

\*Rankings by severity order\*

\*Revised as of 1/23/2012

**1205 Westminster St.**

<b><u>Life Safety</u></b>	<b><u>Unit 1</u></b>	<b><u>Unit 2</u></b>	<b><u>Unit 3</u></b>	<b><u>Unit 4</u></b>	<b><u>Unit 5</u></b>	<b><u>Unit 6</u></b>	<b><u>Unit 7</u></b>
Hard Wired Smoke Detectors	x	x	x	x	x	x	x
Smoke Detectors	x	x				x	
Carbon Monoxide Detectors	x	x	x	x	x		
Egress Windows							
Fire Doors/Thresholds							
Excessive Accumulation							
Kitchen Gas Leak							
Stove used for Heating							
Fire Extinguishers							
Fire Extinguisher Cases							
Fire Alarm Pull Stations							
Exterior Decks/Balustrades							
Exterior Guardrails							
Exterior Handrails							
Incense Sticks/Cigarette Ashes							
Exit Signage							

<b><u>Habitation/Sanitation</u></b>	<b><u>Unit 1</u></b>	<b><u>Unit 2</u></b>	<b><u>Unit 3</u></b>	<b><u>Unit 4</u></b>	<b><u>Unit 5</u></b>	<b><u>Unit 6</u></b>	<b><u>Unit 7</u></b>
Extermination Reports							
Deck Storage						x	
Interior Units	x	x					
Electrical Shut Offs		x					
Space Heaters							
Hallway/Stairwell Carpeting							

VACANT UNITS		x					
VACANT UNITS FOUND OCCUPIED							
Unit Temperature						x	

<u>Maintenance/Other</u>	<u>Unit 1</u>	<u>Unit 2</u>	<u>Unit 3</u>	<u>Unit 4</u>	<u>Unit 5</u>	<u>Unit 6</u>	<u>Unit 7</u>
Entry Door							
Entry Door Handle, Bolt, Strike Plate				x			
Entry Door Locks							
Fire Window Blocked	x						x
No Access Common Spaces							
No Access Units			x		x		
Breaker Box - Open Breakers					x		
Building Address Numbers							
Electrical Panel Enclosure							
3rd Floor Roof Access Panel							
Dryer Vent - Permit Work							
Combustible Storage							
Common Space Laundry Room Windows/Frames							
Common Space Laundry Room Door Locks							
Common Space Laundry Room Walls							
Common Space Laundry Room Ceilings							
Common Space Laundry Room Floors							
Common Space Laundry Room Drain Cover							
Common Space Laundry Room Baseboard Heater Cover							
Common Space Laundry Room Appliances							
Interior Stairwell Windows							
Electrical Panel Clearance							
Electrical Room Walls							
Electrical Room Door							
Electrical Outlets							

Mechanical Room Ceiling							
Mechanical Room Walls							
Utility Door Frame							
Key Box							
Annual Alarm Testing							
Entry Door Frames							
Entry Walls						X	
Unit Thermostat							
Kitchen Appliances		X	X	X			
Kitchen Cabinets	X				X		
Kitchen Wall Outlets							
Breaker Box Door Panel							
Breaker Box Schedule							
Kitchen Sink Fixtures							
Kitchen Floors	X	X					
Kitchen Walls		X					
Kitchen Ceilings		X					
Kitchen Ceiling Lights		X					
Kitchen Hood		X					
Dining Room Floor	X	X					
Dining Room Pantry Closet	X	X				X	X
Dining Room Light Fixture		X					
Living Room Wall Outlets		X	X				
Living Room A/C		X			X		
Living Room Baseboard Heaters		X			X	X	
Living Room Ceilings		X					
Living Room Walls	X	X					
Living Room Floors	X	X				X	
Bathroom Door	X						
Bathroom Door Hinge/Framing/Strike Plates/Bolts							

Bathroom Cabinets	X	X			X	X	
Bathroom Sink/Fixtures		X					
Bathroom Ceilings		X	X				X
Bathroom Walls		X		X			X
Bathroom Drain Clogged	X						
Bathroom Outlet Fixture							
Bathroom Floors	X	X					
Bathtub		X					
Bathtub Fixtures	X				X		
Shower Walls			X			X	
Shower Window	X						
Shower Window Frame	X						X
Bedroom Doors							
Bedroom Door Handles	X						
Bedroom Door Frames							
Bedroom Windows							
Bedroom Window Sashes/Storms							
Bedroom Window Locks	X						
Bedroom Window Frame							X
Bedroom Walls		X					
Bedroom Baseboard Heaters	X	X			X	X	
Bedroom Ceiling Fan	X						
Bedroom Ceilings							
Bedroom Light Covers		X					
Bedroom Floors	X					X	
Hallway Carpets	X	X				X	
Hallway Closets		X				X	X
Hallway Lighting		X				X	
Cover Plates	X	X			X		X
Extension Cords			X	X			

Multi Plug Adapters							X
Exit Obstruction	X				X	X	
Deck/Patio Doors		X	X				
Deck Door Locks		X	X				
Deck/Patio Door Glass	X						
Bedroom Access Panel - Bathtub Plumbing		X					
Bathroom Misc.	X						
Bedroom Misc.							
Living Room Misc.							
Unit Numbers			X				
Entry Hall Closet Doors				X			
Entry Thresholds	X						
Entry Floor						X	
Bathroom Lighting						X	
Ceiling Fan Blades							X
Door Stoppers							X
Entry Door Peep Hole							
Kitchen Phone Jack	X						
A/C Exterior Metal Covers							
Deck Storm Doors							
Screens/Storm Windows							
Grading & Drainage							
Exterior Deck Door Frame							
Exterior Fencing							
Downspouts							
Tree Limbs							

1225 Westminster St.

<b><u>Life Safety</u></b>	<b><u>Unit 1</u></b>	<b><u>Unit 2</u></b>	<b><u>Unit 3</u></b>	<b><u>Unit 4</u></b>	<b><u>Unit 5</u></b>	<b><u>Unit 6</u></b>	<b><u>Unit 7</u></b>
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Fire Alarm System							
Hard Wired Smoke Detectors	x	x	x	x	x	x	x
Smoke Detectors							
Carbon Monoxide Detectors							
Stove used for Heating							
Egress Windows	x	x					
Unsafe/Dangerous Decks							
Fire Doors/Thresholds							x
Excessive Accumulation				x			
Furnace (Red-Tagged)							
Fire Separation							
Fire Extinguishers							
Fire Alarm Pull Stations							
Emergency Lighting							
Exterior Decks/Balustrades							
Exterior Guardrails							
Exterior Handrails							
Open Junction Boxes							
Incense Sticks							

<b><u>Habitation/Sanitation</u></b>	<b><u>Unit 1</u></b>	<b><u>Unit 2</u></b>	<b><u>Unit 3</u></b>	<b><u>Unit 4</u></b>	<b><u>Unit 5</u></b>	<b><u>Unit 6</u></b>	<b><u>Unit 7</u></b>
Extermination Reports							
Water backing into unit from washing machine		x					
Interior Units	x						
Electrical Shut Off							
Debris, Trash, Recycling, Other Material							
Hallway/Stairwell Carpeting							
VACANT UNITS							

<b><u>Maintenance/Other</u></b>	<b><u>Unit 1</u></b>	<b><u>Unit 2</u></b>	<b><u>Unit 3</u></b>	<b><u>Unit 4</u></b>	<b><u>Unit 5</u></b>	<b><u>Unit 6</u></b>	<b><u>Unit 7</u></b>
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Entry Door						X	
Entry Door Handle, Bolt, Strike Plate, Closer							
Entry Door Locks	X			X	X		
Entry Floor							
Entry Walls							
Entry Door Frames/Jambs					X		
No Access Common Spaces							
No Access Units	X	X	X			X	
Dryer Vent - Permit Work							
Fire Alarm Panel							
Fire Alarm Panle Zone Diagram							
Common Space Laundry Room Baseboard Heater							
Common Space Walls							
Common Space Window Locks/Latches							
Common Space Floors							
Common Space Locker Doors							
Common Space Guardrail/Handrail							
Common Space Ceiling							
Common Space Door/Handle/Lock							
Common Space Baseboard Heaters							
Common Space Entry Door Frame							
Common Space Stairwell Baseboard Heaters							
Key Box							
Annual Alarm Testing							
Common Area Wall Outlets							
Foundation Wall							
Entry Walls							
Entry Door Ceilings							
Kitchen Appliances		X					X
Kitchen Cabinets	X			X	X	X	

