AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Acknowledgment of County Manager Signature; Agreem

Action Requested:

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see attached agreement for ratification of County Manager's signature.

Fiscal Impact:

Submitted by: Josh Ost **Submitter's Email Address:** jost@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
Fiscal impact ranges from $3,900 to $7,800 (2.5 5o 5 hours per week). The 2017 budget includes $5,500 for maintenance- building and grounds. Average of 3.75 hours per week totals $5,850.
No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 1/18/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 1/20/17

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 1/20/2017 Certificate of Insurance Required Yes (●) No ( )

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\khaase Discharge Date: 1/20/2017

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 1/24/2017

Revised April 2015

AGREEMENT

This Agreement ("Agreement") made effective the 10th day of January 2017, is by and between the Board of County Commissioners of the County of Gunnison, Colorado, whose address is 200 East Virginia, Gunnison, CO 81230 ("Gunnison County") and Michael Lynam whose address is 208 W. New York, Gunnison, CO 81230 ("Contractor").

RECITALS

Contractor provides services to provide building maintenance and repairs at Mountain View Apartments located at 317 N. Spruce in Gunnison, Colorado ("Services"). Gunnison County desires to engage Contractor to provide Services according to this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the Recitals and the mutual covenants and obligations hereinafter set forth, the parties agree as follows:

1. TERM.

The term of this Agreement shall commence on the date first set forth above and shall terminate on December 31, 2017, unless sooner terminated or replaced as provided herein.

2. SCOPE OF SERVICES.

Contractor shall furnish necessary labor, supervision and equipment to commence, diligently pursue, and complete the services as more set forth on Exhibit A, attached hereto and incorporated herein by this reference. All Services shall be performed in a timely manner and in accordance with generally accepted standards for Contractor's profession and all applicable federal, state and local laws and regulations affecting the Services or the subject matter thereof. Contractor acknowledges that this is a non-exclusive Agreement, and Gunnison County may contract with additional or other providers able to furnish the same or similar services as it deems appropriate to do so.

3. STRATEGIC RESULT.

By approval of this agreement, the Gunnison County Housing Authority shall work towards reporting and accomplishing its Result Measure that Mountain View residents will continue to receive affordable housing services that are efficiently and effectively provided and that meet regulatory requirements.

4. COMPENSATION, BONUS AND EXPENSES.

(a) In exchange for Contractors' performance of the Services, during the Term, Gunnison County shall pay Contractor Thirty Dollars and no cents ($30) per hour for Services performed. Said Services shall be itemized on monthly statements and indicate the date of Services and the room number where Services were performed.

(b) This Agreement is subject to Gunnison County making an annual budget appropriation in an amount sufficient to fund this Agreement. If Gunnison County fails or refuses to make such an appropriation, Gunnison County reserves the right to terminate this Agreement without penalty to Contractor pursuant to paragraph 7 of this Agreement.

5. INDEMNIFICATION.

(a) Contractor agrees to indemnify, defend and hold harmless Gunnison County, its Commissioners, agents and employees of and from any and all liability, claims, liens, demands, actions and causes of action whatsoever (including reasonable attorney's and expert's fees and costs) arising out of or related to any loss, cost, damage or injury, including death, of any person or damage to property of any kind caused by the misconduct or negligent acts, errors or omissions of Contractor or its employees, sub-contractors or agents in connection with this Agreement.

(b) This provision shall survive any termination or expiration of this Agreement with respect to any liability, injury or damage occurring prior to such termination.

6. INSURANCE.

Contractor agrees that at all times during the Term of this Agreement that Contractor shall carry and maintain, in full force and effect and at its sole cost and expense, the following insurance policies. Within thirty (30) days of the execution of this Agreement, Contractor will provide insurance certificates to Gunnison County. Gunnison Valley Regional Housing Authority agrees to pay worker's Compensation and Comprehensive insurance premiums for contractor for the length of the agreement. The coverage required herein shall not be materially changed or cancelled without thirty (30) days prior notice.

(a) Worker's Compensation Insurance in accordance with Colorado and Federal law which adequately protects all labor employed by Contractor during the term of this Agreement, if applicable.

