

Orwell Free Library Meeting Minutes, Unapproved
Thursday, October 20, 2022

Trustees present: Karen DeMoy, Loretta Lee, Emily Casey, Ginny Wilson, Kathy Buxton, Sarah Harris, Cindy Werner, Amy Torrey; Rae Anne Barry present by Zoom link.

Trustees absent: none.

Also present: Kate Hunter, Librarian.

Meeting was called to order by Loretta at 7:05pm.

Ginny moved to accept the September meeting minutes with no changes, Kathy seconded, passed.

Kathy presented the treasurer's report. There were two minor misprints, which were corrected. Karen moved to accept this report with the changes, Amy seconded, passed.

Citizens' comments: It was relayed that there were suggestions for food handling and safety that should be implemented at future bake/food sales, with specific mention of wearing gloves. This will be addressed and put into effect at upcoming events.

There was no Orwell Library Friends' report.

Update from the Wright Memorial Board Liaison:

Anne Nichols and Kate have been addressing the heat pumps and WMB has requested that they stay at one temperature at all times, 68 degrees or somewhere near there. Anne will be monitoring them remotely from home.

They are continuing to work on the winter snow removal issue.

The lawns and grounds-keeping are currently maintained by Howie Warren. The WMB is planning to request from the Town of Orwell Select Board that the OFL property can be included in the town's lawn maintenance. They are planning to repaint the outside of the building and are currently accepting bids. Once they have more information, this will be put as a line item for Town Meeting in March 2023.

They will hang the screen door in the spring.

The one light in the hallway has been fixed and they are working on the second one.

Mike Dundon will replace the outside basement door on the east side of the building, including reframing.

Liaisons brought up a few projects that were put on hold in 2018:

1. removing the shelf beside the fireplace in the junior room, cutting into the old closet previously on the opposite wall to create an inset shelf. They will look into this as there may be plumbing elements in this wall.
2. extending the shelf on the northern wall of the junior room, to match and extend the existing shelving, replacing the tall shelf—this one does not allow for children to reach the top shelves, and poses a hazard when trying to reach things that may fall. Kate has received an estimated cost for this project.

The WMB again asked to speak with Kate directly regarding the May 9, 2022 letter that was sent to their board. This request has been declined.

We, as a board, discussed the letter that was sent to our chairperson and liaisons from the WMB. Library operations will continue, as usual. Our attorney will respond to their letter.

Librarian's Report:

Please sign the card thanking Wayne Hall for his help with the leftover books and the card for Meggan and Rusty for the pumpkin and gourd donation.

Lots of programs with decent attendance at all. Heather did a great job with the afterschool Nature Club. All of us (kids included) were left wanting 4 more weeks.

Rae Anne gave a generous donation for a 3D printer that will cover ¾'s of the cost. Thank you Rae Anne! The printer is on order and should be arriving within the next couple weeks. Rod B. is working closely with me on the purchase and looks forward to helping with setup and programming.

After school hours are very busy with tweens and families.

Estimate from George Reynolds: \$2000 (most likely less) for a shelf—in the junior room, north wall, to match and extend existing shelf.

Upcoming:

Weekly Story Time on Friday's at 10:30

Bi-weekly story time for OVS Preschool (at the library) and Muffy's (on site)

November 12, 2022	Live Reptiles!	Get up close and personal with REPTILES! Learn about and see a variety of snakes like rat, corn, carpet python, ball python, red tail boa, and maybe even a burmese python. This event will also feature other reptiles like an iguana, tegu, crested gecko, tarantula, bearded dragon and a blue tongue skink. This presentation is by Reptile...
November 15, 2022 at 7:00 pm – 8:00 pm	Estate Planning for Millennials, and Everyone Else Too!	Presentation by local attorney Joseph Andriano.

Old Business: None

New Business:

Halloween is coming! We need donations of candy to hand out. The library will hand out books, as well. The TAG group will be decorating on Sat, 10/29,2022 at 11:00 am. Ginny will also set up her witches.

