

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, FEBRUARY 15, 2016 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember** – Mayor Roseberry has appointed Dean Steve Bowen as the Honorary Councilmember for March. He will attend the February work session and the March 7th council meeting.
2. * **Cemetery Agreement** – Our five year agreement with the Oxford Historical Cemetery Foundation was signed February 5, 2011. It may be renewed with the agreement of both parties. We have attached a copy of the agreement.
3. * **Budget Calendar** – We've attached our budget calendar for FY2017 (July 2016 – July 2017). We start work the end of this month.
4. * **Public Hearing** – We will have a public hearing at the March City Council meeting concerning our application for a loan from GEFA to construct sewer lines. The lowest interest rate is offered on federal funds and the federal funds loans require a public hearing.
5. * **104 West Watson Street** – We acquired this house and lot as part of the Asbury Street Park. We have attached a copy of an inspection by a home inspector. After reviewing the report, we are recommending Council authorize us to tear down the house. We will get bids in time for the March Council meeting. The inspector's report is attached in three parts. The report is pretty long, but if you page through the pictures, you'll get the gist of it.
6. * **Oxford College Dining Hall Construction** – In order complete the construction of some of the drainage system for this project, we need to relocate a portion of a 10" water line. The drainage system needs to be completed before the slab can be poured. We need to reroute the water line, and we may (or may not) need two insertion valves and we may (or may not) need two wet taps. The insertion valves and wet taps may be necessary to maintain uninterrupted service to the Jolley Residential Center. We have enclosed the bids. The total project could be as low as \$19,031 or as high as \$43,841. The entire project will be reimbursed by Oxford College.
7. * **Budget Amendments** – We have three proposed budget amendments for the March meeting that are, in part, the result of the work of the special projects committee.
8. **George Street Trail** – We are ready to start designing the extension of the trail between the George Street Park and the trail. If it is agreeable with Council, we will ask the city engineer to begin the design.

9. **City of Covington Emergency Service Agreement** – Discussion of need for an intergovernmental agreement with Covington to provide emergency fire and medical service in the City of Oxford. Covington would not replace Newton County but would be authorized to respond with the county as they now do in the unincorporated area of the county

10. *** Projects Status and Engineer's Progress Reports**

***Attachments**

AGREEMENT
between
The City of Oxford
and
The Oxford Historical Cemetery Foundation, Inc.

THIS AGREEMENT, entered into this 5th day of February, 2011, and between the **CITY OF OXFORD**, a municipal corporation chartered by the state of Georgia (hereinafter referred to as "the City") and the **OXFORD HISTORICAL CEMETERY FOUNDATION, INC.**, a Georgia charitable corporation incorporated by the State of Georgia (hereinafter referred to as "the Foundation").

Therefore, the parties agree as follows:

That Oxford's city cemetery, often referred to as Oxford Historical Cemetery (hereinafter "the Cemetery"), is a creature of the City of Oxford and is owned by the City along with the plot holders owning certain lots located therein.

That the Foundation's object and efforts have been and continue to be "to discover, procure, and preserve whatever may relate to the natural, civic, literary, and ecclesiastical history of the Oxford Cemetery in general and to the maintenance, care, and preservation thereof."

That both parties enter into this Agreement for the purpose of the administering of the Cemetery to best serve the citizens of the City of Oxford, the persons owning plots located therein and the beautification and administration of the Cemetery itself.

The parties hereto agree as follows:

1. The term of this Agreement will be for an initial period of five years, renewable as set forth written hereafter.
2. That the City has the responsibility to insure that the Cemetery is adequately maintained; and the City specifically sets forth that it is the City's intent and purpose to insure the perpetual care of all plots and property located within the boundaries of the cemetery.
3. It is the City's desire to contract with the Foundation for the providing of the maintenance and care of the Cemetery; however, it is understood and is agreed between the parties hereto, that the City shall be responsible for the upkeep of the streets throughout the Cemetery and for major improvements as may be designated to the Cemetery. The purpose of this concentrated effort by the City is to facilitate the Foundation's ability to maintain the Cemetery.
4. That it is the express purpose of this Agreement, by both parties, to provide perpetual care to all plots in the Oxford Cemetery wherein the owners of same have paid to the City or the Foundation monies for the perpetual care thereof.

5. That the Foundation agrees, according to the terms set out hereafter, to direct, manage, maintain and keep said Cemetery in a good state of upkeep, showing no favoritism toward any one section, location, or portion of said Cemetery and in doing so, the Foundation agrees to take such action and measures so as to maintain Cemetery as per this Agreement. At any time the City feels such that the Cemetery is not being so maintained, shall notify Foundation in writing of such concerns.
6. That the city shall be responsible for the sale of plots in the Cemetery under terms and conditions that the City may from time to time deem appropriate. The City shall maintain accurate records showing the location in the Cemetery of plots sold, designating the length and width of said plots and the number of grave sites located therein. The City will notify the Foundation of such sales and will provide the Foundation with records relating to the sales thereof on an annual basis or more often at the Foundation's request.
7. That as payment thereof it is agreed that the City shall pay to the Foundation seventy-one percent (71%) of such amounts as collected by the City for each gravesite for the maintenance as set forth above. It is anticipated by both parties that these sums plus the earnings from the Foundation's current assets and future anticipated funds from gifts, donations, grants, and lot sales will eventually produce sufficient annual earnings to pay the then current and future annual maintenance obligations. If the Foundation's annual income and contributions by the City for maintenance should not be sufficient to pay the maintenance costs of the Cemetery, the City shall reimburse the Foundation for the shortage thereof. All proceeds thus generated shall be paid on a quarterly basis, with the first payment being due January 1, 2010, and each quarter thereafter during the year. The proceeds of these payments shall be used by the Foundation to meet current or near-future maintenance obligations or may be added to the trust *corpus* to generate future earnings if the amount set forth above exceeds the cost of said maintenance. All funds as provided by the City herein, except those funds needed for annual maintenance, shall be retained in a special bookkeeping account by the Foundation. Should at any time the contract between the City and the Foundation not be renewed or is terminated, all funds and profits retained from these monies shall revert to the City.
8. That in addition to the above, the Foundation agrees to maintain records relating to its operations and the performance of this Agreement, in a business-like manner, suitable for auditing. The City shall at its own expense have the right, at reasonable times, to examine or audit the records of the Foundation relating to the performance of this Agreement including records, relating to income and expenditures, and to make and preserve copies thereof.
9. The parties agree to use their best efforts to resolve any dispute as to the interpretation or application of this Agreement. Any dispute must be reported in