(b) Comprehensive General Liability Insurance or the equivalent in an amount not less than $1,000,000 each occurrence and $2,000,000 aggregate for Bodily Injury Liability and $500,000 for Property Damage Liability.

(c) Comprehensive automobile liability insurance on all vehicles used in the Services, in an amount no less than one hundred fifty thousand dollars for any injury to one person in any single occurrence and in an amount no less than six hundred thousand dollars for any injury to two or more persons in any single occurrence.

7. TERMINATION.

Either party shall have the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days prior written notice to the other. Upon termination, Contractor shall be entitled to compensation for Services performed prior to the date of termination, per the compensation terms outlined in Section 4, the compensation terms.

8. DELEGATION AND ASSIGNMENT.

This is a personal services contract with Contractor and, therefore, Contractor shall not delegate or assign its duties under this Agreement without the prior written consent of Gunnison County which consent Gunnison County may withhold in its discretion. Subject to the foregoing, the terms, covenants and conditions of this Agreement shall be binding on the successors and assigns of either party.

9. NOTICES.

Any notice, demand or communication which either party may desire or be required to give to the other party shall be in writing and shall be deemed sufficiently given or rendered if delivered personally or sent by certified first class US mail, postage prepaid, addressed as follows:

Gunnison County: County Manager
Gunnison County
200 E. Virginia
Gunnison, Colorado 81230
Phone: 970-641-0248

With copies to: Board of County Commissioners
of the County of Gunnison, Colorado
200 E. Virginia
Gunnison, Colorado 81230

Gunnison Valley Regional Housing Authority
202 E. Georgia Avenue
Gunnison, CO 81230

Contractor: Michael Lynam
208 West New York
Gunnison, CO 81230
(970) 964-8913

Either party has the right to designate in writing, served as provided above, a different address to which any notice, demand or communication is to be mailed.

10. INDEPENDENT CONTRACTOR.

(a) In carrying out its obligations and activities under this Agreement, Contractor is acting as an independent contractor and not as an agent, partner, joint venture or employee of Gunnison County. Contractor does not have any authority to bind Gunnison County in any manner whatsoever.

(b) Contractor acknowledges and agrees that Contractor is not entitled to: (i) unemployment insurance benefits; or (ii) Workers Compensation coverage, from Gunnison County. Further, Contractor is obligated to pay federal and state income tax on any moneys paid it related to the services.

11. DISCRIMINATION.

The Contractor agrees not to discriminate against any person or class of persons by reason of age, race, color, sex, creed, religion, disability, national origin, sexual orientation or political affiliation in providing any services or in the use of any facilities provided for the public in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation. Contractor shall further comply with the letter and spirit of the Colorado Anti-Discrimination Act of 1957, as amended, and any other laws and regulations respecting discrimination in unfair employment practices. Additionally, Contractor shall comply with such enforcement procedures as any governmental authority might demand that Gunnison County take for the purpose of complying with any such laws and regulations.

12. IMMIGRATION COMPLIANCE CERTIFICATION.

(a.) Contractor certifies that Contractor does not and will not knowingly contract with or employ illegal aliens to work under this Agreement.

(b.) Contractor certifies that Contractor has required its subcontractors to certify that they do not knowingly contract with or employ illegal aliens to work under this Agreement.

(c.) Contractor certifies that it has attempted to verify the eligibility of its employees and subcontractors to work through the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security.

(d.) Contractor agrees to comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment.

(e.) Contractor agrees to comply with the provisions of C.R.S. 8-17.5-101 et seq.

13. ADA COMPLIANCE.

The Contractor assures Gunnison County that at all times during the performance of this Agreement no qualified individual with a disability shall, by reason of such disability, be exclude from participation in, or denied benefits of the service, programs, or activities performed by the Contractor, or be subjected to any discrimination by the Contractor upon which assurance Gunnison County relies.

14. ENTIRE AGREEMENT.

This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes any and all prior agreements, proposals, negotiations and representations pertaining to the obligations to be performed hereunder.

15. MISCELLANEOUS.

(a) SEVERABILITY. If any clause or provision of this Agreement shall be held to be invalid in whole or in part, then the remaining clauses and provisions, or portions thereof, shall nevertheless be and remain in full force and effect.