Kitchen Wall Outlets				X			
Kitchen Sink Fixtures					X		
Breaker Box Door Panel							
Breaker Box Schedule							
Kitchen Floors							
Kitchen Walls				X		X	
Kitchen Ceiling Light Fixture							
Kitchen Ceilings		X		X			X
Kitchen Ceiling Light Cover							
Globe Covers		X					X
Kitchen Hood					X		
Dining Room Floor							
Dining Room Pantry Closet							
Living Room Wall Outlets							X
Living Room A/C		X			X	X	
Living Room Baseboard Heaters						X	
Living Room Ceilings							
Living Room Walls					X		
Living Room Floors							
Living Room Window							
Bathroom Door/Latch		X					
Bathroom Cabinets	X				X	X	
Bathroom Sink/Fixtures			X			X	X
Bathroom Ceilings		X					
Bathroom Walls		X					
Bathroom Floors							
Bathroom Outlet/Light Switch					X		
Bathroom Vent Fan					X		
Bathtub Fixtures						X	
Bathroom Threshold							

Shower Walls	x				x	x	
Shower Window Frame							
Bedroom Doors	x						
Bedroom Door Handles							x
Bedroom Door Handle, Bolt, Strike Plate							
Bedroom Windows							
Bedroom Window Sash/Storms							
Bedroom Walls							x
Bedroom Baseboard Heaters							
Bedroom Floors							
Bedroom Wall Outlet							
Hallway Carpets							
Hallway Closets	x	x	x		x	x	x
Cover Plates		x				x	
Extension Cords/Daisy-Chained Power Strip	x					x	
Multi Plug Adapter		x			x		x
Exit Obstruction		x		x		x	x
Deck/Patio Doors			x	x			
Deck Door Locks					x		
Inner Deck Door Frame							
Bathroom Misc.					x	x	
Bedroom Misc.		x		x			
Living Room Misc.							
Common Space Misc.							
Entry Thresholds							
Ceiling Fan Blades						x	
Door Stoppers	x				x		
Thermostat Covers							
A/C Exterior Metal Covers							
Screens/Storm Windows							

Grading & Drainage							
Downspouts							
Garages							
Exterior Door (Signage)							
Exterior Illumination							
Interior Illumination							
Window Locks							
Laundry Room Floor Drains							







						X					
X								X			X
X						X		X			
								X			
						X					
				X							
								X			
				X		X			X		
								X	X		
				X		X		X			
											X
				X		X					
				X		X					
						X		X			
						X		X			X

								X			
				X							
						X					
						X					
								X			
X											
X											

<b><u>Unit 8</u></b>	<b><u>Unit 9</u></b>	<b><u>Unit 10</u></b>	<b><u>Unit 11</u></b>	<b><u>Unit 12</u></b>	<b><u>Unit 14</u></b>	<b><u>Unit 15</u></b>	<b><u>Unit 16</u></b>	<b><u>Unit 17</u></b>	<b><u>Unit 18</u></b>	<b><u>Unit 19</u></b>	<b><u>Unit 20</u></b>
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X	X					X					
							X		X		
	X			X			X				
X						X		X		X	
						X			X		
	X										
	X		X				X	X	X		X
	X		X	X	X			X			

										X	
	X										
				X					X		
				X							
									X		
									X		
					X						
								X	X		
				X					X		
			X								X
									X		
										X	
					X						
									X		
X	X	X	X		X		X			X	X
	X	X	X						X	X	
	X	X					X	X			X
			X								X
								X	X		
								X			
		X									
			X								









X					X						
			X	X				X		X	
				X							
			X								
						X	X				
									X		
X							X				
		X	X		X						
X					X	X					
									X		
		X	X	X	X	X					
			X		X						





X	X	X	X	X	X	X	X	X	X	X	X
	X										
									X	X	
			X								
	X										
					X						
				X						X	X

<u>Unit 21</u>	<u>Unit 22</u>	<u>Unit 23</u>	<u>Unit 24</u>	<u>Unit 25</u>	<u>Unit 26</u>	<u>Unit 27</u>	<u>Unit 28</u>	<u>Unit 29</u>	<u>Unit 30</u>	<u>Unit 31</u>	<u>Unit E2</u>
						X					
											X
			X								
						X					

<u>Unit 21</u>	<u>Unit 22</u>	<u>Unit 23</u>	<u>Unit 24</u>	<u>Unit 25</u>	<u>Unit 26</u>	<u>Unit 27</u>	<u>Unit 28</u>	<u>Unit 29</u>	<u>Unit 30</u>	<u>Unit 31</u>	<u>Unit E2</u>
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<u>Unit E3</u>	<u>Common Areas</u>	<u>Throughout</u>	<u>2nd Floor Laundry Room</u>	<u>2nd Floor Hallway</u>	<u>3rd Floor Laundry Room</u>
X					
X					
	X				
X					
		X			
		X			
				X	
		X			
		X			
		X			
	X	X			
X				X	

<u>Unit E3</u>	<u>Common Areas</u>	<u>Throughout</u>	<u>2nd Floor Laundry Room</u>	<u>2nd Floor Hallway</u>	<u>3rd Floor Laundry Room</u>
	X	X			
			X		
	X	X			


<u>Unit E3</u>	<u>Common Areas</u>	<u>Throughout</u>	<u>2nd Floor Laundry Room</u>	<u>2nd Floor Hallway</u>	<u>3rd Floor Laundry Room</u>
x					
x					
x					
			x		x
	x				
			x		x
			x		
			x		
			x		
			x		x
			x		x
			x		
			x		
				x	
			x		



X					
X					
X					
		X			
		X			
X					
			X		

X					
X					
		X			
		X			
		X			
		X			
		X			
		X			
		X			

<b>Unit E3</b>	<b>Common Areas</b>	<b>Throughout</b>	<b>2nd Floor Laundry Room</b>	<b>2nd Floor Hallway</b>	<b>3rd Floor Laundry Room</b>
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	X				
X		X			
X					
X	X	X			
	X	X			
	X	X			
	X	X			
		X			
		X			

<u>Unit E3</u>	<u>Common Areas</u>	<u>Throughout</u>	<u>2nd Floor Laundry Room</u>	<u>2nd Floor Hallway</u>	<u>3rd Floor Laundry Room</u>
	X	X			
	X	X			

<u>Unit E3</u>	<u>Common Areas</u>	<u>Throughout</u>	<u>2nd Floor Laundry Room</u>	<u>2nd Floor Hallway</u>	<u>3rd Floor Laundry Room</u>
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			X		X
X					
			X		X
	X				
	X				
	X				
	X	X			
	X				
	X				
	X				
	X	X			
	X				
X					



		X			
		X			
			X		
X					
X	X	X			
X					
	X				
		X			
		X			

		X			
		X			
		X			
		X			
	X				
	X				




<u>3rd Floor Electrical Room</u>	<u>All Units</u>	<u>Mechanical Room</u>	<u>Exterior</u>	<u>Basement Laundry Room</u>	<u>Utility Room</u>	<u>Documentation</u>
X		X				
			X			
X						
X						
					X	
X						
X						
X						



	X					
	X					
X						



				X		
	X					
		X				
		X		X		
			X			
			X			
			X			
		X				

<u>3rd Floor Electrical Room</u>	<u>All Units</u>	<u>Mechanical Room</u>	<u>Exterior</u>	<u>Basement Laundry Room</u>	<u>Utility Room</u>	<u>Documentation</u>
	X					X
			X			

<u>3rd Floor Electrical Room</u>	<u>All Units</u>	<u>Mechanical Room</u>	<u>Exterior</u>	<u>Basement Laundry Room</u>	<u>Utility Room</u>	<u>Documentation</u>
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			X			
			X			
			X			
		X				
		X				
					X	












**3rd Floor Hallway**


**3rd Floor Hallway**









\*Rankings by severity order\*

**1205 Westminster St.**

**Life Safety**

Smoke Detectors

Carbon Monoxide Detectors

Egress Windows

Fire Doors/Thresholds

Excessive Accumulation

Kitchen Gas Leak

Fire Extinguishers

Exterior Decks/Balustrades

Exterior Guardrails

Exterior Handrails

**Units**

6, 12

1, 3, 4, 7, 27

1, 18, E3

Common Spaces Throughout

E2, 3rd Floor Electrical Room

E3 - Stove - Gas shut off/line capped during inspection of unit

THROUGHOUT PROPERTY

ALL DECKS THROUGHOUT

THROUGHOUT PROPERTY

THROUGHOUT PROPERTY

**Habitation/Sanitation**

Extermination Reports

Deck Storage

Interior Units

Electrical Shut Offs

Hallway/Stairwell Carpeting

VACANT UNITS

**Units**

Common Areas and ALL UNITS

6, 12, 17

1, 2, 6, 14

2, 9, 10, 11, 22, 25, 28, 30

Common Spaces Throughout

2, 9, 10, 11, 22, 25, 28

**Maintenance/Other**

Entry Door

Entry Door Handle, Bolt, Strike Plate

Entry Door Locks

Fire Window Blocked

Breaker Box - Open Breakers

**Units**

12, 15

12, 26

8, 12, 15

1, 7, 18

5 (Office)

