



**EAGLE SUITES®**

# Maintenance Aging Report

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

09/05/2026 | Produced: 7:51 AM

OPEN WORK  
ORDERS

**225**

Current source  
report scope

EXECUTIVE 30+  
DAYS

**4**

Across 2 hotel(s)

REGIONAL 14+  
DAYS

**34**

Across 10 hotel(s)

URGENT OPEN  
ITEMS

**24**

Marked urgent in  
source

## Executive Summary

There are **4** open work order(s) at the executive 30+ day threshold and **34** open work order(s) at the regional 14+ day threshold. The current aged backlog is concentrated most heavily at **Oklahoma City - NW Expressway** with 14 item(s). This report is built to keep the executive view exception-based and the regional view operational.

## What Needs Attention Now

- **Oklahoma City - NW Expressway** has 2 item(s) at 30+ days old, oldest at 75 day(s).
- **Baton Rouge - Gwenadele** has 2 item(s) at 30+ days old, oldest at 32 day(s).
- **Oklahoma City - NW Expressway** has 14 item(s) at 14+ days old, oldest at 75 day(s), 0 urgent.
- **Tulsa - E 52nd Street** has 4 item(s) at 14+ days old, oldest at 29 day(s), 0 urgent.
- **Jacksonville - Shamrock** has 4 item(s) at 14+ days old, oldest at 25 day(s), 0 urgent.

## Executive Level, 30+ Day Items

### Oklahoma City - NW Expressway

2 item(s), oldest 75 day(s), no urgent items

## Regional Level, 14+ Day Items

### Oklahoma City - NW Expressway

14 item(s), oldest 75 day(s), no urgent items

- **22233-1** · Normal · 75 day(s) old · created 06/22/2026  
tile needs redone in multiple 2nd floor units (outside calls for tile work)
- **23842-1** · Normal · 35 day(s) old · created 08/01/2026  
unit 162 ceiling damage from 262 ptac leak

### Baton Rouge - Gwenadele

2 item(s), oldest 32 day(s), no urgent items

- **23954-1** · Normal · 32 day(s) old · created 08/04/2026  
305 tub/shower cracked
- **23964-1** · Normal · 32 day(s) old · created 08/04/2026  
334- missing tile work in closet and exposed pipes near closet(maybe for a

- **22233-1** · Normal · 75 day(s) old · created 06/22/2026  
tile needs redone in multiple 2nd floor units (outside calls for tile work)
- **23842-1** · Normal · 35 day(s) old · created 08/01/2026  
unit 162 ceiling damage from 262 ptac leak
- **24262-1** · Normal · 25 day(s) old · created 08/11/2026  
lights that are out along walkways:
- **24457-1** · Normal · 23 day(s) old · created 08/13/2026  
225 bathroom sink filter
- **24460-1** · Normal · 23 day(s) old · created 08/13/2026  
241 both kitchen outlets dont work
- **24463-1** · Normal · 23 day(s) old · created 08/13/2026  
200 need bathroom fan installed
- **24470-1** · Normal · 23 day(s) old · created 08/13/2026  
251 need bathroom fan
- **24471-1** · Normal · 23 day(s) old · created 08/13/2026  
204 need bathroom fan in master bath
- **24660-1** · Normal · 19 day(s) old · created 08/17/2026  
238 need bathroom fan
- **24865-1** · Normal · 16 day(s) old · created 08/20/2026  
147 bathroom wall patch behind needs redone
- **24913-1** · Normal · 15 day(s) old · created 08/21/2026  
Covered roof in front of the office the light on top is falling out
- **24916-1** · Normal · 15 day(s) old · created 08/21/2026  
246 - Shower Surround
- **24917-1** · Normal · 15 day(s) old · created 08/21/2026  
222 - Shower Surround must be fixed

- **24948-1** · Normal · 14 day(s) old · created 08/22/2026  
Floodlights to the right of the building is not working
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### **Tulsa - E 52nd Street**

