8/2/2021 2646D Vacant Unit Did a quick walk through of unit, checked mailbox, gave keys to SF 8/2/2021 2670C Vacant Unit Cleaned up garage, hauled off water heater, checked drains, sprayed garage locks and garage door ollers and rail SF 8/2/2021 Elders Work Order Crawled under unit to spray foam in any holes that rodents could enter, installed screen on vent under deck SF 8/10/2021 Elders Work Order Replaced toilt tank lever SF 8/2/2021 2620A Work Order Replaced toilt tank lever SF 8/2/2021 2629 Work Order Perssure washed back deck and rails SF 8/11/2021 2629 Work Order Perssure washed back deck, stairs, and rails SF 8/2/2021 2646A Work Order Removed rust mom home in prep for painting SF 8/11/2021 2646B Work Order Removed items from deck, painted first coat on deck, painted stair SF 8/2/2021 2646B Work Order Removed items from deck, andir rails SF 8/2/2021 2646B Work Order Reneved items from deck, and rails SF 8/2/2021 2646B Work Order Reneved items from deck, and rails SF 8/2/2021 26610 Work Order Reneved items fr	DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP	
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8/2/20212670DWork OrderHelped Scott change locks and secure unitKM8/2/20212670DWork OrderRekeyed all locks, took videos of unitSF8/6/20212670DWork OrderRekeyed locks on garage doorSFRoutine Activities8/2/2021OfficeRoutineCompleted paperworkSF8/2/2021OfficeRoutineCompleted paperworkSF8/2/2021OfficeRoutineTook out recycling, checked oil in backup generator, brought mail to office, completed paperworkKM8/2/2021PlaygroundRoutineCleaned and restocked restroomKM	8/10/2021	2670C	Work Order	Sanded and painted deck	SF	
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Routine Activities 8/2/2021 Office Routine Completed paperwork SF 8/2/2021 Office Routine Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork KM 8/2/2021 Playground Routine Cleaned and restocked restroom KM 0 Checked fluid level on golf cart, emptied trash from back of yan. KM	8/2/2021	2670D	Work Order	Rekeyed all locks, took videos of unit	SF	
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8/2/2021 Playground Routine Cleaned and restocked restroom KM Checked fluid level on golf cart, emptied trash from back of van	8/2/2021			office, completed paperwork	KIVI	
Checked fluid level on golf cart, emptied trash from back of van.	8/2/2021	Playground	Routine	Cleaned and restocked restroom	KM	
				Checked fluid level on golf cart, emptied trash from back of van,		
8/2/2021 Shop Routine restocked supplies, put away tools	8/2/2021	Shop	Routine		KM	

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
8/2/2021	Shop	Routine	Filled water tank	SF
8/3/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/3/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/3/2021	Office	Routine	Made phone calls, completed paperwork	SF
8/3/2021	Shop	Routine	Emptied trash from back of van and golf cart, swept shop, cleaned	КМ
8/2/2021	Char	Deutine	up work areas, checked oil in mowers and vehicles, greased fork lift	
8/3/2021	Shop	Routine	Unloaded van and loaded equipment	SF
8/4/2021	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
8/4/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/4/2021	Office	Routine	Researched mowers and batteries, made phone calls, researched step for box van bumper, completed paperwork	SF
8/4/2021	Shop	Routine	Loaded and unloaded supplies and tools in van	SF
			Washed and cleaned batteries in flat bed golf cart, started	
8/4/2021	Shop	Routine	generators, cleaned up, emptied trash from back of van and golf	КМ
			cart, unloaded and put away tools	
8/5/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/5/2021	Housing Area	Routine	Located and sprayed a wasp nest at duplexes	SF