Building Address Numbers	Missing "5" in building address "1205"
Electrical Panel Enclosure	26
3rd Floor Roof Access Panel	Common Space 3rd Floor Ceiling
Dryer Vent - Permit Work	2nd Floor and 3rd Floor Laundry Rooms
Common Space Laundry Room Windows/Frames	2nd Floor
Common Space Laundry Room Walls	2nd Floor
Common Space Laundry Room Ceilings	2nd Floor and 3rd Floor Laundry Rooms
Common Space Laundry Room Floors	2nd Floor and 3rd Floor Laundry Rooms
Common Space Laundry Room Drain Cover	2nd Floor Laundry Room
Interior Stairwell Windows	2nd Floor North Stairwell
Electrical Room Walls	3rd Floor
Electrical Room Door	3rd Floor
Mechanical Room Ceiling	Main Floor
Mechanical Room Walls	Main Floor
Utility Door Frame	Maintenance Room
Key Box	Lock Box for Fire Department - Missing Keys
Annual Alarm Testing	Documentation from licensed alarm inspection contractor
Entry Door Frames	14
Entry Walls	6, 8, 18, 26, 27
Entry Door Ceilings	7
Unit Thermostat	E3
Kitchen Appliances	2, 3, 26
Kitchen Cabinets	1, 5 (Office), 7, 8, 12, 15, 29, 31
Kitchen Wall Outlets	20
Breaker Box Door Panel	ALL UNITS THROUGHOUT
Breaker Box Schedule	ALL UNITS THROUGHOUT
Kitchen Floors	2, 12
Kitchen Walls	2, 12
Kitchen Ceilings	2, 17
Kitchen Ceiling Lights	2, 15, 27

Kitchen Hood	2, 12
Dining Room Floor	2, 12
Dining Room Pantry Closet	2, 6, 7, 12, 29
Dining Room Light Fixture	2, 15, 21, 27
Living Room Wall Outlets	2, 3
Living Room A/C	2, 5 (Office), 26
Living Room Baseboard Heaters	2, 5 (Office), 6, 12, 17, 27
Living Room Ceilings	2, 30
Living Room Walls	1, 2
Living Room Floors	2, 6
Bathroom Door	23, 24, 26
Bathroom Cabinets	2, 6, 26, 29, 30, 31
Bathroom Sink/Fixtures	2, 29, 30
Bathroom Ceilings	2, 3, 8, 17, 20, 27, E3
Bathroom Walls	2, 8, 17
Bathroom Floors	2, 17
Bathroom Outlet/Light Switch	6
Bathtub	2, 29
Bathtub Fixtures	1, 5 (Office), 23
Shower Walls	3, 6, 27
Shower Window	1, 23
Shower Window Frame	12, 23
Bedroom Doors	27
Bedroom Door Handles	1, 17
Bedroom Door Frames	12, 18, 23
Bedroom Windows	1, 6, 23
Bedroom Window Locks	1
Bedroom Walls	18, 27
Bedroom Baseboard Heaters	1, 2, 5 (Office), 6, 12, 17, 27, 31
Bedroom Light Covers	2, 31

Bedroom Floors	6
Hallway Carpets	2, 6
Hallway Closets	2, 6, 7, 12, 29, E2
Hallway Lighting	2, 6, 12, 15, 21, 27,E2
Cover Plates	1, 2, 5 (Office), 17, 3rd Floor Electrical Room
Extension Cords	3, 12, 17, 30
Multi Plug Adapters	1, 7, 17, 20, 23, 29
Exit Obstruction	5, 6, 23, 27, E3
Deck/Patio Doors	2, 3, 12, 26, 27
Deck Door Locks	2, 3, 15, 24, 26, 29, 31
Deck/Patio Door Glass	1
Inner Deck Door Frame	4
Bedroom Access Panel - Bathtub Plumbing	2
Bathroom Misc.	1
Bedroom Misc.	15
Unit Numbers	3, 17
Entry Hall Closet Doors	4, 21, 29
Entry Thresholds	29, 31
Bathroom Lighting	6, 30
Ceiling Fan Blades	7
Door Stoppers	7, 8
Entry Door Peep Hole	8, E2
A/C Exterior Metal Covers	THROUGHOUT PROPERTY
Deck Storm Doors	THROUGHOUT PROPERTY
Screens/Storm Windows	THROUGHOUT PROPERTY
Grading & Drainage	THROUGHOUT PROPERTY
Exterior Deck Door Frame	30
Exterior Fencing	THROUGHOUT PROPERTY
Downspouts	THROUGHOUT PROPERTY
Tree Limbs	THROUGHOUT PROPERTY

**1225 Westminster St.**

**Life Safety**

Fire Alarm System  
Smoke Detectors  
Carbon Monoxide Detectors  
Egress Windows  
Fire Doors/Thresholds  
Excessive Accumulation  
Furnace (Red-Tagged)  
Fire Separation  
Fire Extinguishers  
Exterior Decks/Balustrades  
Exterior Guardrails  
Exterior Handrails  
Open Junction Boxes  
Incense Sticks

**Habitation/Sanitation**

Extermination Reports  
Water backing into unit from washing machine  
Interior Units  
Debris, Trash, Recycling, Other Material  
Hallway/Stairwell Carpeting  
VACANT UNITS

**Maintenance/Other**

Entry Door  
Entry Door Handle, Bolt, Strike Plate, Closer

**Units**

Second floor ceiling  
12, 22, 30  
10, 12, 15, 22, 30, 31  
1, 2, 22, E3  
Basement East Hallway, Interior Common Areas 7, 10, 25, 31, E2, E3  
4  
Mechanical Room  
Basement Laundry Room Ceiling and Walls, Mechanical Room Ceiling and Walls  
THROUGHOUT PROPERTY  
Exterior of Building  
East Exterior Retaining Wall  
Exterior of Building  
Mechanical Room  
9, 10

**Units**

Common Area and ALL UNITS  
2  
1, 18, 19, 22, 27  
Exterior of property, Unit 24 (deck)  
Common Spaces Throughout  
27

**Units**

6, 8, 15, E2  
18, 23, E2

Entry Door Locks	1, 22
Entry Floor	24
Dryer Vent - Permit Work	All Laundry Rooms
Common Space Laundry Room Baseboard Heater	Basement
Common Space Walls	Basement east wall by exit door
Common Space Floors	Basement laundry room
Common Space Locker Doors	Basement laundry room
Common Space Guardrail/Handrail	THROUGHOUT PROPERTY
Common Space Ceiling	Interior Stairway
Common Space Door/Handle/Lock	Mechanical Room
Key Box	Contact fire department dispatch to verify keys
Annual Alarm Testing	Documentation from licensed alarm inspection contractor
Foundation Wall	Exterior of Building
Entry Walls	18
Entry Door Ceilings	9
Kitchen Appliances	2, 7, 9, 11, 16, 17, 20, 22, 23, 27, 29, 31, E2, E3
Kitchen Cabinets	1, 4, 5, 6, 11, 14, 17, 22, 25, E2
Kitchen Wall Outlets	4, 19
Breaker Box Door Panel	All Units
Breaker Box Schedule	All Units
Kitchen Floors	22
Kitchen Walls	4, 6, 12
Kitchen Ceilings	2, 4
Globe Covers	2, 7, 11, 14, 25
Kitchen Hood	5, 25
Dining Room Floor	17
Dining Room Pantry Closet	27
Living Room Wall Outlets	7, 11, 29
Living Room A/C	2, 5, 6, 20
Living Room Baseboard Heaters	6, 22

