

<u>Progress reports</u>			<u>Follow-up details</u>	
<u>Start Dte</u>	<u>Rprt Dte</u>	<u>Details of what has been done</u>	<u>Details of what still needs to be done</u>	<u>F-up Dte</u>
10/7/20	10/7/20	Meet John Roven & Elkin Engineering about water filtration	Received quote and waiting for asbestos report	
1/06/21	1/06/21	Met Kirk from pond company. Quote to replace pump and pvc lines in pond.	Received quote. Labor to high, asked for reduction in labor by email. Waiting to hear back Agreed to lower by \$400. Scheduled to replace by Feb 20	2/20/21
1/07/21	1/07/21	Ordered 2 additional recycle bins.	Charleston county not supplying additional bins at this time from a production stand point. Mr. Hollingsworth spoke to them and they are to deliver 4 additional bins	3/01/21
1/18/21	1/18/21	Performing night inspection	Replace lights which are out. Will install 1/19	Complete
1/19/21	1/19/21	Noticed elevator not working. Contacted elevator company.	Company there within 45 minutes to replace a fuse which had gone bad	Complete
1/20/21	1/20/21	Water off to Main building to replace 5 shut off valves to owners units	Completed replacement of shut off valves to units	Complete
1/28/21	1/28/21	Clean globe at front left entrance		Complete
1/28/21	1/28/21	Oil stains in parking garage	Placed product on concrete to clean and absorb oil	Complete
1/29/21	1/29/21	Received call about elevator out	Drove to Chisolm 8:30 pm to find elevator not working. I was able to get car working and called Elevator company to check why. Elevator company showed up and all was working properly	Complete
2/1/21	2/1/21	Replace ac air filter to gym building. Inspect all fire extinguishers		Complete
2/2/21	2/2/21	Soft washed front wall with exception of half of gym wall	Will complete washing Feb 9th	2/9/21
2/8/21	2/8/21	Contacted Service Master to schedule dryer vent cleaning	Waiting for price and date of work to begin	2/10/21
2/8/21	2/8/21	Contacted Roofer who installed Main Gym roof for inspection	Waiting for confirmation to inspect.	2/10/21