Budget discussion for 2023 was tabled.

2023 Non-Urgent Budget requests to the WMB—already discussed.

Discussion of Maintenance and Accessibility Reports and Librarian Presentation:

Please see attached.

Kate presented a well thought out and concise description of the entire process, including what has already happened, what is included in the attached reports (OFL Maintenance Plan and Evaluation of ADA Accessibility and Life Safety Improvements that could be implemented at the OFL and Museum), and goals for the future. Kate will attend the Town of Orwell Select Board Meeting on 10/25/2022 to present this same report and description, so that the Town will be apprised of all plans.

Emily moved to create a committee to determine plans and to secure funding for the library accessibility updates and renovations. This committee is to include members from the OFL Board, the WMB Board, Kate Hunter as Librarian, as well as members of the community. Karen seconded this motion, passed. This committee will be formed at the November OFL trustee meeting, with the goal for a first committee meeting in early December.

The next OFL trustee meeting will be held on Thursday, November 17, 2022 at 7pm in the OFL, as well as accessible by Zoom link.

Sarah moved to adjourn, Cindy seconded, passed. Meeting adjourned at 8:58pm.

Respectfully submitted,
Karen DeMoy, treasurer

Orwell Free Library
Statement of Financial Position
As of October 20, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Checking	9,780.65
Savings FNBO	14,822.24
Total Bank Accounts	\$ 24,602.89

Thursday, Oct 20, 2022 09:09:47 AM GMT-7 - Accrual Basis

Orwell Free Library
Deposit Detail
October 1-20, 2022

Date	Customer	Memo/Description	Amount
CHECKING			
09/20/2022	Karin Hall-Kolts	Adopt an Author	23.98
	Bottle Return	Bottle Return Fundraiser	110.00
	Savings Transfer from		
09/23/2022	Checking		5,000.00
10/06/2022	Karen and Joe McDonald	DEPOSIT, general donation	82.50
10/11/2022	Lisa Lynch	Adopt an Author	17.55
	Karen DeMoy	Adopt an Author	15.12
	Bottle Return	Bottle Return Fundraiser	24.00
		Harvest Sale Fundraiser	80.00
	Savings Transfer from		
10/12/2022	Checking		5,000.00
10/18/2022	Rae Anne Barry	Donation to purchase 3D Printer	1,500.00
	Vermont Humanities Council	Humanities Camp Grant Funding	600.00
			12,453.15
SAVINGS			
9/30/22		Interest Earned at .1000	5.32
10/3/22		Harvest Sale Fundraiser	3,304.75
10/6/22		Harvest Sale Fundraiser	60.00
		TOTAL	3,370.07

Thursday, Oct 20, 2022 09:12:03 AM GMT-7

Orwell Free Library
Transaction List by Date
September 16 - October 20, 2022

Date	Name	Split	Amount
09/16/2022	Brodart	Borrowing Collection:Adult Books	-16.64
09/19/2022	Amazon	Borrowing Collection & Operational:Fundraising	-43.93
09/20/2022	Wayfair	Grant Expenses, lamp, mat, standing desk	-330.63
09/22/2022		Borrowing Collection:Children/Junior Books	-143.21
09/23/2022	Northern Woodlands	Borrowing Collection:Magazines	-45.58
09/28/2022	Hunger Valley Construction	Maintanance Plan	-573.00
09/29/2022	Brodart	Borrowing Collection:Adult Books	-67.93
09/30/2022	Dr. Davida Murray	Presenters	-65.00
09/30/2022	Vermont Humanities Council	Presenters	-75.00
10/03/2022	Amazon	Technology, head set and meeting speakerphone	-337.98
10/06/2022	Kanopy	Borrowing Collection:Digital	-9.65
10/06/2022		Borrowing Collection:Children/Junior Books	-28.90
10/06/2022	First Book	Borrowing Collection:Media, Playaways	-988.49
10/07/2022	EBay	Supplies:General Operating Supplies	-17.60
10/07/2022	TaoTronics	Grant Expenses, ARSL	-60.41
10/11/2022	Karen DeMoy	Operational:Fundraising	-50.04
10/11/2022	W.B. Mason	Supplies:General Operating Supplies	-41.42
10/11/2022	W.B. Mason	Supplies:General Operating Supplies	-55.71
10/13/2022	Dr. Davida Murray	Presenters	-185.00
10/13/2022	Brodart	Borrowing Collection:Adult Books	-56.21
10/14/2022	Midwest Tape/Hoopla	Borrowing Collection:Digital	-138.58
10/17/2022	Gas N Go	Supplies:Programming Supplies, TAG	-17.39
10/17/2022	Reptile Shows of New England	Presenters	-50.00
10/18/2022	William Gallup, Architect	Accessibility Plan	-1,460.32
		TOTAL	-4,858.62