Living Room Ceilings	19, E2
Living Room Floors	22
Living Room Window	E2
Bathroom Door/Latch	2, E2
Bathroom Cabinets	1, 5, 6, 8, 9, 10, 11, 14, 16, 19, 21, 24, 25, 30
Bathroom Sink/Fixtures	3, 6, 7, 10, 18, 19
Bathroom Ceilings	2, 9, 10, 16, 17, 20, 21
Bathroom Walls	2, 9
Bathroom Floors	17
Bathroom Outlet/Light Switch	5, 17, 24, 25
Bathroom Vent Fan	10
Bathtub Fixtures	6
Shower Walls	1, 6
Shower Window Frame	11
Bedroom Doors	1
Bedroom Door Handles	14, 24
Bedroom Windows	11, 24, 30
Bedroom Walls	7, 18, 20, 30
Bedroom Baseboard Heaters	22
Bedroom Floors	17, 22, 30
Hallway Carpets	22
Hallway Closets	1, 2, 3, 5, 6, 7, 9, 12, 14, 19, 20, 21, 22, 23, 24, 25, 27, 29, 31
Cover Plates	2, 6,
Extension Cords/Daisy-Chained Power Strip	Mechanical Room, 1, 6, 10, 11, 22, 24, 31
Multi Plug Adapter	2, 5, 7, 11, 23
Exit Obstruction	Fire door thresholds, 2, 4, 6, 7, 10, 17, 22, 23, E3
Deck/Patio Doors	3, 4, 11, 14, 15, 18, 19, 23, 25, 27, 29, 30
Deck Door Locks	12
Inner Deck Door Frame	25
Bathroom Misc.	5, 6, 11, 14, 15, 17, 22, 23, E2, E3

Bedroom Misc.	2, 4, 22, 24, 29
Entry Thresholds	22
Ceiling Fan Blades	6, 10, 24
Door Stoppers	1, 5, 11, 17
A/C Exterior Metal Covers	THROUGHOUT PROPERTY
Screens/Storm Windows	THROUGHOUT PROPERTY
Grading & Drainage	THROUGHOUT PROPERTY
Downspouts	THROUGHOUT PROPERTY
Garages	All Garages
Exterior Door (Signage)	Mechanical Room (exterior door)
Exterior Illumination	Garages
Interior Illumination	11, 14, 15, 25
Window Locks	16











\*Rankings by severity order\*

**1205 Westminster St.**

**Life Safety**

Hard Wired Smoke Detectors  
Smoke Detectors  
Carbon Monoxide Detectors  
Egress Windows  
Fire Doors/Thresholds  
Excessive Accumulation  
Kitchen Gas Leak  
Stove used for Heating  
Fire Extinguishers  
Fire Extinguisher Cases  
Fire Alarm Pull Stations  
Exterior Decks/Balustrades  
Exterior Guardrails  
Exterior Handrails  
Incense Sticks/Cigarette Ashes  
Exit Signage

**Units**

All Units  
6, 12  
1, 3, 4, 7, 27  
18, E3  
Common Areas  
3rd Floor Electrical Room  
E3 - Stove - Gas shut off/line capped during inspection of unit  
24, 26, 29  
THROUGHOUT  
THROUGHOUT  
2nd Floor Hallway  
THROUGHOUT  
THROUGHOUT  
THROUGHOUT  
11, 15, Common Areas, Throughout  
2nd Floor Hallway, By Unit 11, By Unit 31

**Habitation/Sanitation**

Extermination Reports  
Deck Storage  
Interior Units  
Electrical Shut Offs  
Space Heaters  
Hallway/Stairwell Carpeting  
VACANT UNITS

**Units**

Documentation, Throughout, Common Areas, All Units  
6, 12, 17  
1, 2, 14  
2, 9, 10, 11, 22, 25, 28, 30, 2nd Floor Laundry Room  
17  
THROUGHOUT, Common Areas  
2, 9, 10, 11, 22, 28

VACANT UNITS FOUND OCCUPIED	25
Unit Temperature	6, 12

**Maintenance/Other**

Entry Door  
 Entry Door Handle, Bolt, Strike Plate  
 Entry Door Locks  
 Fire Window Blocked  
 No Access Common Spaces  
 No Access Units  
 Breaker Box - Open Breakers  
 Building Address Numbers  
 Electrical Panel Enclosure  
 3rd Floor Roof Access Panel  
 Dryer Vent - Permit Work  
 Combustible Storage  
 Common Space Laundry Room Windows/Frames  
 Common Space Laundry Room Door Locks  
 Common Space Laundry Room Walls  
 Common Space Laundry Room Ceilings  
 Common Space Laundry Room Floors  
 Common Space Laundry Room Drain Cover  
 Common Space Laundry Room Baseboard Heater Cove  
 Common Space Laundry Room Appliances  
 Interior Stairwell Windows  
 Electrical Panel Clearance  
 Electrical Room Walls  
 Electrical Room Door  
 Electrical Outlets  
 Mechanical Room Ceiling

**Units**

12, 15, 24, 29, E3  
 4, 12, 23, 26, 29, E3  
 8, 12, 15, 23, 29, E3  
 1, 7, 18  
 3rd Floor Electrical Room, Mechanical Room, Utility Room  
 3, 5, 8, 9, 10, 11, 16, 18, 19, 22, 28, 30  
 5  
 Exterior  
 26, 3rd Floor Electrical Room  
 Common Area  
 2nd & 3rd Floor Laundry Rooms  
 3rd Floor Electrical Room  
 2nd Floor Laundry Room  
 2nd Floor Laundry Room, 3rd Floor Electrical Room  
 2nd Floor Laundry Room  
 2nd & 3rd Floor Laundry Rooms  
 2nd & 3rd Floor Laundry Rooms  
 2nd Floor Laundry Room  
 Basement Laundry Room  
 2nd Floor Laundry Room  
 2nd Floor Hallway  
 3rd Floor Electrical Room  
 3rd Floor Electrical Room  
 3rd Floor Electrical Room  
 2nd Floor Laundry Room  
 Mechanical Room

Mechanical Room Walls	Mechanical Room
Utility Door Frame	Utility Room
Key Box	Exterior
Annual Alarm Testing	Documentation
Entry Door Frames	14, E3
Entry Walls	6, 8
Unit Thermostat	E3
Kitchen Appliances	2, 3, 4, 21, 26, E3
Kitchen Cabinets	1, 5, 8, 12, 15, 24, 25, 29
Kitchen Wall Outlets	20
Breaker Box Door Panel	THROUGHOUT
Breaker Box Schedule	THROUGHOUT
Kitchen Sink Fixtures	25
Kitchen Floors	1, 2, 12, 24
Kitchen Walls	2, 12, 15
Kitchen Ceilings	2, 17
Kitchen Ceiling Lights	2, 15, 21, 27, E3
Kitchen Hood	2, 12
Dining Room Floor	1, 2, 12
Dining Room Pantry Closet	1, 2, 6, 7, 12, 17, 29
Dining Room Light Fixture	2, 15, 21, 27, E3
Living Room Wall Outlets	2, 3
Living Room A/C	2, 5, 23, 24, 26
Living Room Baseboard Heaters	2, 5, 6, 12, 15, 17, 21, 26, 27
Living Room Ceilings	2, 30
Living Room Walls	1, 12, 15
Living Room Floors	1, 2, 6, 12
Bathroom Door	1, 23, 24, 25, 26, 27
Bathroom Door Hinge/Framing/Strike Plates/Bolts	24, 26
Bathroom Cabinets	1, 2, 5, 6, 15, 26, 29, 30, 31

Bathroom Sink/Fixtures	2, 27, 29, 30, E3
Bathroom Ceilings	2, 3, 7, 8, 17, 20, 25, 27, E3
Bathroom Walls	2, 4, 7, 8, 15, 17
Bathroom Drain Clogged	1
Bathroom Outlet Fixture	E3
Bathroom Floors	1, 2, 17
Bathtub	2, 29
Bathtub Fixtures	1, 5, 23, 31
Shower Walls	3, 6, 15, 27
Shower Window	1, 23
Shower Window Frame	1, 7, 12, 23
Bedroom Doors	27
Bedroom Door Handles	1, 17, 23, 24, 27, 31
Bedroom Door Frames	12, 15, 18, 23
Bedroom Windows	All Units, THROUGHOUT
Bedroom Window Sashes/Storms	All Units, THROUGHOUT
Bedroom Window Locks	1
Bedroom Window Frame	7
Bedroom Walls	2, 17, 18, 21, 27
Bedroom Baseboard Heaters	1, 2, 5, 6, 12, 15, 17, 21, 27, 31
Bedroom Ceiling Fan	1
Bedroom Ceilings	20
Bedroom Light Covers	2, 31
Bedroom Floors	1, 6
Hallway Carpets	1, 2, 6, 21
Hallway Closets	2, 6, 7, 12, 15, 26, 29, E2
Hallway Lighting	2, 6, 12, 15, 27, E2, E3, 3rd Floor Hallway
Cover Plates	1, 2, 5, 7, 15, 17, 2nd Floor Laundry Room, 3rd Floor Electrical Room
Extension Cords	3, 4, 15, 17, 20, 30
Multi Plug Adapters	7, 17, 23, 29, 31

