

- Some pieces of wall paper are loose & coming off the walls
- make sure "Dual Lite" box on 1st floor landing is always on.
- Check 2 exterior lights every week
- Check that there's no loose garbage or boxes in front of bldg on sidewalk -
garbage in front of bldg - needs to be in garbage bags.
- Make sure & check there's no construction going on on either side of bldg or that there's any construction material in bldg next door.
- Pick up & retrieve any telephone books laying on lobby floor.
- We ran into the wife of tenant in apt 6 on Fri. 12/13 who we believe was just visiting.
- * Hall way needs to be cleared of excess junk which all belongs to Mike, the owner of "clippers" store on 1st fl. He said to us he would take care of it. Also, store owner has a bicycle in that hallway that he says he needs & would like to keep somewhere so we'll discuss it with him in near future.

- Railing by basement steps is loose & needs fastening & tightening
- A light in basement/boiler room needs to be installed
- A half-way torn down brick wall needs to be built back up
- Eventually, a fresh coat of paint will be needed on Roof Railing & fire escape
- Heavy fire-ball door (to fire escape) is hard to open, bottom of door scrapes floor when opened & the only way to open it from inside is by grabbing the very top of the door
- Fire extinguisher in lobby needs to be hung up - its on floor right now, & need to have it inspected.
- Need to install light switch in lobby hallway
- advise cleaning lady to possibly clean Roof (loose garbage).
- There are some light bulbs out in 1st fl. landing.
- Some graffiti needs to be cleaned off on back wall by Apt 2 door

- Store water meter (located to the left of boiler)
Reading on 12/13/13 is 7862

* The store is responsible for paying this bill

* Prob. need to check once per month & write down reading

- 2 Gas Meters:

4015 - Reading is 0215 (date 12/13/13)

3802 - Reading is 6336 (" ")

- Bldg-Water Meter (tag # 1169)

Reading is: 018308.67

* check reading every couple of wks. & make sure water in meter is actually running