

Exterior Building

H/L	Repair	Reason	Who	Complete
	Repoint wall brick joints (whole building)	Prevent water damage	Hire Out	
	Repair roof leak on stairway ramp – replace roof	Maintain condition	Hire Out	
	Replace or repair wood rafters on south stairwell eve	Maintain condition	Hire Out	
	Adjust storm windows in frames	Appearance/Water	Handyman	
	Re-caulk around windows as needed	Prevent water damage	Handyman (?)	
	Repaint window casings & outer staircase surround	Appearance	Handyman	
	Re-grout railing on handicap ramps	Maintain condition	Hire out	
	Repair sides of handicap ramp/investigate ramp replacement(?)	Condition & appearance	Hire Out	
	Repair plaster on front peak above front doorway (bundle with gutter project?)	Repair - appearance	Hire Out	
	Repair roof clay tiles	Maintain condition	Hire Out	2023
	Repair/replace Handicap Door mechanism	Accessibility	Door/Alarm	

Interior First Floor

H/L	Repair	Reason	Who	Complete
	Replace louver doors & install handicap accessibility hardware	Public access	Hire	2023
	Investigate condition of both skylights (signs of water damage or critters)	Prevent Water Damage		
	Investigate condition of windows, feasibility of replacing (add blind at staff request)	Improve Energy Efficiency		
	Repair plaster on ceiling	Appearance		
	Repair walls & paint women's bathroom (will become unisex bathroom)			
	Demo men's bathroom & create storage/work space (replace floor & waterproof?)			
	Replace Carpeting in main space & gallery	Appearance		
	Add floor electrical outlets in gallery near radiators	Safety/Access		
	Clean/refinish/repair paintings & frames	Appearance		
	Replace security system	Parts no longer avail.		2023
	Replace fire alarms	Safety (12+ years old)		2023
	Investigate adding an elevator to connect main floor & basement	Accessibility		
	Investigate adding emergency lighting			
	Investigate adding drinking fountain			

Interior Basement

H/L	Repair	Reason	Who	Complete
	Repair window in stairwell		Handman	
	Remove stage in Children's Room & repair flooring		Handyman	
	Remove wallpaper & paint Children's Room		Handyman	
	Replace green shelving in Children's Room		Order	
	Run new internet cabling for staff & public computers (director's line already done)		Hire Out	
	Continue to clean out boiler room (paints) & storage room (newspapers to historian)		Board/Volunteers	
	Create a dedicated local history space		Hire Out	
	Replace sink in staff room & finish out (socket/light covers)		Handyman	
	Paint YA Bookshelves		Volunteers	
	Investigate adding emergency lighting			