Exit Obstruction	1, 5, 6, 23, 27, 29, E3
Deck/Patio Doors	2, 3, 12, 21, 23, 24, 26, 27
Deck Door Locks	2, 3, 15, 24, 25, 26, 29, 31
Deck/Patio Door Glass	1
Bedroom Access Panel - Bathtub Plumbing	2
Bathroom Misc.	1
Bedroom Misc.	15
Living Room Misc.	25
Unit Numbers	3, 17
Entry Hall Closet Doors	4, 21, 29
Entry Thresholds	1, 29, 31
Entry Floor	6
Bathroom Lighting	6, 30, 31, E3
Ceiling Fan Blades	7
Door Stoppers	7, 8
Entry Door Peep Hole	8, 27, 30, E2
Kitchen Phone Jack	1
A/C Exterior Metal Covers	ALL UNITS THROUGHOUT
Deck Storm Doors	ALL UNITS THROUGHOUT
Screens/Storm Windows	ALL UNITS THROUGHOUT
Grading & Drainage	EXTERIOR THROUGHOUT
Exterior Deck Door Frame	30
Exterior Fencing	EXTERIOR THROUGHOUT
Downspouts	EXTERIOR THROUGHOUT
Tree Limbs	EXTERIOR THROUGHOUT

**1225 Westminster St.**

**Life Safety**

Fire Alarm System

**Units**

ALL UNITS

Hard Wired Smoke Detectors	ALL UNITS
Smoke Detectors	18(2), 20, 22
Carbon Monoxide Detectors	12, 18, 30, 31
Stove used for Heating	24
Egress Windows	1, 2, 22, E3
Unsafe/Dangerous Decks	26
Fire Doors/Thresholds	7, 10, 25, 31, E2, E3, Throughout, Common Areas
Excessive Accumulation	4
Furnace (Red-Tagged)	MECHANICAL ROOM
Fire Separation	MECHANICAL ROOM, BASEMENT LAUNDRY ROOM
Fire Extinguishers	COMMON AREAS THROUGHOUT
Fire Alarm Pull Stations	COMMON AREAS THROUGHOUT
Emergency Lighting	COMMON AREAS THROUGHOUT
Exterior Decks/Balustrades	EXTERIOR THROUGHOUT
Exterior Guardrails	EXTERIOR THROUGHOUT
Exterior Handrails	EXTERIOR
Open Junction Boxes	MECHANICAL ROOM
Incense Sticks	11

**Habitation/Sanitation**

Extermination Reports	All Units, Documentation, Throughout, Common Areas
Water backing into unit from washing machine	2
Interior Units	1, 18, 19, 20, 27
Electrical Shut Off	E2
Debris, Trash, Recycling, Other Material	24, Exterior
Hallway/Stairwell Carpeting	COMMON AREA THROUGHOUT
VACANT UNITS	27

**Maintenance/Other**

Entry Door	<b><u>Units</u></b> 6, 8, 9, 15, 30, E2
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Entry Door Handle, Bolt, Strike Plate, Closer	16, 18, 23, E2
Entry Door Locks	1, 4, 5, 9, 12, 16, 23
Entry Floor	24
Entry Door Frames/Jambs	5
No Access Common Spaces	2nd & 3rd Floor Laundry Rooms, Mechanical Room
No Access Units	1, 2, 3, 6, 8, 15, 17, 19, 21, 25, 27, 28, 29, 31, E3
Dryer Vent - Permit Work	2nd & 3rd Floor Laundry Rooms, Mechanical Room
Fire Alarm Panel	Basement Laundry Room
Fire Alarm Panle Zone Diagram	Basement Laundry Room
Common Space Laundry Room Baseboard Heater	Basement Laundry Room, Common Area
Common Space Walls	Common Areas
Common Space Window Locks/Latches	Common Areas
Common Space Floors	Basement Laundry Room
Common Space Locker Doors	Basement Laundry Room
Common Space Guardrail/Handrail	Common Area, Throughout
Common Space Ceiling	Common Area, 3rd Floor Hallway
Common Space Door/Handle/Lock	Mechanical Room
Common Space Baseboard Heaters	Common Areas
Common Space Entry Door Frame	Common Areas
Common Space Stairwell Baseboard Heaters	Common Areas
Key Box	Exterior
Annual Alarm Testing	Documentation, Common Area, Throughout, All Units
Common Area Wall Outlets	Common Area, 3rd Floor Hallway
Foundation Wall	Exterior
Entry Walls	14, 18, 26
Entry Door Ceilings	9
Kitchen Appliances	2, 7, 9, 11, 16, 17, 18, 20, 23, 26, 27, 29, 31, E2, E3
Kitchen Cabinets	1, 4, 5, 6, 9, 11, 12, 14, 17, 23, 25, E2
Kitchen Wall Outlets	4, 19
Kitchen Sink Fixtures	5, 9

Breaker Box Door Panel	ALL UNITS
Breaker Box Schedule	ALL UNITS
Kitchen Floors	22
Kitchen Walls	4, 6, 12, 18
Kitchen Ceiling Light Fixture	12
Kitchen Ceilings	2, 4, 7, 18, 26
Kitchen Ceiling Light Cover	18
Globe Covers	2, 14, 17, 25
Kitchen Hood	5, 23, 25
Dining Room Floor	17, 18
Dining Room Pantry Closet	12, 18, 26, 27
Living Room Wall Outlets	7, 11, 29, 30
Living Room A/C	2, 5, 6, 20, 26, 30
Living Room Baseboard Heaters	6, 18, 22, 24, 26
Living Room Ceilings	19, E2
Living Room Walls	5, 14
Living Room Floors	18, 22
Living Room Window	E2
Bathroom Door/Latch	2, E2
Bathroom Cabinets	1, 5, 6, 8, 9, 10, 11, 14, 16, 19, 20, 21, 24, 25, 30
Bathroom Sink/Fixtures	3, 6, 7, 9, 10, 11, 18, 19, 22, 26, 30
Bathroom Ceilings	2, 9, 10, 16, 17, 20, 21
Bathroom Walls	2, 11, 20
Bathroom Floors	17, 18
Bathroom Outlet/Light Switch	5, 17, 24, 25, 30
Bathroom Vent Fan	5, 10, 30
Bathtub Fixtures	6, 22
Bathroom Threshold	11
Shower Walls	1, 5, 6, 11, 20, 26
Shower Window Frame	11, 22

Bedroom Doors	1, 23
Bedroom Door Handles	7, 14, 24
Bedroom Door Handle, Bolt, Strike Plate	10, 11
Bedroom Windows	ALL UNITS THROUGHOUT
Bedroom Window Sash/Storms	ALL UNITS THROUGHOUT
Bedroom Walls	7, 18, 20
Bedroom Baseboard Heaters	11, 12, 18, 20, 22, 23, 26
Bedroom Floors	17, 22, 30
Bedroom Wall Outlet	24, 30
Hallway Carpets	12, 18, 22
Hallway Closets	1, 2, 3, 5, 6, 7, 9, 10, 12, 14, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31
Cover Plates	2, 6, 11, 2nd Floor Laundry Room
Extension Cords/Daisy-Chained Power Strip	1, 6, 10, 11, 16, 22, 23, E3, Mechanical Room
Multi Plug Adapter	2, 5, 7, 14, 16, 23
Exit Obstruction	2, 4, 6, 7, 9, 10, 12, 17, 23, 31, E3, Common Area, Throughout
Deck/Patio Doors	3, 4, 11, 14, 15, 18, 19, 23, 25, 26, 27, 29
Deck Door Locks	5, 12, 16
Inner Deck Door Frame	25
Bathroom Misc.	5, 6, 11, 14, 15, 17, 22, 23, 31, E3
Bedroom Misc.	2, 4, 11, 16, 22, 24, 29
Living Room Misc.	14
Common Space Misc.	Common Areas
Entry Thresholds	11, 18, 22
Ceiling Fan Blades	6, 10, 24
Door Stoppers	1, 5, 11, 17
Thermostat Covers	14
A/C Exterior Metal Covers	EXTERIOR THROUGHOUT
Screens/Storm Windows	EXTERIOR THROUGHOUT
Grading & Drainage	EXTERIOR THROUGHOUT
Downspouts	EXTERIOR THROUGHOUT

Garages  
Exterior Door (Signage)  
Exterior Illumination  
Interior Illumination  
Window Locks  
Laundry Room Floor Drains

