September Sept			TYPE OF		
9/23/2019 708 Vacant Unit Rekeyed all locks 9/18/2019 2646D Vacant Unit Inventoried Items in Emergency Housing, reviewed missing items with Debbie, completed PFR inspection 9/24/2019 2646D Vacant Unit Hauled off trash Replaced GFCI, wiped down walls and doors, cleaned up trash, replaced drip pans on stove Replaced drip pans on stove Vacant Unit Vacant	DATE	LOCATION		WORK PERFORMED	REP
9/18/2019 2646D Vacant Unit Inventoried items in Emergency Housing, reviewed missing items with Debbie, completed PFR inspection SF				Vacant Units	
9/24/2019 2646D Vacant Unit With Debbie, completed PFR inspection SP 9/24/2019 2646D Vacant Unit Hauled off trash Replaced GFCI, wiped down walls and doors, cleaned up trash, replaced drip pans on stove 9/25/2019 2646D Vacant Unit Vacan	9/23/2019	708	Vacant Unit	Rekeyed all locks	SF
With Debbie, completed PFR inspection	0/19/2010	2646D	Vacant Unit	Inventoried items in Emergency Housing, reviewed missing items	CD
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Section Sect	9/24/2019	2646D	Vacant Unit		SF
Post	9/24/2019	2646D	Vacant Unit		KM
9/25/2019 2646D Vacant Unit Cleaned master bathtub drain, cleaned walls in kitchen, cleaned doors, began touch up painting, rebuilt bedroom screens KM					
9/26/2019 2646D Vacant Unit doors, began touch up painting, rebuilt bedroom screens Scheduled cleaners, moved furniture to make room for donated furniture to be moved in next week Cleaned all light fixtures, checked and sprayed bathroom fan, removed stickers from mirrors, wiped some areas of walls, replaced light bulbs and smoke alarm batteries 9/30/2019 2646D Vacant Unit Loaded, ran, and unloaded dishwasher, touched up paint KM Work Orders 9/26/2019 518 Work Order Dug up and replaced rotten post on back fencing 9/12/2019 520 Work Order Dug up and replaced rotten post on back fencing 9/12/2019 701 Work Order Began exterior APM inspection 9/13/2019 701 Work Order Finished exterior APM inspection 9/5/2019 710 Work Order Continued painting exterior of unit 9/3/2019 CITPD Work Order Painted deck correct on front deck and ramp 9/3/2019 CITPD Work Order Painted deck correct on front deck and ramp 9/5/2019 Shop Work Order Painted gutter downspout straps for CITPD Sp 9/6/2019 CITPD Work Order Painted gutter downspout straps for CITPD Sp 9/6/2019 CITPD Work Order Painted exterior, installed downspouts on front of unit SP 9/6/2019 CITPD Work Order Painted exterior form shed, painted trim and door jamb, put SF 9/11/2019 CITPD Work Order Painted exterior form shed, painted trim and door jamb, put SF					
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9/19/2019 CITPD Work Order Painted exterior SP	· ·				
9/20/2019 CITPD Work Order Painted trim, installed down spouts SP	· ·				
9/24/2019 CITPD Work Order Installed garage door seal SF				 	
9/30/2019 CITPD Work Order Replaced HVAC filter SF	9/30/2019	CITPD	Work Order	•	SF
9/6/2019 2603 Work Order Replaced kitchen GFCI, looked into issue around deck, performed exterior APM inspection	9/6/2019	2603	Work Order	·	SF
	9/4/2019	Elders	Work Order	Removed and replaced broken living room window glass	SF

9/18/2019	Elders	Work Order	Cut out hold in siding for light fixture	SF	
9/18/2019	Elders		Installed motion light on back deck, began installing shelving		
9/19/2019	Elders		nstalled shelving and motion light on side of garage		
9/24/2019	2608		Pulled hose bib to get measurements		
9/11/2019	SCINT		erformed exterior APM inspection		
9/20/2019	SCINT	Work Order	Cut and installed screen material for foundation vents	SF SF	
9/23/2019	SCINT		Dug up and replaced valve cover box for sewer cleanout	SF	
9/3/2019	2616	Work Order	Performed exterior APM inspection	SF	
9/25/2019	2616		Replaced kitchen light globe and bulbs	SF	
9/18/2019	2617	Work Order	Dug out under backflow device	SF	
9/6/2019	2618	Work Order	Began exterior APM inspection		
