



EAGLE SUITES®

Maintenance Aging Report

Leadership roll-up of open hotel-level maintenance work orders by aging threshold.

06/02/2026 | Produced: 7:53 AM

OPEN WORK
ORDERS

184

Current source
report scope

EXECUTIVE 30+
DAYS

9

Across 6 hotel(s)

REGIONAL 14+
DAYS

36

Across 13 hotel(s)

URGENT OPEN
ITEMS

12

Marked urgent in
source

Executive Summary

There are **9** open work order(s) at the executive 30+ day threshold and **36** open work order(s) at the regional 14+ day threshold. The current aged backlog is concentrated most heavily at **Baton Rouge - Gwenadele** with 10 item(s). This report is built to keep the executive view exception-based and the regional view operational.

What Needs Attention Now

- **Little Rock - University** has 3 item(s) at 30+ days old, oldest at 33 day(s).
- **Baton Rouge - Airline** has 2 item(s) at 30+ days old, oldest at 66 day(s).
- **Tulsa - E 52nd Street** has 1 item(s) at 30+ days old, oldest at 76 day(s).
- **Baton Rouge - Gwenadele** has 10 item(s) at 14+ days old, oldest at 20 day(s), 0 urgent.
- **Tulsa - E 52nd Street** has 6 item(s) at 14+ days old, oldest at 76 day(s), 0 urgent.
- **Jacksonville - Shamrock** has 5 item(s) at 14+ days old, oldest at 39 day(s), 0 urgent.

Executive Level, 30+ Day Items

Little Rock - University

3 item(s), oldest 33 day(s), no urgent items

Regional Level, 14+ Day Items

Baton Rouge - Gwenadele

10 item(s), oldest 20 day(s), no urgent items

- **20421-1** · Normal · 33 day(s) old · created 04/30/2026
Side gate by 1000 building (right side if youre front side facing 1000 building) missing boards, cant latch from both sides due to the updated attempts to fix)
- **20422-1** · Normal · 33 day(s) old · created 04/30/2026
whole property needs to be pressure washed
- **20424-1** · Normal · 33 day(s) old · created 04/30/2026
parking lot needs redone front of 3105) - entire parking lot needs relined - several pot holes throughout parking lot (backside of 1000 building , front corner of 2000 building, backside of 3000 building, drive through lane leading to from frontside of 3000 building to backside 3000 building closet to roadway

Baton Rouge - Airline

2 item(s), oldest 66 day(s), no urgent items

- **19093-1** · Normal · 66 day(s) old · created 03/28/2026
support pole on side of building 3 needs repaired. Airline
- **20312-1** · Normal · 35 day(s) old · created 04/28/2026
rm 116 vacant. Add shelves to upper cabinet. Airline

Tulsa - E 52nd Street

1 item(s), oldest 76 day(s), no urgent items

- **18665-1** · Normal · 76 day(s) old · created 03/18/2026
CAMERA'S BY ROOM 145 AND THE FIRST FLOOR END LAUNDRY ROOM

Baton Rouge - Boardwalk

1 item(s), oldest 41 day(s), no urgent items

- **20100-1** · Normal · 41 day(s) old · created 04/22/2026
back parking lot lights not working

- **20790-1** · Normal · 20 day(s) old · created 05/13/2026
move bed frames out of 319 and move the frame from room 349 into 319
- **20868-1** · Normal · 19 day(s) old · created 05/14/2026
341 bathroom fan not working
- **20869-1** · Normal · 19 day(s) old · created 05/14/2026
340 door is sticking
- **20871-1** · Normal · 19 day(s) old · created 05/14/2026
340 ac not working
- **21025-1** · Normal · 14 day(s) old · created 05/19/2026
330 fix ptac
- **21028-1** · Normal · 14 day(s) old · created 05/19/2026
130 needs t seat
- **21031-1** · Normal · 14 day(s) old · created 05/19/2026
207 needs shelf in cabinet, hole in b door
- **21033-1** · Normal · 14 day(s) old · created 05/19/2026
308 needs t seat cover
- **21035-1** · Normal · 14 day(s) old · created 05/19/2026
330 fix a/c
- **21036-1** · Normal · 14 day(s) old · created 05/19/2026
331 fix ptac, needs microwave

Tulsa - E 52nd Street

6 item(s), oldest 76 day(s), no urgent items

- **18665-1** · Normal · 76 day(s) old · created 03/18/2026
CAMERA'S BY ROOM 145 AND THE FIRST FLOOR END LAUNDRY ROOM
- **20957-1** · Normal · 15 day(s) old · created 05/18/2026
room 122
- **20959-1** · Normal · 15 day(s) old · created 05/18/2026
need the drains outside in court yard covered the holes and the grates

Jacksonville - Shamrock

1 item(s), oldest 39 day(s), no urgent items

- **20186-1** · Normal · 39 day(s) old · created 04/24/2026
500 Building - Poor Lighting around 500 building

Eagle Suites - Breckenridge

1 item(s), oldest 35 day(s), no urgent items

- **20300-1** · Normal · 35 day(s) old · created 04/28/2026
need sound barriers for fire alarms.