8/5/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/5/2021	Office	Routine	Completed paperwork	SF
8/5/2021	Shop	Routine	Cleaned out front of van, emptied trash from around shop, made a	км
			list of supplies needed, sprayed around wash pad	
8/5/2021	Shop	Routine	Filled water tank, loaded pressure washer and supplies into truck	SF
8/6/2021	Housing Area	Routine	Posted flyers on all units	KM
8/6/2021	Housing Area	Routine	Sprayed wasp nest at duplexes	SF
8/6/2021	Office	Routine	Emptied trash from all offices, brought mail to office, completed paperwork	км
8/6/2021	Office	Routine	Watered plants, completed paperwork	SF
8/6/2021	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/6/2021	Shop	Routine	Unloaded equipment from Ford truck	SF
8/9/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	км
8/9/2021	Playground	Routine	Cleaned and restocked restroom	KM
0/9/2021	Playgrounu	Routine	Checked fluid level on golf cart, emptied trash from back of van,	
8/9/2021	Shop	Routine	restocked supplies, put away tools	KM
8/9/2021	Shop	Routine	Cleaned restrooms	KM
8/10/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/10/2021	Office	Routine	Completed paperwork	SF
8/10/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded up tools, gathered materials and supplies for work orders	км
8/10/2021	Town	Routine	Picked up dishwasher	SF
8/11/2021	Office	Routine	Completed paperwork	SF

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
8/11/2021	Office	Routine	Completed paperwork	KM
8/13/2021	Office	Routine	Watered plants, took out trash, brought mail to office, completed paperwork	KM
8/13/2021	Shop	Routine	Cleaned bathrooms and door handles, emptied trash from back of van and golf carts, cleaned out S-10	КМ
8/16/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	КМ
8/16/2021	Playground	Routine	Cleaned and restocked restroom	KM
8/16/2021	Shop	Routine	Made parts list for mowers, cleaned restrooms, checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	КМ
8/17/2021	Housing Area	Routine	Picked up rug cleaner after resident use	КM
8/17/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/17/2021	Shop	Routine	Replaced insurance cards in vehicles, emptied trash from back of van, loaded tools	КМ
8/18/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/18/2021	Shop	Routine	Helped load supplies and materials for contractor work, emptied trash from back of van and golf cart	КМ
8/19/2021	Housing Area	Routine	Posted flyers on all units	КМ
8/19/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/19/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded golf cart	KM
8/20/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/20/2021	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
8/20/2021	Shop	Routine	Loaded sprayer on flat bed cart, emptied trash from back of van and golf cart	КМ
8/23/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/23/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	КМ
8/23/2021	Playground	Routine	Cleaned and restocked restroom	KM
8/23/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	КМ
8/24/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/24/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/24/2021	Office	Routine	Made phone calls, completed paperwork	SF
8/24/2021	Playground	Routine	Sprayed disinfectant on equipment, watered plants	SF
8/24/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	КМ
8/24/2021	Shop	Routine	Filled tank to water plants, swapped out pump for watering tank, put away tools and supplies	SF
8/25/2021	Office	Routine	Brought mail to office, completed paperwork	КМ
8/25/2021	Office	Routine	Put together a supply order, made phone calls, completed	SF

		TYPE OF		
DATE	LOCATION	WORK	WORK PERFORMED	REP