9/9/2019	2618	Work Order	Finished exterior APM inspection	KM	
9/3/2019	2620	Work Order	Looked at decks to be pressure washed, spoke with resident	SF	
9/3/2019	2020	Work Order	Dug up old post and concrete block, replaced post, covered hole,	ЭГ	
9/12/2019	2620	Work Order	reinstalled fence boards	SF	
9/13/2019	2620	Work Order	Helped load concrete into dumpster	SP	
0/12/2010	2620	Mark Orden	Picked up concrete and hauled to dumpster, measured front deck	CE	
9/13/2019	2620	Work Order	stair railing, looked into fence issue	SF	
9/17/2019	2620	Work Order	Cleaned gutters		
9/18/2019	2620	Work Order	Removed roofing and nails from deck, pressure washed, began		
			painting deck correct, reviewed rot issues with Lyman		
9/19/2019	2620	Work Order	Replaced deck boards on top front deck		
9/25/2019	2620		Replaced a few deck boards in front		
9/12/2019	2620A	Work Order	Installed handrail on front of unit	SF	
9/5/2019	2620A/2620C	Work Order	Pressure washed back decks and stairs	SF	
9/12/2019	2627	Work Order	Performed exterior APM inspection	SF	
9/25/2019	2627	Work Order			
9/11/2019	2628	Work Order	Performed exterior APM inspection		
9/23/2019	2628	Work Order	·		
			Performed interior APM inspection, replaced four light switches,		
9/11/2019	2629	Work Order	adjusted front door, cleaned refrigerator coils, replaced burner	SF	
			pans and range hood filter, vacuumed heaters		
9/27/2019	2636	Work Order	Performed interior APM inspection, unplugged hall bath sink	SF	
9/30/2019	2636	Work Order	1 7 1 66		
9/3/2019	2638	Work Order	, ,		
9/5/2019	2638	Work Order	Lubed and adjusted garage door		
9/16/2019	2646	Work Order	Met painting contractor to make sure building was ready for		
0/17/2010	2646	Work Order	pressure washing er Inspected unit after pressure washing		
9/17/2019					
9/19/2019	2646	Work Order		SP	
9/17/2019	2646A	Work Order	Performed interior APM inspection, cleaned refrigerator coils, r replaced stove drip pans, vacuumed heaters, repaired front door		
- 1 1			Replaced two exterior bulbs, reset exterior timer, spray lubed		
9/26/2019	2646B	Work Order	garage door and motor	SF	
9/4/2019	2650	Work Order	Performed exterior APM inspection	KM	
9/5/2019	2650	Work Order	Performed exterior APM inspection	KM	

0/26/2010	2660	Mark Order	Domoved and replaced toilet	СГ
9/26/2019	2660		Removed and replaced toilet	SF
9/3/2019	2670C	Work Order	Rebuilt kitchen faucet	SF
9/18/2019	2670C	Work Order	Secured gutter downspouts	SF
9/17/2019	Office	Work Order	Repaired channel under conference table, repaired gutter by sliding door	SF
			Routine Activities	
9/3/2019	Housing Area	Routine	Checked on community dumpsters	SF
9/3/2019	Housing Area	Routine	Crushed trash in community dumpster, checked lights in mailbox	SP
9/3/2019	Office	Routine	structures, ran water in vacant units Completed paperwork	SP
9/3/2019	Office	Routine	Removed cobwebs from stairs, building, and lights, attached chain	38
9/3/2019	Office	Routine	to back door screen, checked oil in backup generator, took out recycling, brought mail to the office, completed paperwork	KM
9/3/2019	Office	Routine	Researched supplies, made phone calls, completed paperwork	SF
9/3/2019	Shop	Routine	Loaded supplies, checked fluid level on golf cart	KM
9/3/2019	Shop	Routine	Unloaded tools and supplies from van, cleaned up	SF
9/4/2019	Housing Area	Routine	Gathered fuel slips, picked up rent from elder	KM
9/4/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/4/2019	Office	Routine	Researched supplies, made phone calls, completed paperwork	SF
9/4/2019	Playground	Routine	Raked bark, cleaned spider webs from lights and bus stop	SF
9/4/2019	Shop	Routine	Cleaned out van, put away tools and supplies, located exterior trim needed, loaded supplies	SF
9/4/2019	Shop	Routine	Emptied trash from golf cart	KM
9/4/2019	Town	Routine	Picked up glass units, fueled van, dropped off package	SF