Thursday, Oct 20, 2022 09:41:28 AM GMT-7

OFL FUNDRAISERS	2018	2019	2020	2021	2022
SPRING PLANT/BOOK/BAKE SALE	5318.57	6307.76	5868.50	9715.00	10240.57
FALL HARVEST BOOK/BAKE SALE	1881.00	1814.58	2482.50	2430.00	3444.75
BOTTLE RETURN DONATIONS	878.48	945.19	1044.81	1588.21	1382.54
ADOPT AN AUTHOR BOOK DONATIONS	158.52	111.05	160.87	585.83	637.59
INSIDE BOOK SALES			75.00	141.00	163.00
ARTISTS' DONATIONS			30.00		
Total Fundraising for the Year-->>	8236.57	9178.58	9661.68	14460.04	15868.45
TOWN APPROPRIATION	2018	2019	2020	2021	2022
	3500	3500	4000	4000	2000
DONATIONS					2022
GENERAL					1150
MEMORIAL					1375
IN HONOR OF					100
					2625

Presentation by Librarian concerning reports:

Let's talk about what the library needs and why – and then talk about why now is the time to act and finally about what has been done (including these reports) and why.

Library needs:

The library, at 1700 sq feet has been a good home for OFL throughout the last century. There is almost always space to spread out for day-to-day users, comfortable seating, and after 2018, space for after-hours lectures and events. But the library isn't ready for everyone. Disabled and weaker individuals contend with tight doorways, high thresholds and a bathroom that is small, dark, difficult to exit, and without support rails. The bathroom is a known problem area in the library and one we are focusing on.

Another challenge we need to address – we need another space for programming and community use. We need space for tutoring, parental visitations, afterschool programming, adult programming during open hours, and space for community groups. Groups now often prefer to meet in a public space instead of group members' homes as in the past. Libraries, including OFL, have become a preferred meeting space for these groups. These meetings are not appropriate during library hours because they need to take over a room. After hours meetings are ok but have been challenged because of safety and security of the library space.

Lastly, the library has fully utilized the current space and will struggle to create more patron areas at the cost of past renovations. Orwell will continue to grow and this library will continue to thrive. So what's next? How do we meet the current needs while also considering the future? That's what I'm trying to answer.

Seeking information and options:

The Maintenance and Accessibility/Life Safety Reports.

These plans were created with the help of a grant provided by the Preservation Trust of Vermont with the Robert Sincerbeaux Fund. We moved forward on this because we were cued into capital funding for libraries that the Vermont Legislature was preparing to approve. About 16 million dollars has been approved to spend on capital projects at Vermont Libraries, with those funds focusing on accessibility and broadband improvements. From this initial process, we received two reports. The maintenance plan was a necessary part of applying for the accessibility plan. As you can imagine, structural integrity is necessary for access. Both plans were partially funded by the RSF grant.