EXTERIOR THROUGHOUT  
MECHANICAL ROOM  
MECHANICAL ROOM, EXTERIOR THROUGHOUT  
COMMON AREAS, 8, 14, 15, 25  
16  
Basement Laundry Room, Common Area

\*Rankings by severity order\*

**1205 Westminster St.**

**Life Safety**

**Units**

Egress Windows  
Fire Doors/Thresholds  
Excessive Accumulation  
Kitchen Gas Leak  
Fire Extinguishers  
Fire Extinguisher Cases  
Fire Alarm Pull Stations  
Exterior Decks/Balustrades  
Exterior Guardrails  
Exterior Handrails  
Incense Sticks/Cigarette Ashes  
Exit Signage

**Habitation/Sanitation**

**Units**

Extermination Reports  
Deck Storage  
Interior Units  
Electrical Shut Offs  
Space Heaters  
Hallway/Stairwell Carpeting  
VACANT UNITS  
VACANT UNITS FOUND OCCUPIED  
Unit Temperature

**Maintenance/Other**

**Units**

Entry Door  
Entry Door Handle, Bolt, Strike Plate  
Entry Door Locks  
Fire Window Blocked  
Breaker Box - Open Breakers  
Building Address Numbers  
Electrical Panel Enclosure  
3rd Floor Roof Access Panel  
Dryer Vent - Permit Work  
Combustible Storage  
Common Space Laundry Room Windows/Frames  
Common Space Laundry Room Door Locks  
Common Space Laundry Room Walls  
Common Space Laundry Room Ceilings  
Common Space Laundry Room Floors  
Common Space Laundry Room Drain Cover  
Common Space Laundry Room Baseboard Heater Cover  
Common Space Laundry Room Appliances  
Interior Stairwell Windows  
Electrical Panel Clearance  
Electrical Room Walls  
Electrical Room Door  
Electrical Outlets  
Mechanical Room Ceiling  
Mechanical Room Walls  
Utility Door Frame  
Key Box  
Annual Alarm Testing  
Entry Door Frames  
Entry Walls

Unit Thermostat  
Kitchen Appliances  
Kitchen Cabinets  
Kitchen Wall Outlets  
Breaker Box Door Panel  
Breaker Box Schedule  
Kitchen Sink Fixtures  
Kitchen Floors  
Kitchen Walls  
Kitchen Ceilings  
Kitchen Ceiling Lights  
Kitchen Hood  
Dining Room Floor  
Dining Room Pantry Closet  
Dining Room Light Fixture  
Living Room Wall Outlets  
Living Room A/C  
Living Room Baseboard Heaters  
Living Room Ceilings  
Living Room Walls  
Living Room Floors  
Bathroom Door  
Bathroom Door Hinge/Framing/Strike Plates/Bolts  
Bathroom Cabinets  
Bathroom Sink/Fixtures  
Bathroom Ceilings  
Bathroom Walls  
Bathroom Drain Clogged  
Bathroom Outlet Fixture  
Bathroom Floors

Bathtub  
Bathtub Fixtures  
Shower Walls  
Shower Window  
Shower Window Frame  
Bedroom Doors  
Bedroom Door Handles  
Bedroom Door Frames  
Bedroom Windows  
Bedroom Window Sashes/Storms  
Bedroom Window Locks  
Bedroom Window Frame  
Bedroom Walls  
Bedroom Baseboard Heaters  
Bedroom Ceiling Fan  
Bedroom Ceilings  
Bedroom Light Covers  
Bedroom Floors  
Hallway Carpets  
Hallway Closets  
Hallway Lighting  
Cover Plates  
Extension Cords  
Multi Plug Adapters  
Exit Obstruction  
Deck/Patio Doors  
Deck Door Locks  
Deck/Patio Door Glass  
Bedroom Access Panel - Bathtub Plumbing  
Bathroom Misc.

Bedroom Misc.  
Living Room Misc.  
Unit Numbers  
Entry Hall Closet Doors  
Entry Thresholds  
Entry Floor  
Bathroom Lighting  
Ceiling Fan Blades  
Door Stoppers  
Entry Door Peep Hole  
Kitchen Phone Jack  
A/C Exterior Metal Covers  
Deck Storm Doors  
Screens/Storm Windows  
Grading & Drainage  
Exterior Deck Door Frame  
Exterior Fencing  
Downspouts  
Tree Limbs

**1225 Westminster St.**

**Life Safety**

Fire Alarm System  
Stove used for Heating  
Egress Windows  
Unsafe/Dangerous Decks  
Fire Doors/Thresholds  
Excessive Accumulation  
Fire Separation

**Units**

Fire Extinguishers  
Fire Alarm Pull Stations  
Emergency Lighting  
Exterior Decks/Balustrades  
Exterior Guardrails  
Exterior Handrails  
Open Junction Boxes  
Incense Sticks

**Habitation/Sanitation**

**Units**

Extermination Reports  
Water backing into unit from washing machine  
Interior Units  
Electrical Shut Off  
Debris, Trash, Recycling, Other Material  
Hallway/Stairwell Carpeting  
VACANT UNITS

**Maintenance/Other**

**Units**

Entry Door  
Entry Door Handle, Bolt, Strike Plate, Closer  
Entry Door Locks  
Entry Floor  
Entry Door Frames/Jambs  
Dryer Vent - Permit Work  
Fire Alarm Panel  
Fire Alarm Panle Zone Diagram  
Common Space Laundry Room Baseboard Heater  
Common Space Walls  
Common Space Window Locks/Latches

Common Space Floors  
Common Space Locker Doors  
Common Space Guardrail/Handrail  
Common Space Ceiling  
Common Space Door/Handle/Lock  
Common Space Baseboard Heaters  
Common Space Entry Door Frame  
Common Space Stairwell Baseboard Heaters  
Key Box  
Annual Alarm Testing  
Common Area Wall Outlets  
Foundation Wall  
Entry Walls  
Entry Door Ceilings  
Kitchen Appliances  
Kitchen Cabinets  
Kitchen Wall Outlets  
Kitchen Sink Fixtures  
Breaker Box Door Panel  
Breaker Box Schedule  
Kitchen Floors  
Kitchen Walls  
Kitchen Ceiling Light Fixture  
Kitchen Ceilings  
Kitchen Ceiling Light Cover  
Globe Covers  
Kitchen Hood  
Dining Room Floor  
Dining Room Pantry Closet  
Living Room Wall Outlets

Living Room A/C  
Living Room Baseboard Heaters  
Living Room Ceilings  
Living Room Walls  
Living Room Floors  
Living Room Window  
Bathroom Door/Latch  
Bathroom Cabinets  
Bathroom Sink/Fixtures  
Bathroom Ceilings  
Bathroom Walls  
Bathroom Floors  
Bathroom Outlet/Light Switch  
Bathroom Vent Fan  
Bathtub Fixtures  
Bathroom Threshold  
Shower Walls  
Shower Window Frame  
Bedroom Doors  
Bedroom Door Handles  
Bedroom Door Handle, Bolt, Strike Plate  
Bedroom Windows  
Bedroom Window Sash/Storms  
Bedroom Walls  
Bedroom Baseboard Heaters  
Bedroom Floors  
Bedroom Wall Outlet  
Hallway Carpets  
Hallway Closets  
Cover Plates

Extension Cords/Daisy-Chained Power Strip  
Multi Plug Adapter  
Exit Obstruction  
Deck/Patio Doors  
Deck Door Locks  
Inner Deck Door Frame  
Bathroom Misc.  
Bedroom Misc.  
Living Room Misc.  
Common Space Misc.  
Entry Thresholds  
Ceiling Fan Blades  
Door Stoppers  
Thermostat Covers  
A/C Exterior Metal Covers  
Screens/Storm Windows  
Grading & Drainage  
Downspouts  
Garages  
Exterior Door (Signage)  
Exterior Illumination  
Interior Illumination  
Window Locks  
Laundry Room Floor Drains

**\*Revised 6/1/2012**

**1205 Westminster St.**

<b>12/12/2011</b>	<b>#'s</b>	<b>1/18/2012</b>	<b>#'s</b>	<b>2/3/2012</b>	<b>#'s</b>	<b>2/17/2012</b>	<b>#'s</b>	<b>3/5/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>30</b>	<b>L/S</b>	<b>48</b>	<b>L/S</b>	<b>50</b>	<b>L/S</b>	<b>37</b>	<b>L/S</b>	<b>33</b>
<b>H/S</b>	<b>25</b>	<b>H/S</b>	<b>20</b>	<b>H/S</b>	<b>21</b>	<b>H/S</b>	<b>16</b>	<b>H/S</b>	<b>14</b>
<b>GM</b>	<b>223</b>	<b>GM</b>	<b>303</b>	<b>GM</b>	<b>327</b>	<b>GM</b>	<b>322</b>	<b>GM</b>	<b>268</b>
<b>Total</b>	<b>278</b>	<b>Total</b>	<b>371</b>	<b>Total</b>	<b>398</b>	<b>Total</b>	<b>375</b>	<b>Total</b>	<b>315</b>