9/5/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/5/2019	Office	Routine	Made phone calls, completed paperwork	SF
9/5/2019	Office	Routine	Reconciled billing issue with landscape bark	SP
9/5/2019	Shop	Routine	Emptied trash cans, cleaned up work area	KM
9/5/2019	Shop	Routine	Unloaded doors, cleaned up	SP
9/5/2019	Town	Routine	Picked up doors	SP
9/6/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/6/2019	Office	Routine	Completed paperwork	SF
9/6/2019	Office	Routine	Completed paperwork	KM
9/6/2019	Office	Routine	Watered plants, checked lights in office	SP
9/6/2019	Shop	Routine	Cleaned out back of van	SF
9/9/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
9/9/2019	Office	Routine	Checked oil in backup generator, brought mail to office, de-webbed stairs and lights, completed paperwork	KM
9/9/2019	Office	Routine	Made phone calls, completed paperwork	SF
9/9/2019	Office	Routine	Made phone calls, reviewed FY20 RFQs, completed paperwork	SP
9/9/2019	Shop	Routine	Helped install shelving and put away tools	SP
9/9/2019	Shop	Routine	Checked fluid level on golf cart	KM
9/9/2019	Shop	Routine	Cleaned up, helped install shelving and organize trim and materials, cleaned out van, unloaded supplies and materials	
9/9/2019	Shop	Routine	Unloaded van, put away tools and supplies	KM
9/9/2019	Town	Routine	Picked up materials and supplies	SF

9/10/2019 Housing Area Routine Picked up lawn equipment after resident use KM 9/10/2019 Office Routine Routine Strught mail to office, completed paperwork SF 9/10/2019 Office Routine Cleaned out back of van, cleaned up work area and around shop KM 9/10/2019 Shop Routine Organized and cleaned up shop and van SF 9/10/2019 Town Routine Streed and organized lumber on lumber racks, cleaned out van SF 9/10/2019 Town Routine Streed and organized lumber on lumber racks, cleaned out van SF 9/11/2019 Housing Area Routine Picked up rent from elder KM 9/11/2019 Office Routine Streed and organized lumber on lumber racks, cleaned out van SF 9/11/2019 Office Routine Picked up rent from elder KM 9/11/2019 Office Routine Streed and organized lumber on lumber racks, cleaned out van SF 9/11/2019 Office Routine Picked up rent from elder KM 9/11/2019 Shop Routine Completed fagerwork SF 9/11/2019 Shop Routine Completed fagerwork SF 9/12/2019 Office Routine Streed and loaded van SF 9/12/2019 Office Routine Completed paperwork SF 9/12/2019 Shop Routine Completed paperwork SF 9/12/2019 Housing Area Routine Picked up supplies, checked on concrete mixer repairs, ordered 19/13/2019 Housing Area Routine Picked up supplies checked lights in office SP 9/13/2019 Shop Routine Completed paperwork SF 9/13/2019					
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9/17/2019		Town	Routine	Picked up supplies	
9/17/2019 Office Routine Met with Lyman, Debbie, and maintenance staff to go over exterior APM work to be completed 9/17/2019 Shop Routine Cleaned out van, cleaned up and put away painting tools SP 9/17/2019 Shop Routine Emptied trash can in van, emptied golf cart, unloaded ladder from van 9/17/2019 Shop Routine Painted deck boards for 2620, loaded and unloaded van, researched parts SF	9/17/2019	Elders	Routine	Installed exterior motion light on back deck, assisted Felton with	
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9/17/2019 Shop Routine Emptied trash can in van, emptied golf cart, unloaded ladder from van Painted deck boards for 2620, loaded and unloaded van, researched parts Freedrich Cart. (unloaded ladder from Van	9/17/2019	Shop	Routine		
9/17/2019 Shop Routine Painted deck boards for 2620, loaded and unloaded van, researched parts				Emptied trash can in van, emptied golf cart, unloaded ladder fro	
	9/17/2019	Shop	Routine	Painted deck boards for 2620, loaded and unloaded van,	SF
	9/18/2019	Office	Routine		KM

0 140 10040				T -
9/18/2019	Office	Routine	Completed paperwork	SP
9/18/2019	Office	Routine	Met with Lyman, Debbie, and maintenance staff to go over exterior APM work to be completed	