So we have two reports, one that provides a maintenance plan and recommendations for the physical structure and one that offers ideas on how to make the library more accessible and usable. It's important to note that these reports are stepping stones in the conversation we are always having about what the community needs and what the library can do about it. Just one more part, we are nowhere near final decisions.

It's hard to know what to do and what the steps are without a clear picture of what the capital funding will look like. We need to get the majority of any project funded by outside sources. We don't know when the grants will be available (Spring 2023?), how the funding will be structured with a local match, and we don't know if there will be a cap on requests. These specifics are currently being approved by the Federal agency overseeing the fund dissemination. I do know that the farther into the process we are, the more likely we are to get money for construction instead of just planning.

The OFL Trustees created a working group of stake holders and interested individuals to be fully informed and seek funding. They hope the group will be made up of 2 from their ranks, 2 from the WMB, and 2 from the community. The scope of this group is to determine a plan and secure funding for library accessibility renovations.

Evaluation of ADA Accessibility and Life Safety Improvements that could be implemented at Orwell Free Library and Museum can be viewed [HERE](#).
Physical copies available upon request.

Orwell Free Library Maintenance Plan

September 2022



Prepared by Alex Tolstoi,
Hunger Valley Construction

Partially Funded by The Preservation Trust of Vermont, Robert Sincerbeaux Grant

Overview

Location- 473 Main Street, Orwell, VT

Building- The Orwell Library is housed within a c. 1870s Italianate residential building. The library is three-by-three bay, two-story, wood building with hipped slate roofs and facade dormers. There is a large rear addition to the building that drops a floor, following the contours of the property. The building has a large, covered entry with multiple decorative posts and pilasters. The windows are semielliptical and the roof line is defined by ornate brackets.

Contacts

In Case of Emergency-

Building Committee Members

Name	Email	Telephone

Electricians-

Carpenters-

Landscaping-

Environmental-

Other-

Standards for Restorations and Rehabilitation

All future work conducted on the Library should adhere to the Secretary of Interior's Standards for the Treatment of Historic Properties. The National Park Service's Preservation Briefs should be consulted before starting any restoration project. The Vermont Division for Historic Preservation and the Preservation Trust of Vermont are also resources that can be consulted on best practices for restoration and rehabilitation.

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

- <https://accd.vermont.gov/historic-preservation>

- <https://ptvermont.org>

Restoration History

Describe previous restoration projects:

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Exterior Information

Exterior Cladding: wood clapboard. The rear of the main building has fiber-cement siding.	Roof Material: Blue-gray Slate
Last know restoration:	Last know restoration: Service Contract
Foundation: wet stone	Windows: Wood Double-hung
Last know restoration:	Last know restoration:
Exterior Doors: Wood	Chimneys: Brick

Last know restoration:	Last know restoration:
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Exterior Paint

Trim Paint/Stain Color and Sheen:	Year Last Painted:
Maker:	Current Condition:

Siding Information

Type of wood:
Last Place Available:

Heating System

Forced Air Heating System	Heats first floor through registers.	Used: When too cold for heat pumps.	Last Serviced:
Heat Pumps	Heats and cools upstairs.	Used to heat in shoulder seasons and cool during the summer. Turned off manually when too cold, or via thermostat	Last Serviced:

Routine Maintenance Needs

Spring:

- Thorough visual inspection
- All members of the Building Committee should take part in the inspection and be trained to look for signs of damage or deterioration.
- Remove any accumulated debris from around building
- General cleaning
- Fire extinguishers should be serviced
- Parking area regraded

Summer:

- General landscaping
- Cut back any vegetation near building that could restrict airflow and sunlight from reaching the building.
- Thorough visual inspection
- Service heating units
- Spot repairs to painted surfaces

Fall:

- Thorough visual inspection
- Remove landscaping debris from around building
- Ensure drainage areas are clear

Winter:

- Periodic inspections
- Shovel snow away from building
- Maintain walkways
- Museum space should be inspected for roof leaks

2-5 Years:

- Applying matching paint to “trouble areas” (places exposed to above normal wear-and-tear or where snow or rain accumulates).*
- Spot-replacement of missing or deteriorated window glazing on sashes and storms.
- Chimney should be inspected and cleaned.
- Roof should be inspected for cracks or missing slate and replaced as necessary.
- Install hot water tank. Consider installing tankless or on-demand water heater.