(b) AMENDMENT. No amendment, alteration, modification of or addition to this Agreement shall be valid or binding unless expressed in writing and signed by the parties to be bound thereby.

(c) NO WAIVER OF GOVERNMENTAL IMMUNITY. Nothing in this Agreement is, or shall be construed to be, a waiver, in whole or part, by Gunnison County of governmental immunity provided by the Colorado Governmental Immunity Act or otherwise.

16. ATTORNEYS FEES.

If any party hereto shall bring any suit or action against another for relief, declaratory or otherwise, arising out of this Agreement, the prevailing party shall have and recover against the other party, in addition to all court costs and disbursements, such sum as the court may adjudge to be reasonable attorney's fees and expert witness fees.

17. GOVERNING LAW.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Colorado. Exclusive jurisdiction and venue for any legal proceedings related to this Agreement shall be in the state District Court governing Gunnison, Colorado.

18. IMMIGRATION COMPLIANCE CERTIFICATION.

(a) Contractor certifies that Contractor does not and will not knowingly contract with or employ illegal aliens to work under this Agreement.

(b) Contractor certifies that Contractor has required its subcontractors to certify that they do not knowingly contract with or employ illegal aliens to work under this Agreement.

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(e) Contractor agrees to comply with the provisions of C.R.S. 8-17.5-101 et seq.

19. COUNTERPARTS: FACSIMILE TRANSMISSION.

This Agreement may be executed by facsimile and/or in any number of counterparts, any or all of which may contain the signatures of less than all the parties, and all of which shall be construed together as but a single instrument and shall be binding on the parties as though originally executed on one originally executed document. All facsimile counterparts shall be promptly followed with delivery of original executed counterparts.

IN WITNESS, WHEREOF, the parties have executed this Agreement as of the date set forth above.

County Manager Matthew Birnie for the
BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF GUNNISON, COLORADO

By: _____

ATTEST:

_____
Deputy Clerk

GUNNISON COUNTY SEAL COLORADO

CONTRACTOR

By: _____
Michael Lynam

EXHIBIT A – SCOPE OF WORK SERVICES
Maintenance Support Staff
Mountain View Apartments

Position Description. Maintenance Support Staff is a contracted, hourly position paid at a rate of $30/hour. The position requires an individual(s) to be present at Mountain View Apartments approximately one-half day per week (approximately 2.5-5 hours weekly). These hours should be filled on a dedicated and specific day every week and should be scheduled between Maintenance Staff and the Program Manager. This position is in charge of responding to work order requests for ordinary maintenance jobs (no electrical or extensive plumbing repairs) requested by building residents. Examples of job responsibilities include, but are not limited to:

- Occasional adjustment and oiling of door hinges
- Repairing leaky faucet or replacing toilet tank valve
- Occasional finish carpentry and trim repair
- Repairing closet shelving, kitchen drawers, etc.
- Unclogging a toilet, minor plumbing repairs, replacing toilet seat, etc.
- Replacing light bulbs – cleaning fixtures in public areas
- Performing monthly building inspection (1.5 hrs) – *checklist attached*

Snow Removal/Walkway Clearance. During the winter months, the Gunnison County Facilities Department handles the majority of snow removal duties at Mountain View. Maintenance staff are asked to make regular inspections of the exterior walkways and grounds during the winter months. Removal of snow/ice and treatment of walkways with snow melt and traction agents (sand) are required of Maintenance Support Staff if County Facilities is unavailable.

Physical requirements. Ability to lift up to 40 lbs. Ability to perform ladder work while also following OSHA-approved safety standards. Occasionally, maintenance staff is asked to inspect the crawl-space area of the building (3-4' ceiling height). Staff person must not have claustrophobia issues while working in tight spaces.

Interaction and Personal Conduct. Mountain View Apartments is owned by Gunnison County and managed by the Gunnison Valley Regional Housing Authority ("GVRHA"). The Maintenance Staff person answers directly to the GVRHA Program Manager and/or Executive Director regarding performance. The property serves senior residents (55 yrs and older) and those adult residents with disabilities. The Maintenance Staff person must be of good nature and patient in dealing with residents.

Interim Reviews. Maintenance Support Staff shall have semi-annual performance reviews with the Program Manager, The Executive Director (optional) and a Resident Manager. Reviews shall include job-specific performance review in addition to review of the Maintenance staff person's interaction with residents.

INSURANCE COVERAGE REQUIREMENTS.

Comprehensive General Liability Insurance or the equivalent for any injury to one person in any single occurrence, Three Hundred Fifty Thousand and No/100 U.S. Dollars ($350,000.00); and For an injury to two or more persons in any single occurrence, the sum of Nine Hundred Ninety Thousand and No/100 U.S. Dollars ($990,000.00).

Comprehensive automobile liability insurance on all vehicles used in the Services, in an amount no less than $350,000 for any injury to one person in any single occurrence and in an amount no less than $990,000 for any injury to two or more persons in any single occurrence.

Mountain View Apartments
Maintenance Plan

A well maintained property is a reflection of the property's management. While the GVRHA strives to make Mountain View the best possible social environment for its residents, continued and diligent maintenance is the foundation for maintaining building integrity. Promoting resident safety and curb appeal are only two reasons for a sound and defined maintenance policy.

It is the Philosophy of the GVRHA to maintain rental housing with a 75% proactive (scheduled inspections) and 25% (work orders) reactive approach. By conducting regular inspections, potential problems can be addressed before they become maintenance emergencies.

The mission of the GVRHA is to provide affordable housing and to promote the wise and sustainable use of resources. Therefore, this Preventative Maintenance Plan is based on the provision of safe, affordable housing while embracing natural resource conservation.

Repair/Work Order Policy:

Residents are encouraged to report needed repairs immediately either by phone or by filling out a work order form and placing in the maintenance staff inbox located on the first floor next to the maintenance supply closet. It is the goal of the GVRHA to complete emergency work order requests within 24 hours. 24 hour completions are not feasible when repairs are extensive or parts are not readily available. Work orders that are not deemed to be emergencies, shall be completed based on the availability of maintenance staff.

Unit Turn Over and Preventative Maintenance Procedures

A detailed check list is used on all unit turnovers to be sure units are made ready for the next tenant in a quick detailed and efficient manner. The checklist is also used to track material used in each apartment. These check lists are filed for future reference and serve as documentation if there are disputes regarding unit condition.

As properties age it becomes necessary to make replacements before maintenance problems occur. This, ultimately, keeps the costs down because items such as water shut off valves and electrical fixtures have the potential to cause significant damage to the property when they fail.

When a unit becomes vacant, along with making repairs and preparing the unit for a new tenant, electrical fixtures, water lines and shut off valves are replaced if they are original equipment or if they are not functioning effectively. In order to address all units on the property, while the maintenance staff is working in a unit that has already had these replacements, they should make any needed replacements to an adjacent unit where a long-term (over 3 years) tenant resides. This process, over time, will ensure the entire property has been addressed.

Schedule of Inspections:

Individual Apartments – GVRHA staff may enter an apartment for inspection after 24-hour notice is made to the resident. Maintenance staff should inspect all interior doors and emergency pulls (to ensure they are not blocked or tied-up by residents) upon entering to complete a work order made by the resident. GVRHA staff should perform a complete inspection on a unit each time a tenant moves out. See page 3-4 for Unit Inspection Report

Building Exteriors – GVRHA Management and Maintenance staff shall walk the property regularly checking for trash and obvious repair needs, tree/branches in need of trimming, graffiti, etc. It is necessary to make a more detailed inspection at least twice a year. Gutters are to be checked each Spring to be sure water is draining properly. See inspection form on page 6 to be filled out and filed on a semi annual basis.

Grounds Inspections -

- **Bi-weekly** for trash pickup, and potential hazards
- **Weekly** for landscaping maintenance/ drainage
- **Sprinkler System** to be tested at initial hook up in the spring, and when winterized at the end of the summer season.
- **Parking lot/sidewalks** are inspected **bi-weekly** for debris and potential trip hazards. See inspection report on page 6 to be filled out and filed on a semi annual basis.

Water Heater and in-unit Water Heaters – The main Water Heater is to be inspected annually, prior to the heating season. In-unit Water heaters are to be inspected at the same time.

Swamp Cooler – Swamp coolers are hooked up in late May and disconnected in mid-September each year. At the time of hook up, the entire cooler is to be cleaned and oiled. The pads, pump and float are all inspected to assess the need for replacement.