- **20990-1** · Normal · 15 day(s) old · created 05/18/2026
Guest Laundry Room: Leak behind the first washer closest to the commercial
- **20992-1** · Normal · 15 day(s) old · created 05/18/2026
Guest Laundry Room: behind the row of dryers the ventilation system is not hazard to the guests and employees due to slipping.
- **21009-1** · Normal · 14 day(s) old · created 05/19/2026
HOTEL HAS INFESTATION OF MICE

Jacksonville - Shamrock

5 item(s), oldest 39 day(s), no urgent items

- **20186-1** · Normal · 39 day(s) old · created 04/24/2026
500 Building - Poor Lighting around 500 building
- **21011-1** · Normal · 14 day(s) old · created 05/19/2026
RM 221 Kitchen
- **21012-1** · Normal · 14 day(s) old · created 05/19/2026
RM 606
- **21013-1** · Normal · 14 day(s) old · created 05/19/2026
RM 303 and 535
- **21014-1** · Normal · 14 day(s) old · created 05/19/2026
RM 228

Little Rock - University

3 item(s), oldest 33 day(s), no urgent items

- **20421-1** · Normal · 33 day(s) old · created 04/30/2026
Side gate by 1000 building (right side if youre front side facing 1000 building) missing boards, cant latch from both sides due to the updated attempts to fix)
- **20422-1** · Normal · 33 day(s) old · created 04/30/2026
whole property needs to be pressure washed

- **20424-1** · Normal · 33 day(s) old · created 04/30/2026
parking lot needs redone front of 3105) - entire parking lot needs relined - several pot holes throughout parking lot (backside of 1000 building , front corner of 2000 building, backside of 3000 building, drive through lane leading to from frontside of 3000 building to backside 3000 building closet to roadway

Little Rock - Hardin Road

3 item(s), oldest 21 day(s), no urgent items

- **20747-1** · Normal · 21 day(s) old · created 05/12/2026
NEED KIM WITH TRAILER TO REMOVE OLD FURNITURE IN STORAGE
- **20955-1** · Normal · 15 day(s) old · created 05/18/2026
Room 236 Front door needs to be adjusted
- **21016-1** · Normal · 14 day(s) old · created 05/19/2026
Room 220 Bathroom sink and tub clogged up

Baton Rouge - Airline

2 item(s), oldest 66 day(s), no urgent items

- **19093-1** · Normal · 66 day(s) old · created 03/28/2026
support pole on side of building 3 needs repaired. Airline
- **20312-1** · Normal · 35 day(s) old · created 04/28/2026
rm 116 vacant. Add shelves to upper cabinet. Airline

Baton Rouge - Boardwalk

1 item(s), oldest 41 day(s), no urgent items

- **20100-1** · Normal · 41 day(s) old · created 04/22/2026
back parking lot lights not working

Eagle Suites - Breckenridge

1 item(s), oldest 35 day(s), no urgent items

- **20300-1** · Normal · 35 day(s) old · created 04/28/2026
need sound barriers for fire alarms.

Oklahoma City - NW Expressway

1 item(s), oldest 28 day(s), no urgent items

- **20539-1** · Normal · 28 day(s) old · created 05/05/2026
!! power for laundry door need hooked up now that B LINE has been out here

Benton - Military Rd

1 item(s), oldest 26 day(s), no urgent items

- **20621-1** · Normal · 26 day(s) old · created 05/07/2026
room 107 needs stove rings for their stove.

Benton South

1 item(s), oldest 20 day(s), no urgent items

- **20806-1** · Normal · 20 day(s) old · created 05/13/2026
203 - House at the end of Conrad Street on Sevier Street needs the bushes

Tulsa - S Yale Ave

1 item(s), oldest 15 day(s), no urgent items

- **20972-1** · Normal · 15 day(s) old · created 05/18/2026
236 NEEDS NEW AC ONCE THE ROOM HAS BEEN RID OF ROACHES
TV MICROWAVE

Rock - W Markham Street Little

1 item(s), oldest 14 day(s), 1 urgent

- **21023-1** · Urgent · 14 day(s) old · created 05/19/2026
Ac unit in guest laundry is not blowing cold air.

- Total open work orders in source report: **184**, with **12** marked urgent.
- Executive threshold (30+ days): **9** item(s) across **6** hotel(s).
- Regional threshold (14+ days): **36** item(s) across **13** hotel(s).
- Most concentrated aging backlog is at **Baton Rouge - Gwenadele** with **10** item(s) currently at the 14+ day threshold.
- PTAC / HVAC-related items appear repeatedly in the aged backlog, with **2** aged item(s) tied to that category.

Recommended Actions

- Escalate any **urgent** item that reaches 14 days old into same-day regional review instead of allowing it to roll deeper into backlog.
- Assign one owner per hotel for aged work orders and require a daily status comment until closure.
- Separate recurring PTAC / HVAC parts shortages from normal room-turn tasks so material constraints do not hide in general backlog.
- For the executive view, keep the 30+ day section intentionally short and exception-based. If that section is empty, leadership should read that as backlog still recoverable.

Source Notes

- Source file: **Eagle Suites Maintenance**
- Assigned user filter in source: **All**
- Status scope: **New, Assigned, Scheduled, and Waiting**
- Aging thresholds used here: **30+ days for executive** and **14+ days for regional**