-Existing gaps and cracks in foundation should be documented and monitored

8-12 Years:

-Painting of exterior trim and windows. Painting should include hand scraping of loose paint*, hand cleaning (never power wash), one coat of primer on exposed wood, and two coats of professional grade finish paint.

- <https://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm>

-Any changes in gaps, cracks, or deterioration of foundation or masonry walls should be evaluated by a professional.

-Spot repointing of mortar, resetting of stones should be done by a mason with experience in working with historic buildings.

25+ Years:

-Full reglazing of windows.

-Full scale engineering evaluation of the foundation should be conducted. This report should be used to evaluate future changes and movement.

*Historic building exterior frequently have lead based paints. Please take all necessary precautions when dealing with historic exteriors. <http://www.healthvermont.gov/health-environment/asbestos-lead-buildings/lead-property-owners>

Visual Inspections

Weekly Visual Inspection- The purpose of a walk-by inspection is to literally walk around the building and look for anything out of the ordinary. Small cracks or popping mortar, a missing roof shingle, chipping paint, pooling water, a crack in a foundation are all small, largely unnoticeable, issues that may not be seen by an unknowing eye but can be signals of larger issues. By making sure to walk around or into areas out of normal paths we can prevent lapses in care. Some issues noted on these walk-by tours can simply be things to keep an eye on and some could require making a work order. When in doubt of an issue's severity it is always best to ask.

Interior Paint Inspection- Interior paint can not only offer decorative finishes but can also work as a tell-tale sign of hidden problems. Water stains, peeling, bubbling, cracking and chipping can all be indicative of issues inside wall cavities. A dripping water line, leaking roof or other water infiltration that would otherwise go unnoticed can appear on finished surface and offer hints to the location of the leak. Many water related issues occur during the winter or spring thaw so a seasonal check of interior paint conditions is key to monitoring and preventing larger problems. While some paint issues are caused by time, others can mean more serious attention is needed. Again, if there is a question in the severity of an issue, the best thing to do is ask.

Touching up interior paint on a historic building should be done by a professional using pre-approved colors and methods. The building should have a list of interior colors for each room.

Site and Grounds Inspection- This is another opportunity to walk around the Library and look for anything out of the ordinary. Is there standing water where there shouldn't be? Are gutter downspouts pooling against the building? Are pests making holes in the siding? Is trash being dumped on the site? These types of questions can help prevent a number of environmental issues from becoming structural or more serious problems. A buildup of water on the exterior of a building can easily lead to water issues on the interior. Reporting these issues and noting any trends can be crucial to preventing further larger-scale maintenance.

Roof Inspection- A roof inspection takes place on both the top and the underside of the roof. When inspecting the exterior of a shingled roof look for missing or deteriorated shingles, holes or large indentations and any organic matter growing on the surface. It is also a good idea to look on the ground for any remnants of fallen shingles. On the underside of a roof one can look for obvious signs of water damage or for the presence of animals such as bats, squirrels or birds.

Exterior Paint/Stain and Caulking Inspection- The inspection of exterior paint is key to protecting the longevity of the historic trim and windows. Paint is really a sacrificial layer added to buildings to deter water penetration. Paint is intended to be continuously applied to sustain a layer of protection. Signs of cracking or chipping are part of the natural lifespan of paint as it ages and weathers. Accelerated failure of paint can be a sign of larger issues. Bubbling, blistering, breakdown or worn-down paint can be a symptom of water damage and should be monitored closely. In these instances, it may be best to look at these places while it is raining to witness how water interacts with this area.