9/18/2019	Office	Routine	Met with Lyman, Debbie, and maintenance staff to go over exterior APM work to be completed	
9/18/2019	Office	Routine	·	
9/18/2019	Shop	Routine	Cleaned shelving	SF SP
9/18/2019	Shop	Routine	Cleaned up, loaded supplies in van	KM
9/18/2019	Town	Routine	Picked up supplies	SP
	Housing Area	Routine	Delivered Bicycle Rodeo flyers	KM
	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/19/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/19/2019	Office	Routine	Researched parts, ordered supplies, completed paperwork	
9/19/2019	Shop	Routine	Cleaned out van, loaded supplies, began painting new door for 2624	
9/19/2019	Shop	Routine	Gathered supplies	SP
9/19/2019	Shop	Routine	Put away supplies	KM
9/19/2019	Town	Routine	Picked up supplies	SP
9/19/2019	Town	Routine	Picked ups lumber, paint, and supplies	SF
9/20/2019	Housing Area	Routine	Delivered notices for Resident Services	SP
9/20/2019	Housing Area	Routine	Removed wood bench by upper mailbox structure due to rot, checked remaining benches	
9/20/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/20/2019	Office	Routine	Researched parts, ordered supplies, completed paperwork	SF
9/20/2019	Office	Routine	Watered plants, checked lights in office	SP
9/20/2019	Shop	Routine	Located supplies and parts for programmable door knob, cleaned out van	KM
9/20/2019	Shop	Routine	Put away tools and supplies from van	SP
9/20/2019	Shop	Routine	Unloaded lumber and spread out to dry, unloaded trash from van	SF
9/23/2019	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
· · · · · ·	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/23/2019	Office	Routine	Checked oil in backup generator, brought mail to office, de-webbed stairs and lights, took out office recycling, completed paperwork	
9/23/2019	Office	Routine	Completed paperwork	SF
9/23/2019	Shop	Routine	Emptied trash from golf cart and van, helped move lumber to sun to dry, checked fluid level in golf cart	
9/23/2019	Shop	Routine	Laid out pressure treated lumber in sun to dry and returned it at end of day, built and repaired screens, unloaded splash blocks	
9/23/2019	Town	Routine	Picked up splash block, dropped off mail, fueled van	SF
9/24/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/24/2019	Office	Routine	Ordered supplies, completed paperwork	SF
9/24/2019	Shop	Routine	Assisted with inventory	KM
9/24/2019	Shop	Routine	Painted deck boards for 2620, cleaned up	SF
9/24/2019	Town	Routine	Dropped off GMC 2500 Van for new tires	KM
9/24/2019	Town	Routine	Picked up Ken from dropping off van for new tires	SF
9/25/2019	Office	Routine	Brought mail to office, completed paperwork	KM

9/25/2019	Office	Routine	Made phone calls, completed paperwork	SF
			Wiped down bathroom, swept cobwebs inside and outside of	
9/25/2019	Playground	Routine	restroom and on the bus shelter	SF
9/25/2019	Shop	Routine	Inventoried tools in van and tool room	KM
	·	D. U.	Inventoried tools in van and storage shed, laid out more lumber to	CE
9/25/2019	Shop	Routine	dry and painted deck correct, cleaned out van	SF
9/26/2019	Housing Area	Routine	Delivered pest control notices	KM
9/26/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/26/2019	Office	Routine	Completed paperwork	SF
9/26/2019	Shop	Routine	Cleaned out van, painted deck boards, painted garage door	SF
9/27/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/27/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/27/2019	Office	Routine	Removed cord from conference table, watered plants, completed paperwork	SF
9/27/2019	Shop	Routine	Unloaded van, hauled trash to dumpster	SF
9/30/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
	_	5	Checked oil in backup generator, brought mail to office, completed	
9/30/2019	Office	Routine	paperwork	KM
0/20/2010		5	Cleared sand out of backflow preventer valve box, called plumber	C.F.
