Memorandum

To: JACK WHEELER, COUNTY MANAGER
From: ERIC A ROSE
Date: 12/04/2019
Re: BUILDINGS & GROUND NOVEMBER ACTIVITIES REPORT

Building Maintenance:
- Continued working with Labella and Werth Construction services on building renovation project
- Continued working on chiller replacement project on main COB
- Continued working with DSS, IT and Ira Davenport on Child Advocacy Center
- Delivered and picked up Election machines
- Finished block padding around the Vets parking lot and access roads around Vets and Records with help from Vince Spagnoletti, Doug Rapalee, Tim Leonard and Public Works
- Replaced heater in the vehicle shop
- Started getting Public Health ready for carpet
- Installed sanders and plows on trucks
- Cleaned windows on Annex building inside and out
- Cleaned DSS and motor pool vehicles
- **In addition to this we addressed 59 work orders**

Grounds:
Grounds are checked and debris cleaned on a daily basis.

Custodial:
- Clean restrooms daily; collect trash daily, collect recycling, vacuum carpets, sweep and mop hard surface floors and stairways, dust window sills, doors and frames, clean window glass.
- Courthouse, Clerk’s/Surrogates-bathroom floors and Clerk’s abstract tables are being cleaned every day.
- Dusting in the courts is being done on a regular basis by Cheryl and Nancy.

Test and Inspections:
- Elevators are inspected and maintained on a weekly basis.