/23/2007	Repair leaks in roof. Kh.	Replaced 4 broken tiles on the bunk house, the damage is due to people adjusting the TV antenna. Completed. DB
1/1/2007	WO-154089	4/12/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	<p>ROOF INSPECTION SERVICE - SEMIANNUAL</p> <p>COORDINATE ACCESS TO ANY CRITICAL AREAS (I.E. RADIATION EXHAUST, PERCHLORIC ACID) WITH SUPERVISOR AND RISK MANAGEMENT &amp; SAFETY DEPARTMENT AS REQUIRED.</p> <p>INSPECT ROOF AREA FOR CONSTRUCTION DEFECTS, OWNER ABUSE, GENERAL DETERIORATION, AND SIGNS OF WATER INFILTRATION.</p> <p>PERFORM COMPLETE ROOF INSPECTION TO INCLUDE THE FOLLOWING:</p> <p>A. TYPE OF ROOF:</p> <p>(1) BUILT UP (2) FOAM (3) SINGLE PLY MEMBRANE (4) BALLASTED SINGLE PLY MEMBRANE (5) RUBBERIZED EPDM (6) COMPOSITION SHINGLES (7) OTHER x clay tile</p> <p>B. INSPECTION CHECKLIST:</p> <p>(1) ROOF ACCESS by ladder (2) PARAPET WALLS none (3) ROOF DRAINS none (4) FLASHING/COUNTER FLASHING ok (5) WALK PADS none (6) OVERHANGING BRANCHES/VEGETATION on sw corner of bldg (7) DEBRIS removed (8) TERMINATION BAR none (9) ROOF PENETRATIONS ok (10) ROOF TOP EQUIPMENT CURBS none (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) none (12) PITCH POCKETS none (13) ALLIGATORING n/a (14) BLISTERS/CRACKS n/a (15) EXPOSED FOAM n/a (16) GRAVEL STOPS none (17) SEAMS ok (18) CONDITION OF FIELD ok (19) EXCESSIVE PONDING none at this time (20) SIGNS OF LEAKAGE 1 leak in the dining roof (21) OVERALL CONDITION ok</p> <p>4. COMPLETE WORK ORDER TIME AND MATERIALS. MANDATORY COMMENTS REQUIRED!!</p> <p>5. REPORT OUTSTANDING DISCREPANCIES TO SUPERVISOR FOR CORRECTIVE ACTION.</p> <p>NOTE: THIS WORK ORDER IS FOR PREVENTIVE MAINTENANCE ONLY. PLEASE HAVE A SEPERATE WORK ORDER CUT FOR ANY REPAIRS THAT MAY BE NEEDED.</p>
2/12/2007	WO-158520	2/12/2007	Feb 9, 2007: (2) Custodians at Walking Box Ranch. KD	Cleaning services provided. Completed, KD
7/1/2007	WO-169388	2/15/2008	FAN COIL UNIT INSPECTION/SERVICE - ANNUAL	Labor posted elsewhere. Completed, 02/15/2008 13:54 KIDA -
7/1/2007	WO-169291	8/13/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	Missing a soft tack at the TV antenna. Tree on SW corner needs to be trimmed back. Completed. MC

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
7/1/2007	WO-169330	2/15/2008	CONDENSING UNIT INSPECTION/SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:51 KIDA -
8/2/2007	WO-173350	11/4/2008	Roofers: roof leak in Bunkhouse, above refrigerator in kitchen, some mold has formed. □Mailstop: 1048	Closed per 9/26/08 OWOR. Completed. ( Per Ken Hughes, labor for repair was applied and combined with labor on WO-183368.) □11/04/2008 15:11 NARU -
8/2/2007	WO-173361	9/24/2007	Doors: Bunkhouse: Need weather sealing/weather stripping around 3 exterior doors, east side. Doublewide: Review weather stripping on doublewide front and back doors. If needed, please replace/repair/add  □Mailstop: 1048	Removed the refrigerator and repaired the water pump. completed.dB
12/3/2007	WO-187349	12/13/2007	Plumbers- Bathroom faucet in Bunkhouse (at end of hallway) leaks (more than a passive drip)□	Remove old faucet, install new faucet and supply lines. Completed. MC
12/20/2007	WO-188615	1/10/2008	replace kitchen faucet  Mailstop : 1048	Replace faucet in bunk house. Completed. MC
1/3/2008	WO-189626	2/26/2008	ROOF INSPECTION SERVICE- SEMIANNUAL	02/26/2008 09:03 KIDA - Inspected roof, some minor repairs to be made. Work orders has been generated, work in progress. Completed, KD
5/14/2008	WO-202306	5/20/2008	Lights - Provide a dozen 60 watt incandescent style light bulbs to Cathy Willey before 5/16 for WBR. Cathy is in RAJ 277S ex. 55165.  Primary Account # : 2101-216-1510 Backup Account # :	Delivered 20-60 watt lamps. Completed. AB
7/1/2008	WO-206444	1/6/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	01/06/2009 13:08 BRPH - PM work order has not been turned in. Superceded by current PM cycle. No labor posted.□□07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
7/1/2008	WO-206540	10/23/2008	CONDENSING UNIT INSPECTION/SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete.□10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
7/1/2008	WO-206600	10/23/2008	FAN COIL UNIT INSPECTION/SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete.□10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
12/8/2008	WO-223727	12/15/2008	Doors- Please secure any window in the bunkhouse that the top pane can fall down. Coordinate with the Electric shop as an electrician will be going there as well.□	Screwed the windows closed and repaired the yard lights as needed. Completed. DB
12/22/2008	WO-225695	1/9/2009	HVAC - The condensing unit on the bunkhouse is covered in ice and snow, please check and correct as the defrost may not be working.□	Replace defrost board. Completed. MC
1/1/2009	WO-225142	7/27/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
4/2/2009	WO-235052	4/13/2009	Plumbers - Re-tighten or replace the loose faucet in the bunkhouse before April 23. Also replace the gas petcocks.□	Repaired faucet. Check out complete house. PM. Complete. TB