While looking at exterior paint it is also a perfect time to inspect the caulking around trim, windows and other joints. This flexible gap-filler is used to seal voids from water and does breakdown over time. When looking for issues, one can look for small holes or gaps in woodwork or around window trim. If these issues are small enough, a small amount of caulking can be added to the gap, but larger problems should be handled by a painter.

Window Inspection- Window inspection should consist of going over an entire window from locking mechanism to glazing compound. Start with analyzing if the window operates properly; do the sashes go up and down or are they fixed? Does the window lock completely? Does the window stay open or does it want to slam back down? Is there any loose or broken glass? Is the window glazing missing or curling away from the window? Is the windowsill or any part of the window rotten or moist? Does the window sash shake in its track during windstorms? For windows it may be useful to keep track of these issues and assess if they get worse over time.

Current Maintenance Needs for Library-2022

High Priority

- Regrading around the building and developing a water management system: \$25,000-\$35,000
- Properly insulating around waterlines in basement: \$2,000
- Installing new basement doors with proper weatherstripping: \$2000-\$3000
- Rot repair on bay window: \$3500-\$4500
- Reattach ducting in basement: \$200

Moderate Priority

- Painting the exterior of the building one side per year: \$8,000-\$12,000
- Reglazing and painting of historic windows and storms (as needed): \$1,000-\$2,000 per
- install crack monitor on east side of the foundation: \$50
 - <https://www.grainger.com/category/test-instruments/concrete-testing/crack-monitors>
- Remove foam and spot mortar foundation: \$3000-\$5000

Low Priority

- Contact an HVAC expert to go over the existing system and make recommendations to simplify and document system.

*All estimates are loose calculations and are liable to fluctuate drastically with our uncertain times.

Recommendations

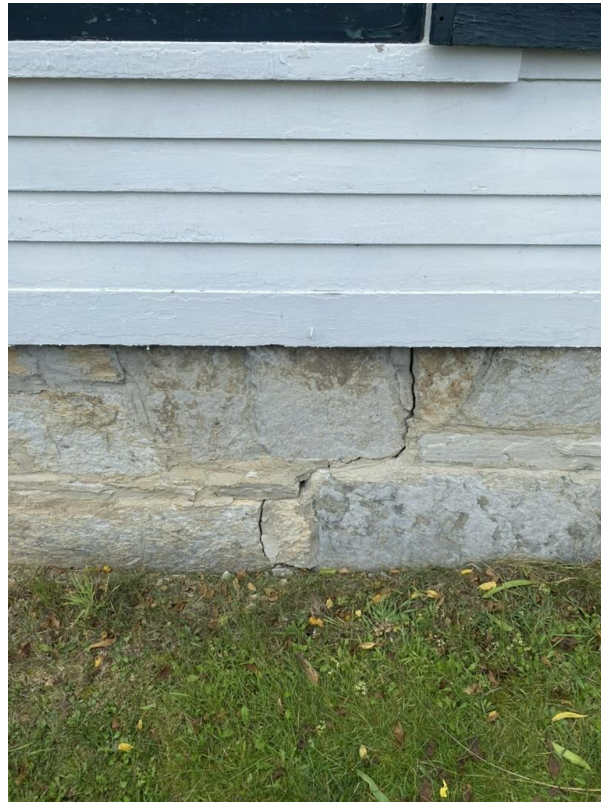
The keys to proper maintenance are responsibility and awareness. Determining who is responsible for the maintenance and reporting issues and understanding the gradual changes and deterioration of materials so those responsible can prevent large scale repairs. My recommendation for the Library is to develop a building committee that includes at least two board members and a staff member. This group should share the responsibilities of maintaining the building and be trained on visually inspections. Included in this report is a

yearly inspection form. This form should be used to document incremental changes to determine how far in advance repairs or restorations will be needed.

In the yearly inspection report form is an area to list and describe that year's restoration efforts. The more specific and descriptive those reports are, the better future repairs will be. Saving those forms in an organized manner will help inform future caretakers on how best to restore the building.