**1225 Westminster St.**

<b>12/12/2011</b>	<b>#'s</b>	<b>1/18/2012</b>	<b>#'s</b>	<b>2/3/2012</b>	<b>#'s</b>	<b>2/17/2012</b>	<b>#'s</b>	<b>3/5/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>36</b>	<b>L/S</b>	<b>48</b>	<b>L/S</b>	<b>52</b>	<b>L/S</b>	<b>55</b>	<b>L/S</b>	<b>47</b>
<b>H/S</b>	<b>12</b>	<b>H/S</b>	<b>12</b>	<b>H/S</b>	<b>13</b>	<b>H/S</b>	<b>18</b>	<b>H/S</b>	<b>14</b>
<b>GM</b>	<b>264</b>	<b>GM</b>	<b>338</b>	<b>GM</b>	<b>334</b>	<b>GM</b>	<b>284</b>	<b>GM</b>	<b>272</b>
<b>Total</b>	<b>312</b>	<b>Total</b>	<b>398</b>	<b>Total</b>	<b>399</b>	<b>Total</b>	<b>357</b>	<b>Total</b>	<b>333</b>

<b>12/12/2011</b>	<b>1/18/2012</b>	<b>2/3/2012</b>	<b>2/17/2012</b>	<b>3/5/2012</b>
<b>Abatements - 0</b>	<b>Abatements - 51</b>	<b>Abatements - 130</b>	<b>Abatements - 142</b>	<b>Abatements - 145</b>
<b>Existing Orders - 590</b>	<b>New Orders - 230</b>	<b>New Orders - 158</b>	<b>New Orders - 77</b>	<b>New Orders - 61</b>

**L/S - Life Safety**

**H/S - Habitation/Sanitation**

**GM - General Maintenance**

**\*Revised 6/1/2012**

**1205 Westminster St.**

<b>3/26/2012</b>	<b>#'s</b>	<b>4/16/2012</b>	<b>#'s</b>	<b>5/7/2012</b>	<b>#'s</b>	<b>5/16/2012</b>	<b>#'s</b>	<b>6/1/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>31</b>	<b>L/S</b>	<b>41</b>	<b>L/S</b>	<b>37</b>	<b>L/S</b>	<b>31</b>	<b>L/S</b>	<b>32</b>
<b>H/S</b>	<b>13</b>	<b>H/S</b>	<b>12</b>	<b>H/S</b>	<b>18</b>	<b>H/S</b>	<b>18</b>	<b>H/S</b>	<b>18</b>
<b>GM</b>	<b>241</b>	<b>GM</b>	<b>248</b>	<b>GM</b>	<b>258</b>	<b>GM</b>	<b>244</b>	<b>GM</b>	<b>244</b>
<b>Total</b>	<b>285</b>	<b>Total</b>	<b>301</b>	<b>Total</b>	<b>313</b>	<b>Total</b>	<b>293</b>	<b>Total</b>	<b>294</b>

**1225 Westminster St.**

<b>3/26/2012</b>	<b>#'s</b>	<b>4/16/2012</b>	<b>#'s</b>	<b>5/7/2012</b>	<b>#'s</b>	<b>5/16/2012</b>	<b>#'s</b>	<b>6/1/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>28</b>	<b>L/S</b>	<b>37</b>	<b>L/S</b>	<b>41</b>	<b>L/S</b>	<b>36</b>	<b>L/S</b>	<b>37</b>
<b>H/S</b>	<b>15</b>	<b>H/S</b>	<b>11</b>	<b>H/S</b>	<b>14</b>	<b>H/S</b>	<b>14</b>	<b>H/S</b>	<b>14</b>
<b>GM</b>	<b>239</b>	<b>GM</b>	<b>239</b>	<b>GM</b>	<b>249</b>	<b>GM</b>	<b>255</b>	<b>GM</b>	<b>255</b>
<b>Total</b>	<b>282</b>	<b>Total</b>	<b>287</b>	<b>Total</b>	<b>304</b>	<b>Total</b>	<b>305</b>	<b>Total</b>	<b>306</b>

**3/26/2012**

**Abatements - 137**

**New Orders - 56**

**4/16/2012**

**Abatements - 47**

**New Orders - 68**

**5/7/2012**

**Abatements - 59**

**New Orders - 88**

**5/16/2012**

**Abatements - 23**

**New Orders - 4**

**6/1/2012**

**Abatements - 0**

**New Orders - 2**

**L/S - Life Safety**

**H/S - Habitation/Sanitation**

**GM - General Maintenance**

<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>	<b>NEXT ACTION</b>
11/22/2011	Appeal Hearing	Tenant appealing condemnation of unit 22 in building 1225 Westminster St.	Decision made to inspect both 1205 - 1225 Westminster St.
12/8/2011	Phone Message	Left voicemail for owner Peggy Chun to call inspector back to announce inspection of both properties 1205-1225 Westminster St.	Call owner again on 12/9/2011
12/9/2011	Phone Conversation	Spoke with Peggy Chun explained that inspector would be out at property on 12/12/2011 to conduct a full Fire Certificate of Occupancy inspection @ 9:00 a.m. on 12/12/2011.	Inspect properties on 12/12/2011. Gather inspectors and go over checklist for inspection.
12/12/2011	Building Inspections of 1205-1225 Westminster St.	Inspected both buildings 1205-1225 Westminster St. No access in building 1225 Unit 28. Plain clothed St. Paul Police Officer on site.	Get orders into AMANDA for both properties. Download photos. 63 units inspected. Bldg 1225 Unit 28 no access.
12/15/2011	Missing or not working smoke detectors and CO detectors	Inspected units for missing and inoperative smoke detectors and CO detectors. Left property smoke detectors and CO detectors were working at this time in 63 out of 64 units.	Preparing to send orders out to owner/responsible party.
12/16/2011	Sending Orders	Proofreading and finishing orders. Set next inspection date for both properties 1/18/2012 @ 9:00 a.m.	Finishing photos and sending them to LHO for review along with current orders.
12/19/2011	Sending Orders and Photos to LHO	Downloaded and sent orders and photos thumb drive to LHO.	Inspecting Bldg 1205 Units 14 & E2 sanitation issues on 12/22/2011.

12/22/2011	Re-inspecting condemned units.	Inspected Bldg. 1205 Unit 14 & E2 for sanitation issues.	Updating orders in AMANDA and adjusting spreadsheet.
1/6/2012	Meeting	Met w/ supervisor L. Shaff review details of next inspection on property. Assigning 2 additional inspectors to help with inspection.	Inspectors adjusting schedules scheduling appointments to allow of 1/18/2012 inspection of the properties.
1/11/2012	Court Hearing	Court Hearing to appoint a receiver for 1205-1225 Westminster St.	Waiting on judge's decision to appoint a receiver to the Westminster properties.
1/13/2012	Court Hearing/Phone Conversation	Court appointment a receiver to the property. Supervisor L. Shaff spoke to receiver and sent via email orders for 1205-1225 Westminster St. Supervisor explained findings and next inspection for both properties.	Getting in contact with the court appointed receiver Paul Carlson.
1/17/2012	Phone Call	Supervisor L. Shaff contacted again receiver Mr. Carlson and invited him to the 1/18/2012 inspection.	Inspect properties on 1/18/2012. Gather inspectors and go over checklist for inspection.

1/18/2012	Building Inspections of 1205-1225 Westminster St.	<p>Inspected both properties. Notice to tenants not given by either Paul Carlson-Receiver or Peggy Chun. Trikin Properties and Peter Brown on site at inspection. 32 units inspected, 32 units no access. 20 unit smoke detectors or CO detectors inoperable during inspection. Bldg. 1205 Unit 25 occupied during inspection. Previous orders stated unit was vacant back on 12/12/2011.</p> <p>Documentation of tenant given to supervisor L. Shaff</p>	Set re-inspection date 1/23/2012 for missing smoke detectors and CO detectors in 20 units.
1/19/2012	Meeting w/ Receiver to set benchmarks for both properties	Meeting with receiver to set up benchmarks for both properties. Director, Supervisor Shaff, Paul Carlson-Receiver & S. Westenhofer were in attendance for meeting.	Set re-inspection date 2/3/2012 for both properties.
1/23/2012	Inspection and Sending Orders	Identified from 1/18/2012 inspection 20 out of 32 units inspected all 32 units have working smoke detectors and CO detectors.	Updating orders in AMANDA and adjusting spreadsheet.
2/3/2012	Building Inspections of 1205-1225 Westminster St.	Both buildings fully inspected. Access granted to all units and common areas. All units inspected and verified all have working hard wired combination smoke/carbon monoxide detectors.	Updating orders in AMANDA, spreadsheets and setting next benchmark and inspection date for both buildings.
2/6/2012	Phone Conversation	Spoke with Mr. Fluegel from Trikin Properties. Mr. Fluegel sent documentation via email regarding extermination and zone valves.	Finishing photos and orders.

2/8/2012	Phone Conversation	Spoke with Mr. Fluegel from Triking Properties. Mr. Fluegel sent documentation via email regarding fire doors.	Updating spreadsheets and copying documentation for meeting with city council on 2/8/2012 @ 10:00 a.m.
2/9/2012	Final Review of Orders and Sending Orders	Finished reviewing and making final corrections to orders. Sending orders to Mr. Carlson, Mr. Fluegel and Supervisor L. Shaff.	Preparing and reviewing for next inspection 2/17/2012.
2/13/2012	Exterior Deck Inspections	Senior Building Inspector S. Ubl inspected decks with Mr. Fluegel. As of 2/13/2012 all exterior decks are condemned immediately.	Post both buildings with condemnation placards for unsafe decks.
2/14/2012	Email	Emailed Mr. Carlson and Mr. Fluegel stating the findings from S. Ubl's inspection of the exterior decks.	Preparing for 2/17/2012 inspection.
2/14/2012	Email	Mr. Fluegel emailed the inspector stating Nardini would be at the property on 2/20/2012 @ 10:30 a.m. starting and completing the annaul fire alarm testing and making repairs to fire systems in 1205 & 1225 Westminster St.	Forwarded email to Leanna Shaff.
2/16/2012	Email	Mr. Fluegel emailed the inspector a progress report on 1205 & 1225 Westminster St.	Forwarded email to Director, Phil Owens and Leanna Shaff.

2/17/2012	Building Inspections of 1205-1225 Westminster St.	Both buildings fully inspected. Access granted to all units and common areas. All units inspected and verified all have working hard wired combination smoke/carbon monoxide detectors.	Updating orders in AMANDA, spreadsheets and setting next benchmark and inspection date for both buildings.
2/20/2012	Email	Mr. Fluegel emailed a copy of the annual fire alarm testing for 1205 & 1225 Westminster St. Minor errors on reports, resent documentation back to Nardini to make corrections.	Printed a copy of both reports. Reviewed reports.
2/22/2012	Email	Nardini resent annual alarm testing forms back to inspector. Corrections made.	Updating File and sending orders to Mr. Carlson & Mr. Fluegel.
2/22/2012	Email	Mr. Fluegel sent an email stating 31 zone valves repaired, 15 -20 items a day being completed. Working on door frames on building 1205. Received new keys for tenant and exterior security doors.	Following up with Mr. Fluegel on security doors and when to expect completion.
2/22/2012	Email	Mr. Fluegel sent an email stating electrical work finished. Waiting on technician to finish invoice and documentation of work for 1205 & 1225 Westminster St.	Following up with Mr. Fluegel on electrical work completed and open permits.
2/24/2012	Email	Mr. Fluegel sent an email stating all breaker box schedules would be completed by 3/5/2012.	Following up with Mr. Fluegel on documentation from electrician.
2/24/2012	Conversation w/ P. Owens	City Council asked orders be posted inside 1205 & 1225 Westminster St.	Contacting Mr. Fluegel on 2/27/2012.

2/27/2012	Phone Conversation	Spoke with Mr. Fluegel explaining he had to post orders for 1205 & 1225 Westminster St.	Inspecting to ensure orders were posted for 1205 & 1225 Westminster St.
2/28/2012	Unannounced Site Visit	Orders removed and missing from 1205 & 1225 Westminster St.	Following up with Mr. Fluegel about missing orders.
2/28/2012	Phone Conversation	Contacted Mr. Fluegel and explained he should keep a copy of both orders available in his office during business hours at the property.	Preparing for 3/5/2012 inspection.
3/1/2012	Meeting	Follow up meeting with Director, Phil Owens & Sean Westenhofer.	Update communication log, benchmarks & create Highlight chart for Director.
3/1/2012	Phone Conversation	Spoke with Mr. Fluegel, he stated they have 15 vacant units as of 2/29/2012. Waiting to see if anyone leaves between 3/1/2012 and 3/5/2012.	Contacting Mr. Fluegel for additional information regarding the property.
3/1/2012	Phone Conversation	Spoke with Mr. Fluegel, invoice for fire alarm testing, fire extinguisher servicing, manual fire alarm pull stations and fire extinguisher case repairs sent to Mr. Carlson's office.	Contacting Mr. Carlson's secretary Kim.
3/1/2012	Phone Conversation	Spoke with Mr. Carlson's assistant Kim, she hasn't seen the invoice from Nardini as of 3/1/2012.	Finishing communication log, benchmarks & create Highlight chart for Director.

3/1/2012	Phone Conversation	Spoke with Mr. Fluegel, informed that Mr. Carlson was meeting with Wells Fargo to discuss the extermination order for 1205-1225 Westminster St.	Preparing for 3/5/2012 inspection.
3/5/2012	Building Inspections of 1205-1225 Westminster St.	Both buildings fully inspected.	Updating orders in AMANDA, spreadsheets and setting next benchmark and inspection date for both buildings.
3/8/2012	Meeting w/ Supervisor L. Shaff	All inspectors review orders for both 1205-1225 Westminster St.	Review completed and final orders sent out by 3/12/2012.
3/12/2012	Generating Orders	Review of both 1205-1225 Westminster St. completed. Generating and sending orders.	Court Hearing on 3/13/2012 @ 3:30 p.m.
3/13/2012	Meeting w/ Mark Guidinger	Meeting with Mr. Guidinger from Pine Ridge Capital Management.	Preparing for 3/26/2012 inspection.
3/26/2012	Building Inspections of 1205-1225 Westminster St.	Both buildings fully inspected.	Updating orders in AMANDA, spreadsheets and setting next benchmark and inspection date for both buildings.
3/27/2012	Meeting w/ Supervisor L. Shaff	All inspectors review orders for both 1205-1225 Westminster St.	Review completed and final orders sent out by 3/12/2012.

1205

<b>12/12/2011</b>	<b>#'s</b>
<b>L/S</b>	<b>30</b>
<b>H/S</b>	<b>25</b>
<b>GM</b>	<b>223</b>
<b>Total</b>	<b>278</b>
<b>1/18/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>48</b>
<b>H/S</b>	<b>20</b>
<b>GM</b>	<b>303</b>
<b>Total</b>	<b>371</b>
<b>2/3/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>50</b>
<b>H/S</b>	<b>22</b>
<b>GM</b>	<b>342</b>
<b>Total</b>	<b>414</b>

1225

<b>12/12/2011</b>	<b>#'s</b>
<b>L/S</b>	<b>36</b>
<b>H/S</b>	<b>12</b>
<b>GM</b>	<b>264</b>
<b>Total</b>	<b>312</b>
<b>1/18/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>48</b>

**Abatements  
As of 12/12/2011**

**0**

**Abatements  
As of 1/18/2012**

**51**

**Abatements  
As of 2/3/2012**

**130**

**Vacant Units - 1225**

**As of 12/12/2011**

**0**

**Vacant Units - 1205**

**As of 12/12/2012**

**8**

**Vacant Units - 1225**

**As of 1/18/2012**

**0**

**Vacant Units - 1205**

**As of 1/18/2012**

**8 original vacants - \*25 Occupied**

**Vacant Units - 1225**

**New Orders  
As of 12/12/2011**

**590**

**New Orders  
As of 1/18/2012**

**179**

**New Orders  
As of 2/3/2012**

**18**

<b>H/S</b>	<b>12</b>
<b>GM</b>	<b>338</b>
<b>Total</b>	<b>398</b>
<b>2/3/2012</b>	<b>#'s</b>
<b>L/S</b>	<b>53</b>
<b>H/S</b>	<b>13</b>
<b>GM</b>	<b>339</b>
<b>Total</b>	<b>405</b>

**As of 2/3/2012**

**1**

**Vacant Units - 1205**

**As of 2/3/2012**

**8 vacants - \*25 Occupied**

**L/S - Life Safety**

**H/S - Habitation/Sanitation**

**GM - General Maintenance**