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
7/1/2009	WO-241553	10/23/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	A. TYPE OF ROOF: <input type="checkbox"/> <input type="checkbox"/> (7) OTHER <input checked="" type="checkbox"/> spanish tile <input type="checkbox"/> <input type="checkbox"/> B. INSPECTION CHECKLIST: <input type="checkbox"/> (1) ROOF ACCESS <input type="checkbox"/> extension ladder <input type="checkbox"/> (2) PARAPET WALLS <input type="checkbox"/> <input type="checkbox"/> (3) ROOF DRAINS <input type="checkbox"/> <input type="checkbox"/> (4) FLASHING/COUNTER FLASHING <input type="checkbox"/> <input type="checkbox"/> (5) WALK PADS <input type="checkbox"/> <input type="checkbox"/> (6) OVERHANGING BRANCHES/VEGETATION <input type="checkbox"/> <input type="checkbox"/> yes trees need trimmed on SW corner <input type="checkbox"/> (7) DEBRIS <input type="checkbox"/> <input type="checkbox"/> removed <input type="checkbox"/> <input type="checkbox"/> (8) TERMINATION BAR <input type="checkbox"/> <input type="checkbox"/> (9) ROOF PENETRATIONS <input type="checkbox"/> <input type="checkbox"/> ok <input type="checkbox"/> <input type="checkbox"/> (10) ROOF TOP EQUIPMENT CURBS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) <input type="checkbox"/> <input type="checkbox"/> removed tv antenna <input type="checkbox"/> <input type="checkbox"/> (12) PITCH POCKETS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (13) ALLIGATORING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (14) BLISTERS/CRACKS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (15) EXPOSED FOAM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (16) GRAVEL STOPS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (17) SEAMS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (18) CONDITION OF FIELD <input type="checkbox"/> <input type="checkbox"/> ok <input type="checkbox"/> <input type="checkbox"/> (19) EXCESSIVE PONDING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> no <input type="checkbox"/> <input type="checkbox"/> (20) SIGNS OF LEAKAGE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> no <input type="checkbox"/> <input type="checkbox"/> (21) OVERALL CONDITION <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ok <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 10/23/2009 09:19 KIDA - Did PM roof inspection. Removed TV antenna per WO-253609, Kevin Raschko.
7/1/2009	WO-242225	10/13/2009	FAN COIL UNIT INSPECTION/SERVICE - ANNUAL	Service unit done. <input type="checkbox"/>
7/1/2009	WO-242121	10/13/2009	CONDENSING UNIT INSPECTION/SERVICE - ANNUAL	Service unit done. <input type="checkbox"/>
<b>WBRH-Ranch House</b>				
11/18/2005	WO-117785	1/5/2006	Re-Key exterior Locks only on Ranch House, Guest House, Tennis Court Trailer and change all building padlocks to UNLV standard Do NOT change locks on double wide. Please comple work as soon as possible AFTER December 1, 2005. <input type="checkbox"/> Mailstop: 2040 <input type="checkbox"/> <input type="checkbox"/> Other shops going out to WBRH please coordinate with these other work orders so there are not multiple trips taken. Thank you: Grounds #117787, & Plumbers #117786. Kh.	Master key all buildings, install padlocks on property. WF
11/18/2005	WO-117786	12/27/2005	Test water and repair water distribution system for all structures. <input type="checkbox"/> Mailstop: 2040 <input type="checkbox"/> <input type="checkbox"/> Other shops going out to WBRH please coordinate with these other work orders so there are not multiple trips taken. Thank you: Locks #117785, & Grounds #117787. Kh.	Walked property, familiarized ourselves with plumbing system to include fixtures (type and location) valve location, took required notes. Made repairs to bunk house including leak in kitchen sink, replaced fill valves on toilets, repaired bathroom faucet and checked all other fixtures for proper operation. AS
11/18/2005	WO-117787	2/8/2006	General grounds clean up per inspection by Robert Lynn TO be completed as soon as possible AFTER December 1, 2005 <input type="checkbox"/> Mailstop: 2040 <input type="checkbox"/> <input type="checkbox"/> Other shops going out to WBRH please coordinate with these other work orders so there are not multiple trips taken. Thank you: Locks #117785, & Plumbers #117786. Kh.	Cancelled, work completed on another work order. WF
12/5/2005	AD-5741	1/23/2006	Pick up Golf Cart for repairs. Fix charger, change out batteries and perform any necessary maintenance. <input type="checkbox"/> Mailstop: 2040	WBR 001: <input type="checkbox"/> <input type="checkbox"/> Replace motor bearing & brushes, mount new charger. Replace tires, brakes and batteries, batt cables. Replace key switch, seat & backs, front COWL. <input type="checkbox"/> Normal service, wash & wax, & transport from and to Walkingbox Ranch. <input type="checkbox"/> <input type="checkbox"/> Completed, KD
12/9/2005	WO-120004	3/28/2006	Service all fire extinguishers located in all buildings on the property. <input type="checkbox"/> Mailstop: 2040 <input type="checkbox"/> <input type="checkbox"/> Coordinate with Kevin to see when to go out there. Kh.	Installed f.e.'s throughout ranch buildings.

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
12/19/2005	WO-120064	1/11/2006	(Electricians) Plan to visit Walking Box Ranch and assess the electric utilities. A group will be going on 12/22 at 8:00. See Ray in the Plumbing shop for any details. Also plan to bring the thermal camera to assess the panels. Mailstop: 1048	Went to the Walking box Ranch to assess the property for future PM work. Completed. SP
12/21/2005	WO-120587	1/5/2006	Cut 3 boards - reference to AD-5741. SP	Cut boards for electric cart. Complete NG.
12/29/2005	WO-120916	1/9/2006	Inventory AC equipment. AS	Checked equipment and PM air handler and condenser and wall mount unit. Completed. SP
2/8/2006	WO-124777	2/28/2006	In the caretaker area, replace defective circuit breakers. WF	Replaced breaker and rebuilt light fixture. Complete NG.
2/23/2006	WO-125908	6/12/2006	Inspect swamp coolers. KD	Checked swamp coolers for info. Complete. SLS.
3/3/2006	WO-127066	3/21/2006	Key request for Jean Cline: Need 4 keys for WBRH bunkhouse bedroom 1. Need 4 keys for WBRH bunkhouse bedroom 2. Need 4 keys for WBRH bunkhouse bedroom 3. Need 11 keys for WBRH bunkhouse main door. Need 11 keys for WBRH bunkhouse drive gate. Need 11 keys for WBRH bunkhouse storage. Please deliver to Jean at LFG. NG.	Closed - group closing - 3-21-06 BK
3/3/2006	WO-127067	3/21/2006	Key request for Jean Cline: Need 4 keys for WBRH bunkhouse bedroom 1. Need 4 keys for WBRH bunkhouse bedroom 2. Need 4 keys for WBRH bunkhouse bedroom 3. Need 11 keys for WBRH bunkhouse main door. Need 11 keys for WBRH bunkhouse drive gate. Need 11 keys for WBRH bunkhouse storage. Please deliver to Jeff Vollman at LFG. NG.	Closed - group closing - 3-21-06 BK
3/15/2006	WO-127838	4/5/2006	Please issue a complete set of spare keys for Walking Box Ranch facilities to Frank Lucas in CSB-132A. Keys are to be checked-out by technicians send to perform work at the Ranch. AS	Completed - group closing 4/5/06 BK
4/10/2006	WO-130068	5/8/2006	Install fire extinguishers cabinets and floor boxes. KD	Installed cabinets and floor boxes throughout ranch buildings. AS
5/11/2006	WO-132853	5/23/2006	Clean up exterior. SP	Work was performed on 5/11/06. Completed. SP
5/12/2006	WO-132927	5/16/2006	In the bunkhouse, check no water to bunk house & double wide trailer also overflow fire tank check toilet in bunk house where flapper is sticking. Kh.	Repair pressure switch on portable water line, restore water to all buildings, install flapper and adjust water pressure. Completed. SP
6/5/2006	WO-134873	6/7/2006	Remediate the bees nest located in the walls on the first and second floors of the Ranch House at Walking Box Ranch.	Completed. Kh.
6/13/2006	WO-135595	7/19/2006	Clean up around walk box. Kh.	Close per open work order report. 07/19/06. Completed. SP
6/28/2006	WO-136990	1/26/2007	(Roof Shop) Plan a trip with the Plumbers or Movers to WBR to take measurements on the chimneys for the main house. Once we hear from the historic society about requirements, purchase/fabricate chimney caps. Mailstop: 1048	Measured fire tank and the chimney for covers. Completed. DB
7/1/2006	WO-137162	11/3/2006	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	PM per task list.
7/1/2006	WO-137163	11/7/2006	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	PM per task list.
7/1/2006	WO-137164	11/7/2006	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	PM per task list.