The entire committee should be familiar with the building, its current condition, and how to spot and report issues. These issues should be discussed by the committee, should adhere to the Secretary of Interior's Standards for the Treatment of Historic Buildings, and should be acted upon based on their severity.

- All committee members should be trained to routinely inspect the Library and report issues.
- The committee should develop a system for recording and documenting issues and repairs.
- All future work on the Library should adhere to the Secretary of Interior's Standards. .
- Managing the moisture on the interior by blocking bulk groundwater is the key to preventing future maintenance issues.



The combined runoff from the road and gutter

downspout are pooling and causing damage to the stone foundation. A civil engineer should be hired to develop a comprehensive drainage plan. Cracks in foundation should be monitored and documented. If movement is detected, a structural engineer should be hired.

significant





Waterlines should be properly insulated, and HVAC specialist should be hired to prevent freezing in the basement and organize existing system.





Replace basement door and weatherstrip opening.



Foam should never be used to seal cracks in mortar and foundation.



Rotten trim should be replaced.



Plan for repairing and restoring windows and storms should be developed to ensure proper methods are used.

Inspections-

Routine inspection of the building is the most important part of maintenance. Walking around the Library, looking for anything out of the ordinary or broken, is the first step in preventing large scale issues.

All Building Committee Members should be trained in inspecting the building and how to report problems. Informal inspections should happen whenever someone visits the site. Formal inspections should be conducted as a group once a season. All issues, plans, and restorations should be recorded and documented.

Yearly Inspection Key

Poor- Needs immediate attention. Materials missing, broken, or failing. Not remedying the issue could lead to larger issues and damage to materials. Possible actions needed- Reroofing, repointing, restoring concrete foundation, or complete restoration of a door or window.

Moderate- Should be fixed before problem grows. Materials are missing or broken but haven't failed yet. Not fixing this problem now could lead to loss of historic materials. Possible actions needed-Replacing missing or broken roofing materials, replacing rotten trim, reglazing windows, or repointing.

Good- Materials are acting as intended. There are small maintenance needs like painting, cleaning, or removing debris from shading or cluttering materials. Possible actions needed- painting, caulking, cleaning, trimming back vegetation.

Excellent- Materials are in great condition and acting as intended. Materials and surrounding area are clean and able to dry properly. Possible actions needed- routine cleaning.

Yearly Inspection

Date:	Inspector:
Description of past yearly occurrences:	

Landscape

Lawn Condition:	Drive Condition:
Stair Condition:	Plant and Tree Condition:
Walkway:	Drainage:
Has anything changed since previous inspection:	
Highest Priority Issue:	

Foundation

Exterior Condition:	Interior Condition:
Cracks or signs of movement:	Other Condition:
Has anything changed since previous inspection:	
Highest Priority Issue:	

Exterior

Siding Condition:	Trim Condition:
Has anything changed since previous inspection:	
Highest Priority Issue:	

Doors and Windows

Overall Window Condition:
Overall Door Condition
Has anything changed since previous inspection:
Highest Priority Issue:

Roof

Roof Condition:	Chimney Condition:
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Has anything changed since previous inspection:

Highest Priority Issue:

Interior

Overall Condition of Int. Walls and Ceilings:

Overall Condition of Flooring:

Overall Condition of Int. Doors

Has anything changed since previous inspection:

Highest Priority Issue:

Utilities/

Electrical System Condition:

Fire Extinguisher Condition:

Dehumidification System Condition:

Heating System Condition:

Has anything changed since previous inspection:

Highest Priority Issue:

Other

List of Restoration Work Conducted This Year (please include specific areas and materials used)

Maintenance Work Order Form

Noticed by:

Date:

Category: Carpentry ☐ Electrical ☐ Painting ☐ Landscaping ☐ Machine
Other ☐

Location:

Date(s) Noticed:

Description:

Can this be combined with another work order?: