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Saint Paul Department of Safety & Inspections  
375 Jackson St, Suite 220  
Saint Paul, MN 55101-1806

October 16th, 2024

Re: *Construction Work Plan for Code Compliance Repairs* for the residential property located at 401 Rose Ave E, Saint Paul, MN.

To Whom It May Concern:

Below is a breakdown of the revised schedule for making the required repairs per the Code Compliance Report. I removed all items from the Code Compliance Report that have been completed.

**The schedule of work is as follows:**

**October 2024**

- Repair siding, soffit, fascia, trim, etc. as necessary - partially complete (in progress)
- Install complete storms and screens, in good repair for all door and window openings - partially complete (in progress)
- Repair or replace damaged storm doors
- Remove the privacy screen on the west side of the deck and provide general maintenance for the deck including handrails and guard rails.

**November 2024**

- Install new flooring throughout - partially complete (in progress)
- Install floor covering in the bathroom and kitchen that is impervious to water - partially complete (in progress)
- Install new toilet with a proper fixture vent and waste piping to code (second floor)
- Install new sink with a proper fixture vent and waste piping to code (second floor)

**December 2024**

- Install kitchen sink with vent to code
- Install new appliances, cabinets, and countertops in kitchen

**January 2025**

- Install handrails (34 inches - 38 inches above each nosing) and guardrails (36 inch minimum) at all stairways, and return handrail ends into a newel post or wall per attachment.
- Test all electrical outlets and ensure all luminaires (light fixtures) are working properly

**February 2025**

- Touch up paint and punch list items
- Final HVAC, plumbing, and electrical permits

**March 2025**

- Final building permit and have property ready to receive Certificate of Occupancy by March 15th, 2025

The expected date of completion for these repairs is March 15th, 2025.

Best regards,

A handwritten signature in black ink that reads "Jay Mitchell". The signature is written in a cursive style with a large, stylized "J" and "M".

Jay Mitchell