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
7/1/2006	WO-137165	11/7/2006	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	PM per task list.
7/1/2006	WO-137166	11/7/2006	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	PM per task list. □11/07/2006 11:42 BRPH - Labor posted elsewhere.
7/1/2006	WO-137171	3/7/2007	SWITCHGEAR INSPECTION/SERVICE - ANNUAL	Job complete, thermal heat traced equipment. Completed. dB
7/1/2006	WO-137178	10/30/2006	ROOF INSPECTION SERVICE- SEMIANNUAL	Tech report: Nails on trim backing out, missing birdstop on NW corner & Nside fireplace piece of rake starter loose S of fireplace on the addition.
8/23/2006	WO-142326	8/25/2006	(Doors) 2 large holes at the foundation behind the cooler in the NE area of the Main House (by pool), these need to be closed off □Mailstop: 1048	Cut ply wood to fit in the holes as needed. Completed. MC
9/11/2006	WO-144834	10/13/2006	(Custodial) Please clean up minor rat droppings in the main house if proper training has been done. Also inspect the pump house to see if this could be done by in house custodial. There is animal mess in the pump house. □Mailstop: 1048	Close per custodial shop. 10/13/06 Cancelled NG.
9/22/2006	WO-146182	11/15/2006	Build cover for chimney. Kh.	Build cover for chimney and cover broken window and add metal siding on trailer. Completed. DB
10/1/2006	WO-146447	3/13/2007	EVAPORATIVE COOLER FALL SHUTDOWN - ANNUAL	Shutdown cooler, done. Completed. dB
10/1/2006	WO-146448	3/13/2007	EVAPORATIVE COOLER FALL SHUTDOWN - ANNUAL	Shutdown cooler, done. Completed. dB
11/13/2006	WO-150917	12/19/2006	PM fire extinguishers. KD	Serviced & replaced f.e.'s and assisted plumer 2 & doors 1.
11/16/2006	WO-151221	11/27/2006	repair leak at tree. SP	Replace broken 1/2 inch nipple on irrigation line and assist Jeff (Doors-1) with his work. Completed. MC
11/30/2006	WO-152403	12/4/2006	WBR outside line: a pipe is broken and flooding. Informed Kevin at 8:35 A.M. NG.	Repair broken 3/4 in. PVC water line and restore water to structures. Completed. MC

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
1/1/2007	WO-154090	4/12/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	<p>ROOF INSPECTION SERVICE - SEMIANNUAL</p> <p>1. COORDINATE ACCESS TO ANY CRITICAL AREAS (I.E. RADIATION EXHAUST, PERCHLORIC ACID) WITH SUPERVISOR AND RISK MANAGEMENT &amp; SAFETY DEPARTMENT AS REQUIRED.</p> <p>2. INSPECT ROOF AREA FOR CONSTRUCTION DEFECTS, OWNER ABUSE, GENERAL DETERIORATION, AND SIGNS OF WATER INFILTRATION.</p> <p>3. PERFORM COMPLETE ROOF INSPECTION TO INCLUDE THE FOLLOWING:</p> <p>A. TYPE OF ROOF:</p> <p>(1) BUILT UP (2) FOAM (3) SINGLE PLY MEMBRANE (4) BALLASTED SINGLE PLY MEMBRANE (5) RUBBERIZED EPDM (6) COMPOSITION SHINGLES (7) OTHER x clay tile</p> <p>B. INSPECTION CHECKLIST:</p> <p>(1) ROOF ACCESS by ladder (2) PARAPET WALLS          none (3) ROOF DRAINS          none (4) FLASHING/COUNTER FLASHING ok (5) WALK PADS          none (6) OVERHANGING BRANCHES/VEGETATION ok (7) DEBRIS removed (8) TERMINATION BAR          none (9) ROOF PENETRATIONS ok (10) ROOF TOP EQUIPMENT CURBS none (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) none (12) PITCH POCKETS n/a (13) ALLIGATORING n/a (14) BLISTERS/CRACKS n/a (15) EXPOSED FOAM n/a (16) GRAVEL STOPS none (17) SEAMS ok ok (18) CONDITION OF FIELD ok (19) EXCESSIVE PONDING none at this time (20) SIGNS OF LEAKAGE none at this time (21) OVERALL CONDITION ok</p> <p>4. COMPLETE WORK ORDER TIME AND MATERIALS. MANDATORY COMMENTS REQUIRED!!</p> <p>5. REPORT OUTSTANDING DISCREPANCIES TO SUPERVISOR FOR CORRECTIVE ACTION.</p> <p>NOTE: THIS WORK ORDER IS FOR PREVENTIVE MAINTENANCE ONLY. PLEASE HAVE A SEPERATE WORK ORDER CUT FOR ANY REPAIRS THAT MAY BE NEEDED.</p> <p>Tech report: 3 loose rake tiles 16 broken field tiles on main house.</p>
1/25/2007	WO-156570	1/25/2007	Propane deliveries to Walking Box Ranch fro FY06.	Closed out FY06 WBR propane charges.
1/25/2007	WO-156571	6/30/2007	Propane deliveries to Walking Box Ranch for FY07.	Closed due to end of FY.
2/1/2007	WO-156902	9/25/2007	EVAPORATIVE COOLER SPRING START-UP - ANNUAL	Swamp cooler is not in service at this time.
2/1/2007	WO-156903	9/25/2007	EVAPORATIVE COOLER SPRING START-UP - ANNUAL	Swamp cooler are not in service at this time.
3/1/2007	WO-158899	4/3/2008	BOILER INSPECTION/SERVICE - ANNUAL	04/03/2008 16:06 BRPH - This PM work order has not been turned in. No labor posted. Supeceded by current PM cycle.



# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
3/15/2007	WO-161288	3/23/2007	Repair broken clay tiles. SP	Replaced the broken tiles on the main house at WBR. Completed. DB
5/14/2007	WO-166054	5/18/2007	There is a bee swarm at the Walking Box Ranch. Not sure if they are inside in the attic. Contact the care giver for more details and exact location. There is an event which takes place on Wednesday. Called PREMIER on 5-14-07 at 10:08 am. KD	Did this on 05/14/07. Complete NG.
7/1/2007	WO-169229	10/2/2007	SWITCHGEAR INSPECTION/SERVICE - ANNUAL	10/02/2007 10:22 BRPH - Labor posted elsewhere. Tech report as follows: Job complete. Heat traced equipment.
7/1/2007	WO-169292	8/13/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	Two broken tiles on the east first story roof. Could not fix at the moment due to the rain. Completed. MC
7/1/2007	WO-169297	2/15/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:48 KIDA -
7/1/2007	WO-169298	2/15/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:48 KIDA -
7/1/2007	WO-169299	2/15/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:49 KIDA -
7/1/2007	WO-169300	2/15/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:49 KIDA -
7/1/2007	WO-169301	2/15/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:49 KIDA -
7/9/2007	AD-8144	4/3/2009	Suburban Propane. Walking box ranch gas, 12 month service. \$1,700.00. SP	Closed per open work order report for 03-16-09. MC
7/20/2007	WO-171908	8/20/2007	Please perform maintenance service on golf cart for Walking Box Ranch. Battery cables need cleaning and general cleaning of the cart itself. Front driver's side tire deflates, please check. Peg Rees will bring to campus. Last maint done 12/2005 □ Mailstop: 2040 □ Account #: 2221-248-3299 60-13	WBR-001 / NORMAL SERVICE, LUBE, REPAIR (4) FLAT TIRES, REPAIR-REPLACE BATTERY CABLES AS NEEDED, SERVICE BATTERIES, AND WASH. MM
7/31/2007	WO-173111	8/20/2007	install cover on fire water tank on August 1, 2007. SP Made negative material charges n/c - rs	Install a blue tarp over the top of the fire water tank to keep the birds from getting into the tank. Recovered the bird netting ad brought it back to campus. Had to make a new cable for attachment because the previous one had been cut. Completed, KD
8/2/2007	WO-173349	11/4/2008	Roofers: Leak in Ranch House, master bedroom, interior stucco around vent (west wall), obvious leak around with stucco crumbling down inside room. Could leak prevention be done from the outside since replastering is not an option at this time, given the historic issues of interior repairs [further consultation with ARG will be needed to address these issues] □ Mailstop: 1048	Closed per 9/26/08 OWOR. Completed. ( Per Ken Hughes, labor for repair was applied and combined with labor on WO-183368.) □ 11/04/2008 15:06 NARU -
8/31/2007	WO-177553	9/18/2007	Golf cart tire at WBR keeps going flat due to bent rim. Please provide us with a replacement tire and rim set. Please deliver that to the Plumb shop so they can deliver it on their next visit. Thank you  Mailstop : 2040 Account # : 2221-248-3299-60-13	WBR001 - SPARE TIRE/RIM SET. MM
10/1/2007	WO-180150	10/31/2007	EVAPORATIVE COOLER FALL SHUTDOWN - ANNUAL	Shut down coolers done.
10/1/2007	WO-180151	10/31/2007	EVAPORATIVE COOLER FALL SHUTDOWN - ANNUAL	Shut down coolers done.
10/29/2007	WO-184003	10/31/2007	Service fire extinguishers at Walking Box Ranch. MC	Serviced FEs for ranch. Complete NG

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
11/30/2007	WO-187201	12/14/2007	Electrician - When at WBR, please check the golf cart. It was cleaned out with a hose and won't run now. If it's more than minor repairs, let Kevin know.□	Couldn't get it to go. Complete NG
1/3/2008	WO-189627	4/17/2008	ROOF INSPECTION SERVICE- SEMIANNUAL	04/17/2008 08:11 KIDA - Inspected roof and leaks areas. Inside south side eyebrow roof. Work order has been generated for repairs.
1/3/2008	WO-189648	1/24/2008	Golf cart at WBR in need of repairs. Upon review by electricians it needs to be repaired on campus. After charging it still will not run.  Mailstop : 2040 Primary Account # : 2221-248-3299-30-58 Backup Account # :	NO GO - REPLACE SOLENOID - NORMAL SERVICE - LUBE - BATTERIES - TIRES - REPLACE TO WORN TIRES. MM
1/30/2008	WO-192714	3/19/2008	The pump house at WBR, Install new shingle roof. AB	Installed new shingle roof. Completed. NR
2/1/2008	WO-192142	8/11/2008	EVAPORATIVE COOLER SPRING START-UP - ANNUAL	08/11/2008 14:38 BRPH - Superseded by current PM cycle. No labor posted.
2/1/2008	WO-192143	8/11/2008	EVAPORATIVE COOLER SPRING START-UP - ANNUAL	08/11/2008 14:38 BRPH - Superseded by current PM cycle. No labor posted.
2/6/2008	WO-193464	6/24/2008	Doors - Caulk windows and door jambs where the wood has contracted away from the stucco allowing water to enter. Use a caulk that is both paintable and close in color to the stucco.  Primary Account # : 2101-216-1510 Backup Account # :	Sealed the windows as needed. Completed. MC
3/1/2008	WO-195860	9/16/2008	BOILER INSPECTION/SERVICE - ANNUAL	This boiler is out of service. Please remove from the list. Job completed.
3/11/2008	WO-196665	12/3/2008	□□Build aluminum or metal stairs for Walking Box Ranch, by Searchlight property. AN	Built stairs. Completed. NR
4/23/2008	WO-200368	10/13/2008	Roof Shop - Please fabricate two swamp cooler covers out of roof membrane 37 X 37 X 40 inches high. Deliver to the Carpenters to be installed on their trip the week of April 28.  Primary Account # : 2101-216-1510 Backup Account # :	Fabricated two swamp cooler covers from thermo plastic roofing membrane and delivered to Joe-carpenter shop supervisor. Complete. TB
4/25/2008	WO-200516	5/5/2008	Paint Board. AN	Painted board. Completed. NR
7/1/2008	WO-206365	8/28/2009	SWITCHGEAR INSPECTION/SERVICE - ANNUAL	08/28/2009 08:46 KIDA - Superseded by current PM cycle. No labor posted. No completed paperwork turned in.
7/1/2008	WO-206445	1/6/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	01/06/2009 13:08 BRPH - PM work order has not been turned in. Superseded by current PM cycle. No labor posted.□□07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
7/1/2008	WO-206508	10/23/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete.□10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
7/1/2008	WO-206509	10/23/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete. 10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
7/1/2008	WO-206510	10/23/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete. 10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
7/1/2008	WO-206511	10/23/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete. 10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
7/1/2008	WO-206512	10/23/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete. 10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
1/1/2009	WO-225143	7/27/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
2/9/2009	WO-230211	2/18/2009	Weed whip and apply snapshot pre-emergent herbicide around main house and bunk house. Coordinate with plumbers & electricians. Going out to Walking Box Ranch 2/11/09 Mailstop : 1065 Primary Account # : 2101-216-1572 Backup Account # : New Location : walking box ranch grounds	Snapshot applied around main house. Did not have enough for bunk house. Weeds line trimmed. Complete. MKC
7/1/2009	WO-242060	10/13/2009	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service unit done. □
7/1/2009	WO-241554	10/23/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	A. TYPE OF ROOF: □ □ (7) OTHER _x spanish tile ___□□□ B. INSPECTION CHECKLIST: □□ (1) ROOF ACCESS _extension ladder ___□□ (2) PARAPET WALLS _n/a ___□□ (3) ROOF DRAINS _n/a ___□□ (4) FLASHING/COUNTER FLASHING _ok ___□□ (5) WALK PADS _n/a ___□□ (6) OVERHANGING BRANCHES/VEGETATION _n/a ___□□ (7) DEBRIS _removed ___□□ (8) TERMINATION BAR _n/a ___□□ (9) ROOF PENETRATIONS _ok ___□□ (10) ROOF TOP EQUIPMENT CURBS _n/a ___□□ (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) _n/a ___□□ (12) PITCH POCKETS _n/a ___□□ (13) ALLIGATORING _n/a ___□□ (14) BLISTERS/CRACKS _n/a ___□□ (15) EXPOSED FOAM _n/a ___□□ (16) GRAVEL STOPS _n/a ___□□ (17) SEAMS _n/a ___□□ (18) CONDITION OF FIELD _ok ___□□ (19) EXCESSIVE PONDING _no ___□□ (20) SIGNS OF LEAKAGE _no ___□□ (21) OVERALL CONDITION ___ok ___□□ 10/23/2009 09:23 KIDA - Did PM roof inspection. Replaced missing/broken bird stops and rake trim on tile roof and taped cracked window per Kevin Raschkp request WO0253609.
7/1/2009	WO-241568	7/13/2009	SWITCHGEAR INSPECTION/SERVICE - ANNUAL	07/13/2009 08:26 KIDA - Checked electrical.
7/1/2009	WO-242061	10/13/2009	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service unit done. □
7/1/2009	WO-242062	10/13/2009	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service unit done. □