Smoke Detector– All Smoke detectors are inspected and batteries replaced in the fall. All fire extinguishers in common areas will be inspected and tagged by a licensed inspector annually.

Refrigerator Coils – Refrigerator coils are cleaned during annual unit inspections.

Maintenance Rooms, Storage Rooms – These areas may contain dangerous materials if not properly stored, therefore must be inspected **monthly** to see that all tools and materials are safely stored. **MSDS sheets** are maintained and updated on all hazardous materials used at the property. These rooms shall be organized and items stored neatly at all times.

Plumbing Fixtures – It is important to maintain all faucets and toilet fixtures so that they are not leaking and wasting water. Replacing a gasket in a dripping faucet keeps the faucet from further damage, which may result in replacing the faucet. Maintenance staff shall inspect all plumbing fixtures when entering a unit on a plumbing-related work order.

Landscape Sprinkler System – The sprinkler system is inspected in the spring during set up and weekly throughout the mowing season, and after each mowing. The water is blown out of the system to winterize it for the cold months. During the watering months, in order to conserve water the weather is watched to determine the need for watering.

Back Flow tests are performed as required by the city annually.

Resource Conservation

It is a continuous goal of the GVRHA to conserve resources at all rental properties. The following measures are performed as funding allows:

- Fluorescent Light bulbs have been installed in the exterior lights and lights in the interior common areas of the building. When light bulbs have to be replaced in the apartments, fluorescent bulbs shall be installed, if possible.

- Some of the water heaters and heating systems have been replaced with more efficient units to reduce electrical usage. As systems need to be replaced they are replaced with more efficient units. Scaled guard thermostat settings should be made to all water heaters (125 degrees F or less).

- Swamp cooler covers are installed in the cold months to stop heat loss from the diffuser areas. Windows are caulked and doors are weather stripped when needed.

- Recycling is encouraged at Mountain View Apartments. Information is given to tenants on how and what to recycle. Recycling bins shall be clearly marked at all times.

- All appliances purchased for replacement shall be Energy Star Rated.

- Window shall be replaced with low E thermal pane Windows, as funding allows.

- All toilets, faucets and showerheads installed shall be low-flow units. Aerators shall be maintained/ installed on faucets.

- All tenants are encouraged to report water leaks and improperly functioning toilets as soon as possible in order to conserve water. Sprinklers are also checked to be sure they are watering the intended areas. During the mowing months, the condition of the grassy areas is constantly monitored to determine the need for watering. Sprinklers are shut down if it rains.

- Bi-Monthly water leak checks shall be conducted by the maintenance staff or Program Manager.

- All qualified units are weatherized.

Unit Inspection Report

Unit Number _____ Date _____ Tenant _____

	Acceptable		Repair Needed / Comments		Acceptable		Repair Needed / Comments
	Yes	No			Yes	No	
Kitchen				**Main Bathroom**			
Ceiling				Doors			
Doors				Walls			
Floors				Ceiling			
Walls				Floor			
Stove				Sink			
Refrigerator				Faucet			
Sink				Drain			
Plumbing				Toilet			
Counter tops				Tub			
Cabinets				Faucet			
Elec. Fixtures				Caulking			
Fan				Fan			
Disposal				Elec. Fixtures			
Living Room/Dining Area				**Bedroom II**			
Doors				Door			
Walls				Ceiling			
Ceiling				Walls			
Floor				Floor			
Wind & Cov.				Window/Security			
Elec. Fixtures				Screen			
Screens				Blinds			
Other				Elec. Fixtures			
Hallway				**Other**			
Walls				**Bedroom III**			
Ceiling				Door			
Floor				Ceiling			
Thermostat				Walls			
Smoke Det.				Floor			
Elec. Fixtures				Window/Security			
Bedroom I				Screen			
Door				Blinds			
Ceiling				Elec. Fixtures			
Walls				Other			
Floor				**Miscellaneous**			
Window/Security				Entryway			
Screen				Stairway			
Blinds				Other			
Elec. Fixtures							

Half Bath				Bedroom IV			
Doors				Door			
Walls				Ceiling			
Ceiling				Walls			
Floor				Floor			
Sink				Window/ Security			
Faucet				Screen			
Caulking				Blinds			
Elec. Fixtures				Elec. Fixtures			
Fan				Other			

I concur with the above inspection on my unit and agree to maintain the unit clean and sanitary condition.