9/30/2019	Playground	Routine	to retest	SF
9/30/2019	Shop	Routine	Checked fluid level on golf cart	KM
9/30/2019	Shop	Routine	Cleaned out van	SF
0/20/2010	Chan	Douting	Removed and replaced backflow device, installed new pipe	SF
9/30/2019	Shop	Routine	insulation	ЭГ
			Projects	
9/9/2019	701	Project	Met with resident for Front Yard Makeover	SP
9/12/2019	701	Project	Met with landscaper for Front Yard Makeover design	SP
9/13/2019	701	Project	Looked at utility locations for Front Yard Makeover	SP
			Groundskeeping	
9/3/2019	Housing Area	Grounds	Trash pickup	KM
9/4/2019	Housing Area	Grounds	Reviewed trees to be removed with tree service company	SP
9/4/2019	Housing Area	Grounds	Trash pickup	KM
9/5/2019	Housing Area	Grounds	Trash pickup	KM
9/6/2019	Housing Area	Grounds	Trash pickup	KM
9/9/2019	Housing Area	Grounds	Trash pickup	KM
9/10/2019	Housing Area	Grounds	Trash pickup	KM
9/11/2019	Housing Area	Grounds	Trash pickup	KM
9/12/2019	Housing Area	Grounds	Trash pickup	KM
9/13/2019	Housing Area	Grounds	Trash pickup	KM
9/17/2019	Housing Area	Grounds	Trash pickup	KM
9/18/2019	Housing Area	Grounds	Trash pickup	KM
9/19/2019	Housing Area	Grounds	Trash pickup	KM
9/20/2019	Housing Area	Grounds	Trash pickup	KM
9/23/2019	Housing Area	Grounds	Trash pickup	KM
9/24/2019	Housing Area	Grounds	Trash pickup	KM
9/25/2019	Housing Area	Grounds	Trash pickup	KM

9/26/2019	Housing Area	Grounds	Trash pickup	KM
9/27/2019	Housing Area	Grounds	Trash pickup	KM
9/30/2019	Housing Area	Grounds	Trash pickup	KM
			Admin Support	
9/3/2019	Town	Admin	Courier run	KM
9/4/2019	Town	Admin	Courier run	KM
9/5/2019	Town	Admin	Courier run	KM
9/6/2019	Town	Admin	Courier run	KM
9/9/2019	Town	Admin	Courier run	KM
9/10/2019	Town	Admin	Courier run	KM
9/11/2019	Town	Admin	Courier run	KM
9/12/2019	Town	Admin	Courier run	KM
9/18/2019	2625	Admin	Attempted to perform annual inspection	SF
9/18/2019	Town	Admin	Courier run	KM
9/24/2019	Town	Admin	Courier run	KM
9/25/2019	Town	Admin	Courier run	KM
9/26/2019	Office	Admin	Attended Board meeting	SF
9/26/2019	Town	Admin	Courier run	KM
9/30/2019	Town	Admin	Courier run	KM
			Staff Time Off	
9/2/2019			Labor Day holiday	SF
9/2/2019			Labor Day holiday	SP
9/2/2019			Labor Day holiday	KM
9/4/2019			Part day PTO	SP
9/5/2019			Part day PTO	SP
9/5/2019			Part day PTO	SF
9/11/2019			Part day PTO	SP
9/16/2019			PTO	KM
9/16/2019			PTO	SF
9/17/2019			Part day PTO	SP
9/17/2019			Part day PTO	KM
9/23/2019			PTO	SP
9/24/2019			PTO	SP
9/25/2019			PTO	SP
9/26/2019			PTO	SP
9/27/2019			Admin leave for birthday award	SP
9/30/2019			Part day PTO	SF
9/30/2019			PTO	SP