

## Tenant Bulletin



**Date:** May 20, 2009  
**To:** Ninth & Jefferson Tenants  
**From:** Elisa Handley, Property Administrator  
**Re:** Work Order System – Buildfolio

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Wright Runstad & Company is excited to introduce our work order system, Buildfolio, to track and record your work orders. You may log on to Buildfolio from the property website: [ninthandjefferson.com](http://ninthandjefferson.com). Each tenant has a designated contact and that person will have the ability to log in to the Buildfolio system. After you have requested service, you will receive an automatic email notification from [tames@wrightrunstad.com](mailto:tames@wrightrunstad.com) confirming your request. An example of this email is shown below:

Dear John Smith,

The work WR078023 has been assigned for work.

Date Created: 2/22/2008 1:00 PM By Paula Cutler  
Supervisor: Melissa Reynolds  
Area: Wright Runstad & Company > Ninth & Jefferson> 8 > 802 (Property Management)  
Asset:  
Description: Light out in the main hallway. (test)  
Work Type: TR - Tenant Request  
Type of Service: Lighting  
Problem Code: Light(s) Out  
Priority: Normal  
Scheduled Start: 2/22/2008 1:15:59 PM  
Scheduled End: 2/22/2008 2:15:59 PM

You cannot reply to this as it is an automated email.

Once the work has been completed you will receive a confirmation of completion with notes regarding the work that was done.

If you have any questions or wish to follow up on the status of your request please contact the Property Management Office at [njbmgt@wrightrunstad.com](mailto:njbmgt@wrightrunstad.com).

Thank you.