8/25/2021	Shop	Routine	Emptied trash from golf cart and loaded tools in van	KM
8/25/2021	Shop	Routine	Organized van, cleaned up shop, put together a supply order	SF
8/26/2021	Office	Routine	Completed paperwork	SF
8/26/2021	Shop	Routine	Organized van, cleaned up shop, met with contractor to pick up materials	SF
8/27/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/27/2021	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
8/27/2021	Office	Routine	Watered plants, hung curtain rod for Tracey, completed paperwork	SF
8/27/2021	Shop	Routine	Emptied trash from back of van, unloaded golf cart and loaded mowers, hauled trash to dumpster	KM
8/27/2021	Shop	Routine	Organized and cleaned out van in prep for ramp installation, entered and deleted some codes for gates	SF
8/30/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/30/2021	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	км
8/30/2021	Playground	Routine	Cleaned and restocked restroom	КМ
8/30/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	КМ
8/30/2021	Town	Routine	Dropped off box van to have ramp installed, picked up when done	КМ
8/31/2021	Housing Area	Routine	Ran water in vacant units	KM
8/31/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/31/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put	КМ
	· ·		away tools and supplies, met contractor for paint	
0/0/0004			Groundskeeping	140.4
8/2/2021	Housing Area	Grounds	Trash pickup	KM
8/2/2021	Playground	Grounds	Watered trees and plants	SF
8/3/2021	Housing Area	Grounds	Trash pickup	KM
8/4/2021	Housing Area	Grounds	Trash pickup	KM
8/5/2021	Housing Area	Grounds	Trash pickup	KM
8/6/2021	Housing Area	Grounds	Trash pickup	KM
8/9/2021	Housing Area	Grounds	Trash pickup	KM
8/10/2021	Housing Area	Grounds	Trash pickup	KM
8/11/2021	Housing Area	Grounds	Trash pickup	KM
8/13/2021	Housing Area	Grounds	Trash pickup	KM
8/16/2021	Housing Area	Grounds	Trash pickup	KM
8/17/2021	Housing Area	Grounds	Trash pickup	KM
8/17/2021	Shop	Grounds	Sprayed weeds and grass around shop	KM
8/18/2021	Housing Area	Grounds	Trash pickup	KM
8/18/2021	Shop	Grounds	Sprayed weeds around police garage and along fence line	KM
8/19/2021	Housing Area	Grounds	Trash pickup	KM
8/20/2021	Housing Area	Grounds	Trash pickup	KM

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
8/20/2021	Shop	Grounds	Sprayed weed and grass around shop area and storage lot	KM
8/23/2021	Housing Area	Grounds	Trash pickup	KM
8/23/2021	Shop	Grounds	Sprayed weeds and grass in shop area and around storage bins	KM
8/24/2021	Housing Area	Grounds	Trash pickup	KM
8/24/2021	Housing Area	Grounds	Watered plants and memorial trees	SF
8/24/2021	Shop	Grounds	Sprayed weeds and grass in shop area, around fence line, and around building	КМ
8/25/2021	Housing Area	Grounds	Trash pickup	KM
8/25/2021	Shop	Grounds	Sprayed weeds and grass around shop yard and around sidewalks	KM
8/26/2021	Playground	Grounds	Sprayed disinfectant on equipment, watered plants	SF
8/27/2021	Housing Area	Grounds	Trash pickup	KM
8/30/2021	Housing Area	Grounds	Trash pickup	KM
8/31/2021	Housing Area	Grounds	Trash pickup	КM
· · ·	Ŭ		Admin Support	
8/4/2021	Town	Admin	Courier run	KM
8/13/2021	Town	Admin	Courier run	KM
8/19/2021	Town	Admin	Courier run	KM
8/20/2021	Town	Admin	Courier run	KM
8/25/2021	Town	Admin	Courier run	KM
			Staff Time Off	
8/2/2021			Part day PTO	KM
8/5/2021			Part day PTO	KM
8/9/2021			Part day PTO	KM
8/9/2021			РТО	SF
8/11/2021			Part day PTO	KM
8/12/2021			РТО	SF
8/12/2021			РТО	KM
8/13/2021			Part day PTO	KM
8/13/2021			РТО	SF
8/16/2021			РТО	SF
8/17/2021			РТО	SF
8/18/2021			РТО	SF
8/19/2021			РТО	SF
8/20/2021			РТО	SF
8/23/2021			РТО	SF
8/24/2021			Part day PTO	SF
8/26/2021			РТО	KM
8/30/2021			Part day PTO	KM
8/30/2021			РТО	SF
8/31/2021			Part day PTO	KM
8/31/2021			РТО	SF