I understand that anything found to be unacceptable in the above report will need to be addressed immediately.

I further agree to submit a maintenance work order to the management office in a timely manner if future repairs are needed.

_____ _____

Resident Signature Date

_____ _____

Inspector Signature Date

Exterior Building Inspection

Building: _____ Date: _____ Inspector: _____

Area	Pass	Fail	Comments
Siding			
Foundation			
Roof			
Soffit/Fascia			
Window/Security Exterior Doors			
Gutters/Drainage			
Sidewalks			

GROUNDS INSPECTION

Property _____

Date: _____ Inspected By: _____

Area	Pass	Fail	Comments
Parking Area			
Carport Structure			
Walkways			
Back of Building (Recycle Bins, Grocery carts, etc)			
Railings			
Plants/Trees			
Sprinklers/Other			

UNIT TURNOVER CHECK LIST

PROPERTY _____ UNIT # _____

MOVE OUT DATE _____ **DATE READY** _____ INSPECTED BY_____

SECURITY:
Locks Replaced _____ Re Keyed _____ Windows _____

Window locks _____ Porch Light _____

SAFETY:
Breakers _____ Breaker Box Cleaned _____

# of Smoke Detectors _____ Battery _____ Electric/Battery Back Up _____

Fire Extinguisher _____ Emergency pull-cords _____

Location/s _____

PAINT: Full _____ Partial _____ Touch Up _____ Ceiling _____ None _____

DRYWALL REPAIR: NO _____ YES _____

If Yes, where? _____

CARPET CONDITION: Good _____ Fair _____ Poor _____ New _____

DESCRIBE THE CONDITION OF THE FOLLOWING ITEMS

KITCHEN:

Cabinets & Hardware _____ Vinyl _____

Walls _____ Ceiling _____

Counters _____ Sink _____

Faucet _____ Aerator _____

Disposal & Plug _____ P Trap & Drain _____

Supply Lines/Shut Offs _____ Main Shut Off Valves_____

Sink Basket/plug _____ Light Fixtures _____

Plugs & Switches _____ Bulbs Replaced _____

APPLIANCES:

Refrigerator

Ice Trays _____ Door Rails_____

Door Seal _____ Drain _____

Evaporator Pan _____ Clean Coils _____

Over all Condition _____ Light _____

Model & Serial Number _____

Range

Elements _____ Drip Pans _____

Vent Hood _____ Vent Hood Filter _____

Broiler pan _____ Light _____

Over all Condition _____ Self Cleaner _____

Model & Serial Number _____

Dishwasher

Over all Condition _____ Seal _____

Model & Serial Number _____

LIVINGROOM

Walls _____ Carpet/Vinyl _____

Trim & Baseboards _____ Blinds & Tracks _____

Entry Door _____ Storm Door _____

Door Stop _____ Windows/Screens _____

Plugs/Switches _____ Heat Registers _____

Cooling _____

Bedroom	# 1	# 2
Walls		
Ceiling		
Plugs & Switches		
Door		
Light Fixtures		
Door Stop		
Windows/Screens		
Blinds/Tracks		
Closet Doors		
Closet Rod		
Heat Registers		
Door Lock		

Bathroom	# 1	# 2
Vinyl/Trip Plate		
Toilet Bowl & Tank		
Toilet Lid & Seat		
Flush Lever		
Fill Valve & Flapper		
Supply Line & Shutoff Valve		
Wax Ring/ Toilet Caps		
Toilet Paper Roll		
Sink Basin		
Sink Stopper		
Faucet & Aerator		
Supply Lines & Shutoff Valve		
P Trap& Drains		
Medicine Cabinet/Mirror		
Towel Bar/s		
Vanity		
Tub/Shower		
Diverter/Faucet		
Showerhead		
Drain & Stopper		
Shower Rod		
Light Fixture/s		
GFI Outlets & Switches		
Exhaust Fan		
Door/s & Locks		
Door Stop/Door Locks		
Plunger		