# *Walking Box Ranch Closed Work Orders*

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
7/1/2009	WO-242063	10/13/2009	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service unit done. □
7/1/2009	WO-242064	10/13/2009	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service unit done. □
9/8/2009	WO-250505	9/8/2009	BILLING ACTIVITIES - QUARTERLY	Message relayed to Rick Storlie.
10/6/2009	WO-253609	10/22/2009	Repair broken tile end cap on the main house and a cracked window. Please also repair the section of the barn where a piece of wood has come free.  Mailstop : 2040 Primary Account # : 2221-248-3276 Backup Account # :	Broken or missing tile end caps, one piece tile rake trim and one cracked field tile were repaired. Resecured or replaced. The cracked window was repaired temporarily with 2" wide clear packing tape. The 2x6 wood fascia board that came loose and adjacent piece which was about to fall off have been re-secured. Completed. MC

## *WBR-Storage Bldg By Tennis Courts*

7/1/2006	WO-137168	9/29/2006	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service and inspect unit. Done. SLS.
7/1/2006	WO-137179	10/30/2006	ROOF INSPECTION SERVICE- SEMIANNUAL	Tech report: Loose fastners on the leading edge & ridge caps. Ring shank galvanized fasteners on field tile & ridge caps are screwed.

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
1/1/2007	WO-154091	4/12/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	<p>ROOF INSPECTION SERVICE - SEMIANNUAL</p> <p>1. COORDINATE ACCESS TO ANY CRITICAL AREAS (I.E. RADIATION EXHAUST, PERCHLORIC ACID) WITH SUPERVISOR AND RISK MANAGEMENT &amp; SAFETY DEPARTMENT AS REQUIRED.</p> <p>2. INSPECT ROOF AREA FOR CONSTRUCTION DEFECTS, OWNER ABUSE, GENERAL DETERIORATION, AND SIGNS OF WATER INFILTRATION.</p> <p>3. PERFORM COMPLETE ROOF INSPECTION TO INCLUDE THE FOLLOWING:</p> <p>A. TYPE OF ROOF:</p> <p>(1) BUILT UP (2) FOAM (3) SINGLE PLY MEMBRANE (4) BALLASTED SINGLE PLY MEMBRANE (5) RUBBERIZED EPDM (6) COMPOSITION SHINGLES (7) OTHER x maxi tile</p> <p>B. INSPECTION CHECKLIST:</p> <p>(1) ROOF ACCESS by ladder (2) PARAPET WALLS          none (3) ROOF DRAINS          none (4) FLASHING/COUNTER FLASHING ok (5) WALK PADS          none (6) OVERHANGING BRANCHES/VEGETATION none (7) DEBRIS removed (8)          TERMINATION BAR none (9)          ROOF PENETRATIONS ok (10) ROOF TOP EQUIPMENT CURBS none (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) none (12) PITCH POCKETS none (13) ALLIGATORING n/a (14) BLISTERS/CRACKS none (15) EXPOSED FOAM n/a (16) GRAVEL STOPS n/a (17) SEAMS ok (18) CONDITION OF FIELD ok (19) EXCESSIVE PONDING none at this time (20) SIGNS OF LEAKAGE none at this time (21) OVERALL CONDITION ok</p> <p>4. COMPLETE WORK ORDER TIME AND MATERIALS. MANDATORY COMMENTS REQUIRED!</p> <p>5. REPORT OUTSTANDING DISCREPANCIES TO SUPERVISOR FOR CORRECTIVE ACTION. NOTE: THIS WORK ORDER IS FOR PREVENTIVE MAINTENANCE ONLY. PLEASE HAVE A SEPERATE WORK ORDER CUT FOR ANY REPAIRS THAT MAY BE NEEDED. Tech report: This roof is in good condition.</p>
7/1/2007	WO-169293	8/13/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	Some high nail in the ridge caps. Completed. MC
7/1/2007	WO-169303	2/15/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service done. Completed, 02/15/2008 13:51 KIDA -
1/3/2008	WO-189628	4/17/2008	ROOF INSPECTION SERVICE- SEMIANNUAL	04/17/2008 08:11 KIDA - Inspected roof. It is in excellent condition.
7/1/2008	WO-206446	1/6/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	01/06/2009 13:08 BRPH - PM work order has not been turned in. Superceded by current PM cycle. No labor posted. 07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
7/1/2008	WO-206514	10/23/2008	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	10/23/2008 15:02 BRPH - Turned in by HVAC supervisor as inspected/complete. 10/27/2008 09:51 BRPH - Copy of PM work order turned in w/ comments: Service unit done.
1/1/2009	WO-225144	7/27/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
7/1/2009	WO-241555	10/23/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	A. TYPE OF ROOF: (7) OTHER_x tile B. INSPECTION CHECKLIST: (1) ROOF ACCESS_ext ladder (2) PARAPET WALLS_n/a (3) ROOF DRAINS_n/a (4) FLASHING/COUNTER FLASHING_ok (5) WALK PADS_n/a (6) OVERHANGING BRANCHES/VEGETATION_n/a (7) DEBRIS_n/a (8) TERMINATION BAR_n/a (9) ROOF PENETRATIONS_ok (10) ROOF TOP EQUIPMENT CURBS_n/a (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC)_n/a (12) PITCH POCKETS_n/a (13) ALLIGATORING_n/a (14) BLISTERS/CRACKS_n/a (15) EXPOSED FOAM_n/a (16) GRAVEL STOPS_n/a (17) SEAMS_n/a (18) CONDITION OF FIELD_ok (19) EXCESSIVE PONDING_no (20) SIGNS OF LEAKAGE_no (21) OVERALL CONDITION_ok 10/23/2009 09:27 KIDA - Did PM roof inspection.
7/1/2009	WO-242066	10/13/2009	AIR CONDITIONING UNIT INSPECTION SERVICE - ANNUAL	Service unit done.
<b>WBRW-Water Well House</b>				
5/19/2006	WO-133440	5/25/2006	(Plumbers)There is a leak in the pump house around one of the gaskets that appears to be new. Also please repair the pressure valve on the potable water system. Mailstop: 1048	Replace leaking pipes on well pump and 1/4" piping for pressure switch. Completed .SP
6/19/2006	WO-135913	6/20/2006	Repair water leak in pump house. SLS.	Fix leak on pump + adjust pressure. Complete NG.
7/1/2006	WO-137180	10/30/2006	ROOF INSPECTION SERVICE- SEMIANNUAL	Tech report: Building insulation is falling down inside the building, missing 5 shingle tabs on the east side of the building.
10/26/2006	WO-149551	10/30/2006	The water pumps are not filling the fire tank. Please check on pumps. KD	No potable water to bldg - domestic water tank empty - main valve at well head was off. Completed. MC
12/28/2006	WO-154412	1/11/2007	(Plumbers) Please check the pump at WBR as there is no water flow in the trailer. Mailstop: 1048	Pump in well was not working we had pump replaced. Completed. MC