4 item(s), oldest 29 day(s), no urgent items

- **24153-1** · Normal · 29 day(s) old · created 08/07/2026  
critters in between the ceilings and floors, (mice, squirrels, raccoons)
  - **24267-1** · Normal · 25 day(s) old · created 08/11/2026  
step is broken on the 2nd stairs in front of room 222 its the first step on the
  - **24407-1** · Normal · 23 day(s) old · created 08/13/2026  
assistant manager apt.
  - **24689-1** · Normal · 18 day(s) old · created 08/18/2026  
THERE IS A LEAK IN THE 2ND FLOOR 1ST STORAGE ROOM LOOKS LIKE
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### **Jacksonville - Shamrock**

4 item(s), oldest 25 day(s), no urgent items

- **24301-1** · Normal · 25 day(s) old · created 08/11/2026  
The golf car wont go even with a full charge
  - **24305-1** · Normal · 25 day(s) old · created 08/11/2026  
Building 500. Guest Stated that they have had a wood splinter walking the
  - **24307-1** · Normal · 25 day(s) old · created 08/11/2026  
200 Building under Rm 210-212 have Green slippery goo in the floor.
  - **24850-1** · Normal · 16 day(s) old · created 08/20/2026  
RM 126 - Needs PTAC + Refrigerator + also need 1 extra PTAC to get rooms
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### **Tulsa - S Yale Ave**

4 item(s), oldest 25 day(s), no urgent items

- **24284-1** · Normal · 25 day(s) old · created 08/11/2026  
SOFFITT BY OFFICE AND TRIM ON ROOF BY EAGLE SIGN
- **24285-1** · Normal · 25 day(s) old · created 08/11/2026  
REPAIR FENCE
- **24287-1** · Normal · 25 day(s) old · created 08/11/2026  
JOE EAGLE BOARD
- **24289-1** · Normal · 25 day(s) old · created 08/11/2026  
FIX CONDUIT W/ MORE HANGING ON OUTBACK SIDE SECOND AND

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### **Baton Rouge - Gwenadele**

2 item(s), oldest 32 day(s), no urgent items

- **23954-1** · Normal · 32 day(s) old · created 08/04/2026  
305 tub/shower cracked
- **23964-1** · Normal · 32 day(s) old · created 08/04/2026  
334- missing tile work in closet and exposed pipes near closet(maybe for a

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### **Eagle Suites - Breckenridge**

2 item(s), oldest 16 day(s), 1 urgent

- **24854-1** · Normal · 16 day(s) old · created 08/20/2026  
RM 103 NEED DEHUMIDIFIER FOR MOLD
- **24938-1** · Urgent · 15 day(s) old · created 08/21/2026  
236 bathtub cracked again. not sure if it was fixed correctly about a month

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### **Benton - Military Rd**

1 item(s), oldest 19 day(s), no urgent items

- **24659-1** · Normal · 19 day(s) old · created 08/17/2026  
Hedges need to be trimmed

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### **Oklahoma City - SW 3rd**

1 item(s), oldest 17 day(s), no urgent items

- **24743-1** · Normal · 17 day(s) old · created 08/19/2026  
2106 WATER DOES NOT TURN OFF COMPLETELY ON SHOWER.

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### Baton Rouge - Airline

1 item(s), oldest 16 day(s), no urgent items

- **24851-1** · Normal · 16 day(s) old · created 08/20/2026  
yellow paint to paint curbs and finish parking lines is in office Jacob started Airline

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### Oklahoma City - NE I-35

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

- **24924-1** · Normal · 15 day(s) old · created 08/21/2026  
107 SHELF NEEDS TO BE REPLACED IN BATHROOM.

## Pattern Intelligence

- Total open work orders in source report: **225**, with **24** marked urgent.
- Executive threshold (30+ days): **4** item(s) across **2** hotel(s).
- Regional threshold (14+ days): **34** item(s) across **10** hotel(s).
- Most concentrated aging backlog is at **Oklahoma City - NW Expressway** with **14** 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**