

Project Punch List

Project	Description	Scope of Work
Police Station Holding Cell	Turn into proper holding so detainee can be in there without being cuffed to the bench.	Officer Cohen to speak with department of corrections to get direction on how to turn the space into a proper holding cell. Replace toilet and sink for a proper steel toilet/sink combo Remove Counter Reinforce Walls
Police Station	Organization	Assist Officer Cohen with general organization Build Racks for Body Armor Organize Evidence Room
Exterior Brick	Repointing	Repoint brick near front entrance Repoint cinder block near ramp at Post Office
Town Clerk's Office	Organize Public Conference Room	Move printers, tables, computers around to make a proper space for records search.
Paint Touch Up	Various placed to patch and paint walls	Gameplan a patch and paint program. Numerous places (including entryway from parking lot and stairwell) need a sprucing up.
Stairwell	Sand and Stain Stairwell	Jack Linn to do the sanding, Pete to do the Staining
Stairwell	Railing Extension	Extension at top landing per VOSHA
Post Office	Bathroom ceiling tiles	Replace and fix the missing tiles in bathroom
Town Center	Conf Rm A	Patch and paint the walls of Conf Rm A
Town Center	2nd Floor Bathrooms	Install new sinks with wider area and address tile degradation
Town Center	First Aid Stations in different bathrooms	
Town Center	Elevator	New tile for elevator - needs to coordinate with Otis
Town Center	Bulletin Board and Bike Rack	Pressure wash, Re-stain or paint
Town Center	Carpet and Flooring	Replace old carpets at Town Center entrance with carpet or flooring -Provide solutions for minimizing tracking of rain, mud, snow