# Walking Box Ranch Closed Work Orders

Requested	WO #	Closed	Work Description	Closing Comments
1/1/2007	WO-154092	4/12/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	<p>ROOF INSPECTION SERVICE - SEMIANNUAL</p> <p>1. COORDINATE ACCESS TO ANY CRITICAL AREAS (I.E. RADIATION EXHAUST, PERCHLORIC ACID) WITH SUPERVISOR AND RISK MANAGEMENT &amp; SAFETY DEPARTMENT AS REQUIRED.</p> <p>2. INSPECT ROOF AREA FOR CONSTRUCTION DEFECTS, OWNER ABUSE, GENERAL DETERIORATION, AND SIGNS OF WATER INFILTRATION.</p> <p>3. PERFORM COMPLETE ROOF INSPECTION TO INCLUDE THE FOLLOWING:</p> <p>A. TYPE OF ROOF:</p> <p>(1) BUILT UP (2) FOAM (3) SINGLE PLY MEMBRANE (4) BALLASTED SINGLE PLY MEMBRANE (5) RUBBERIZED EPDM (6) COMPOSITION SHINGLES (7) OTHER</p> <p>B. INSPECTION CHECKLIST:</p> <p>(1) ROOF ACCESS by ladder (2) PARAPET WALLS (3) ROOF DRAINS (4) FLASHING/COUNTER FLASHING (5) WALK PADS (6) OVERHANGING BRANCHES/VEGETATION (7) DEBRIS (8) TERMINATION BAR (9) ROOF PENETRATIONS (10) ROOF TOP EQUIPMENT CURBS (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC) (12) PITCH POCKETS (13) ALLIGATORING (14) BLISTERS/CRACKS (15) EXPOSED FOAM (16) GRAVEL STOPS (17) SEAMS (18) CONDITION OF FIELD (19) EXCESSIVE PONDING (20) SIGNS OF LEAKAGE (21) OVERALL CONDITION</p> <p>4. COMPLETE WORK ORDER TIME AND MATERIALS. MANDATORY COMMENTS REQUIRED!</p> <p>5. REPORT OUTSTANDING DISCREPANCIES TO SUPERVISOR FOR CORRECTIVE ACTION.</p> <p>NOTE: THIS WORK ORDER IS FOR PREVENTIVE MAINTENANCE ONLY. PLEASE HAVE A SEPERATE WORK ORDER CUT FOR ANY REPAIRS THAT MAY BE NEEDED.</p>
1/9/2007	WO-155032	1/11/2007	The automatic shut off failed on the well and overflowed. Kh.	<p>Pump works ok now. Replaced pump, wire and 630 feet of pipe. Also insulated hose bib lines around property and provided a heater for the pump room. The automatic switch was changed from manual fill to auto. Completed. MC</p>
1/16/2007	WO-155409	1/19/2007	The water pump is operating but not pumping. Kh.	<p>Took heater - extention cord and shovel and pick to WBRW. Checked water, everything was ok. Completed. SP</p>

# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
5/22/2007	WO-166603	7/20/2007	ESTIMATE: (Vic Welbourne) Supply Cathy Willey ex. 55165 with an estimate to replace the water meter for the well that is reportedly not working. □ Mailstop: 1048	Estimate \$615.20. Completed. SP
7/1/2007	WO-169294	8/13/2007	ROOF INSPECTION SERVICE- SEMIANNUAL	Shingles missing on the west side of the ridge. Completed. MC
7/11/2007	WO-171025	8/2/2007	(Carpenter) Make repairs to the pump house so rodents can't enter and reside within. Bring custodial on this trip to clean up the pump house after repairs have been made. □ Mailstop: 1048	Looked at job to be done. Completed SP
8/3/2007	WO-173542	9/28/2007	Plumbers: Install new water meter to replace the non functional one. □ Mailstop: 1048	Installed new meter and investigated leak; found no leak. Complete NG
10/9/2007	WO-182037	12/13/2007	Please create a work order for the Plumbing shop to: Check the feasibility of installing electrical heat tape w/ weather resistant jacket and thermostatic control on exterior/exposed well water system piping and any other exterior/exposed water supply lines if deemed necessary.  Thanks.  Mailstop : 1048 Account # : 2101-216-1512	Pipe is installed and heaters are used. Unable to install electric heat tape due to unavailability of power. There is no time on this WO. Completed. DB
12/3/2007	WO-187347	12/13/2007	Plumbers - Handle in white box next to Pumphouse is stuck (used to fill Fire Tank) □	Loosened handle on the shut off valve. Completed. MC
12/20/2007	WO-188658	12/21/2007	repair leak on booster pump  Mailstop : 1048	Nipple broke off in pump had to get out threads and fix. Completed. dB □
1/3/2008	WO-189629	4/17/2008	ROOF INSPECTION SERVICE- SEMIANNUAL	04/17/2008 08:11 KIDA - Inspected roof, it's in very poor condition, shingles blown off. A work order has been generated to re-roof the Pump House.
7/1/2008	WO-206447	1/6/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	01/06/2009 13:08 BRPH - PM work order has not been turned in. Superceded by current PM cycle. No labor posted. □ □ 07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.
1/1/2009	WO-225145	7/27/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	07/27/2009 12:52 BRPH - PM work order turned in w/ tech report: unable to complete on this cycle. Close D. Faulkner.



# Walking Box Ranch Closed Work Orders

<i>Requested</i>	<i>WO #</i>	<i>Closed</i>	<i>Work Description</i>	<i>Closing Comments</i>
7/1/2009	WO-241556	10/23/2009	ROOF INSPECTION SERVICE- SEMIANNUAL	<p>A. TYPE OF ROOF:☐☐ (6) COMPOSITION SHINGLES __x_☐☐☐</p> <p>B. INSPECTION CHECKLIST:☐☐ (1) ROOF ACCESS __ext ladder_☐☐ (2) PARAPET WALLS __n/a_☐☐ (3) ROOF DRAINS __n/a_☐☐ (4) FLASHING/COUNTER FLASHING __ok_☐☐ (5) WALK PADS __n/a_☐☐ (6) OVERHANGING BRANCHES/VEGETATION __n/a_☐☐ (7) DEBRIS __n/a_☐☐ (8) TERMINATION BAR __n/a_☐☐ (9) ROOF PENETRATIONS __n/a_☐☐ (10) ROOF TOP EQUIPMENT CURBS __n/a_☐☐ (11) ROOF TOP UTILITY SERVICE LINES (I.E: ELECTRICAL/NATURAL GAS/ CONDENSATE/ HYDRONIC)_n/a_☐☐ (12) PITCH POCKETS __n/a_☐☐ (13) ALLIGATORING __n/a_☐☐ (14) BLISTERS/CRACKS __n/a_☐☐ (15) EXPOSED FOAM __n/a_☐☐ (16) GRAVEL STOPS __n/a_☐☐ (17) SEAMS __ok_☐☐ (18) CONDITION OF FIELD __ok_☐☐ (19) EXCESSIVE PONDING __no_☐☐ (20) SIGNS OF LEAKAGE __no_☐☐ (21) OVERALL CONDITION __ok_☐☐☐10/23/2009 09:30 KIDA - Did PM roof inspection.</p>

MEMORANDUM OF UNDERSTANDING

between the  
LAS VEGAS METROPOLITAN POLICE, LAUGHLIN SUB-STATION  
and the  
BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION  
ON BEHALF OF UNIVERSITY OF NEVADA LAS VEGAS (UNLV)

TO PROVIDE ENHANCED SECURITY FOR THE WALKING BOX RANCH  
IN SEARCHLIGHT, NEVADA

BACKGROUND AND INTENT

The Walking Box Ranch (WBR) (40 acre headquarters parcel), located approximately seven miles west of the town of Searchlight, Nevada, is currently owned by the Bureau of Land Management (BLM) and managed in partnership with the University of Nevada, Las Vegas (UNLV). The WBR is located in a remote part of the Mojave Desert and has periodically experienced break-ins and intrusions by unwanted visitors. (There are an additional 120 acres to the south and east that are owned by BLM but not managed by UNLV. This property is under strict easements by the Nature Conservancy and access to that property is not allowed (permitted)).

The WBR falls within the purview of the Laughlin sub-station of the Las Vegas Metropolitan Police Department (Metro Police). Metro Police officers are required to reside at least part-time within their sub-station district; many officers currently live part-time in recreational vehicles (RVs) parked in trailer-park facilities in or near Searchlight.

This Memorandum of Understanding (MoU) describes an agreement between the Las Vegas Metro Police and UNLV that will permit up to two (2) RV's for off-duty Metro Police officers to stay in at WBR. UNLV anticipates that the presence of the officers will provide a passive deterrent to crime and casual invasion of the WBR. Las Vegas Metro Police officers will be provided space to park and live in their RVs with electric, water and sewer hookups at no charge.

This MoU will be in effect for 3 years from the date of signing, and may be extended with the written agreement of both parties. This MoU can be terminated by either party prior to the end date with written notification from the terminating party to the other party.

UNLV AGREES:

1. To provide space to park 1-2 mobile-type homes (trailer, 5<sup>th</sup> wheel, RV), for no more than two officers to live in each home. Various officers may rotate their stays at the WBR with one another as they choose.
2. To provide electric, water and sewer hookups for up to two vehicles at one time. Costs for these utilities will be paid by UNLV.

3. To provide keys to each officer staying on the property that will include one gate key to permit property entrance and one master key to all buildings, in the event of an emergency.
4. That no rent or payment of utilities is required.

LAS VEGAS METROPOLITAN POLICE AGREES:

1. That officers staying in an RV at the WBR will sign a Volunteer Agreement indicating that they are voluntarily living on the property, that they will not be paid any wages, and that they will assist live-in caretakers should an emergency arise. Emergencies may include, but are not limited to, break-ins to structures, theft, vandalism, or other events that may threaten the wellbeing or safety of caretakers, visitors to the WBR, or WBR property.
2. That propane will not be provided by UNLV and will be provided by Metro Police officers if needed.
3. That no pay is being offered for providing either a passive deterrent to crime or for actively assisting with emergencies at the WBR.
4. To maintain a respectful attitude toward Walking Box Ranch caretakers and visitors.
5. To respect the landscape and environment as this is an Area of Critical Environmental Concern (ACEC), and to maintain the integrity of the current landscape (this includes no firearm discharging on the premise).
6. To abide by non-smoking rules for the WBR.
7. To keep all debris clear of common areas and use the dumpster located outside the front gate for trash deposits.
8. To recycle when possible.
9. To refrain from having more than 1 or 2 guests at a time and for no more than 2 days at a time, unless permission is given by the UNLV WBR Project Manager. The officer will notify the WBR Caretaker if visitors are to stay overnight in the RV's.
10. To behave in a manner that contributes to a quiet, serene, and peaceful environment for all staying at the Ranch.
11. Provide a schedule of presence on the ranch property and give 48 hours notice of a schedule change.

**REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION,  
ON BEHALF OF THE UNIVERSITY OF NEVADA, LAS VEGAS**

Recommended by:

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Margaret (Peg) N. Rees  
Executive Director, Public Lands Institute  
University of Nevada, Las Vegas

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Date

Recommended by:

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Jose Elique  
Director, UNLV Police Services  
University of Nevada, Las Vegas

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Date

Approved as to Form by:

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Richard C. Linstrom  
Vice President and General Counsel

**METROPOLITAN POLICE OFFICER**

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Name  
Title

---

Date



# WALKING BOX RANCH STANDARD OPERATING PROCEDURES



Managed by:  
University of Nevada, Las Vegas  
Public Lands Institute  
Current as of January 4, 2010

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

## Table of Contents

- SOP 001 Signature Authority for Walking Box Ranch Activities
- SOP 002 Daily Visual Inspection of Buildings
- SOP 003 Daily Visual Inspection of Property
- SOP 004 Water Tank Inspections
- SOP 005 Maintenance / Repairs Records
- SOP 006 Daily Visitation & Outside Maintenance Log

Forms required by this procedure will be transmitted by the WBR caretaker to Paula Garrett on a monthly basis after forms are completed. These forms will subsequently be transmitted to BLM on a quarterly basis and will be made part of each "Custodianship of the Walking Box Ranch Property" quarterly report obligated by Financial Assistance Agreement #FAA080093.





# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 002	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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## Title: Daily Visual Inspection of Buildings

**Purpose:** To visually note any needed repair, replacement or upgrade on structures and any security issues. Also to note potential future issues that may occur.

**Scope:** The scope of these inspections are divided into major groups:

- Structural: building structure; foundation, windows, etc
- Mechanical: air handling systems, water system
- Electrical: lights, outlets, etc
- Interior appliances: refrigerator, oven, microwave, etc
- Interior furnishings: beds, couch, table, etc
- Interior goods: towels, window coverings, sheets, glasses, pots, dishes, etc
- Interior disposable goods: paper towels, toilet tissue, garbage bags, etc.

### Procedure:

1. Each morning the caretaker or temporary caretaker will perform visual inspections of each building.
2. Inspections will include structural, mechanical, electrical, interior appliances, interior furnishings, interior goods and interior disposable goods.
3. If the items are acceptable the caretaker or temporary caretaker will initial in the appropriate box on the "Visual Inspection of Building" form. If the items are not acceptable or issues needing attention, he/she will star the box and write in the comment box below what the issue is (see example).
4. Any non acceptable or issues needing attention are notified to Walking Box Ranch Program Associate within 72 hours by email (phone contact is acceptable but must be followed up by email notification).

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 002 | Revision Number: 001 | Issue Date: 7-15-09 | Issued By: | Page 2 of 2

Building:

Month:

Year:

Day of Month	Structural	Mechanical	Electrical	Interior Appliances	Interior Furnishings	Interior Goods	Interior Disposable Goods
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
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22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

NA=not applicable, ND=not done, \*=issue, S=storm event, Initials of inspection person necessary on each day, add additional comment if needed

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 003	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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## Title: Daily Visual Inspection of Property

**Purpose:** To visually note the physical appearance of the ranch.

**Scope:** The inspection of the 40 acre parcel of the ranch include; walking the perimeter of the ranch, checking gates and fencing, and looking for general signs of intrusion or damage.

### Procedure:

1. Once each day, the caretaker or temporary caretaker will perform a visual inspection of the property.
2. Inspections will include walking the perimeter of the property and checking the fencing and gates. If any damage or issues needing attention are noted, they will be noted on the "Daily Visual Inspection of Property" form.
3. If the items are acceptable the caretaker or temporary caretaker will initial in the appropriate box. If the items are not acceptable or issues needing attention, he/she will star the box and write in the comment box below what the issue is.
4. Any non acceptable or issues needing attention are notified to Walking Box Ranch Program Associate within 72 hours by email (phone contact is acceptable but must be followed up by email notification).

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 003 | Revision Number: 001 | Issue Date: 7-15-09 | Issued By: | Page 2 of 2

Month:

Year:

Day of Month	Gates	40 acre Fencing	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

NA=not applicable, ND=not done, \*=issue, S=storm event, Initials of inspection person necessary on each day, add additional comment if needed

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 004	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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## Title: Water Tank Inspections

**Purpose:** To inspect the water tanks for general operation and integrity.

**Scope:** To ensure adequate maintenance and recognition of any repair, replacement or upgrade needs, the water tank systems will be inspected on a weekly basis for operation and for water quantity.

### Procedure:

1. Once each week, the caretaker or temporary caretaker will perform a visual inspection of the water tank system.
2. Inspections will include checking the pump to check if it is operating correctly, checking the domestic water tank for proper fill level and no leakage, and checking the fire suppression tank for proper fill level and no leakage.
3. If the items are acceptable the caretaker or temporary caretaker will initial in the appropriate box. If the items are not acceptable or issues needing attention, he/she will star the box and write in the comment box below what the issue is (see example).
4. Any non acceptable or issues needing attention are notified to Walking Box Ranch Program Associate within 72 hours by email (phone contact is acceptable but must be followed up by email notification).

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 004 | Revision Number: 001 | Issue Date: 7-15-09 | Issued By: | Page 2 of 2

## VISUAL INSPECTION OF WATER TANKS

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Day of Month	Domestic Water Tank	Pump Operating Correctly	Fire Suppression Tank	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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19				
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22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

NA=not applicable, ND=not done, \*=issue, Initials of inspection person necessary on each day, add additional comment if needed

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 005	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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**Title:** Maintenance/Repair Records

**Purpose:** To record any maintenance or repair activity that occurs on the property.

**Scope:** To ensure adequate maintenance and recognition of any repair, replacement or upgrade needs.

**Procedure:**

1. Within 1 hour of completing a maintenance activity a maintenance record form will be completed by those completing the maintenance activity.
2. The form will be completed in its entirety then submitted to the caretaker.
3. After submission, the caretaker will collect the forms and place them in the Maintenance / Repair Activity Binder located in the Caretaker's trailer.
4. Once per month the forms will be collected and placed and taken to the PLI offices. Copies will be made and a copy will be kept at the ranch, the original with the Walking Box Ranch documents, and a copy with Jean Cline, Paula Garrett and Rochelle Boyd.

# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 005 | Revision Number: 001 | Issue Date: 7-15-09 | Issued By: | Page 2 of 2

## MAINTENANCE/REPAIR ACTIVITY AT WALKING BOX RANCH

DATE		LOCATION OF MAITENANCE / REPAIR	
DESCRIPTION OF MAITENANCE / REPAIR			
PERSON/GROUP DOING MAITENANCE / REPAIR			
MAITENANCE / REPAIR COMPLETED?		PERSON COMPLETING FORM	
COMMENTS			

NA=not applicable, ND=not done,



# WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 006	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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## Title: Daily Visitation & Outside Maintenance Log

Purpose: To monitor visitation on the ranch and maintenance activities.

Scope: Currently the Walking Box Ranch is at the physical state it was purchased and restoration and building has not begun. Routine and occasional maintenance is done periodically to maintain current status. To keep a record of presence on the ranch and maintenance activities, anyone besides the caretaker and police officers sign in and out when entering the property.

### Procedure:

1. The caretaker or temporary caretaker is to have anyone coming in to sign into the ranch sign in.
2. The caretaker or temporary caretaker can sign the person in or out if the visitor was not available to sign the form.