writing by one party to the other within ninety (90) days after the complaining party becomes aware of facts giving rise to the dispute, or it will be waived. The parties shall have sixty (60) days to resolve the dispute. Any dispute left unresolved after that period will be decided by a panel of three (3) persons, one appointed by the City, one by the Foundation, and one by the two representatives. If the representatives cannot agree, the Chief Judge of Newton County Superior Court shall appoint the third panel member. The panel shall receive written submissions by the parties within thirty (30) days after the panel is selected, and shall render its decision, without opinion, within thirty (30) days after submission of such written material. Each party shall bear its own costs.


10. The City and Foundation shall not discriminate based on race, color, religion, sex, or sexual orientation, or national origin in the performance of this Agreement. In addition, neither party shall discriminate on any basis in the selections of persons dealing with the operation of the Cemetery nor the appointment of members to any committee, board, director or trustee
11. No officer or member of the Foundation, nor the City, shall serve in the future hereafter with compensation for Cemetery work or business unless agreed to by both parties.
12. This Agreement will supersede all prior Agreements or understandings of the parties, and will be effective when signed by an authorized representative of the Foundation and by the Mayor of the City. Unless such execution occurs, the provisions of this memorandum are not binding.

WHEREFORE, it is agreed by and between the parties

THAT THIS AGREEMENT MAY BE RENEWED by the parties for an additional five (5) year period at the expiration of this contract.

SIGNED, SEALED AND DELIVERED, this 5th day of February, 2011.


MAYOR
City of Oxford


OXFORD HISTORICAL CEMETERY
FOUNDATION, INC. *President*



Budget calendar for FY2017

- Friday, February 26, 2016 Budget forms distributed to department heads
- Friday, March 11, 2016 Department budget requests submitted to City Manager
- Monday, April 18, 2016 Council work session on budget to review preliminary budget. Remind Council to begin discussion on millage rate. Discuss budget requests and revenue estimates.
- Friday, April 22, 2016 Combined advertisement appears in *Covington News* for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.)
- Monday, April 25, 2016 Called Council work session (if necessary).
- Monday, May 2, 2016 Draft budget presented at regular city council meeting -7:00 PM. Meeting will include work session on budget (if necessary).
- Monday, May 16, 2016 Work session and Public Hearing-6:00 PM (At least a week must intervene between the public hearing and budget adoption.) Remind Council about adopting the millage rate.
- Monday, June 6, 2016 Adopt Budget-7:00 PM (Decision point if millage is to be raised.)
- Monday, June 20, 2016 Receive Tax Digest from County Tax Commissioner. Note: If council does not increase millage or adopts the rollback rate the have advertisement of 5 Year History ready for publication.
- Friday, June 24, 2016 5 Year History Ad with notice of Public Hearing published.
- Monday, July 18, 2016 Hold Public Hearing for council to adopt millage rate.**
- Wednesday, July 20, 2016 Tear sheet and PT38 to Tax Commissioner.
- Monday, July 25, 2016 Tax Commissioner delivers report to State.

Notice: If the millage rate is increased above the rollback rate law requires (3) three public hearings and advertising seven days apart from each other prior to final adoption.

Public Hearing

The Mayor and City Council of the City of Oxford will conduct a public hearing on Monday, March 7th at 7 PM to receive comments about the city's pending application with the Georgia Environmental Finance Authority for a loan to construct sewer line extensions in the Emory Street neighborhood. The proposed loan is for \$525,000 for ten years at an anticipated interest rate of 0.52%. The public hearing will be held in the council chambers in City Hall, 110 W Clark Street, Oxford, GA. For further information, please contact the city manager at 770-786-7004.



Client: Oxford City Council
c/o Bob Schwartz
Property Address: 104 W. Watson
Conyers, GA 30013



Inspector: Rich Hart ACI
February 6, 2016

*Survey Abstract (summary of concerns)

Concerns: Structure

- [1C.56](#) Access in foundation crawl space was limited due to wall to wall mud on floor
- [1C.47](#) Footing concern for column; inadequate footings found under columns at rear addition (Photo 63 as example). Repair is recommended
- [1C.13](#) Floor soft/ springy/ "spongy" at center, between living room and kitchen (See also Structure-Joist concerns)
- [7C.16](#) Floor/ subfloor decay/ delaminated in kitchen area under sink (Photo 58). Repair is recommended
- [1C.50](#) Instability/ settling indicators & phenomena: cracks in exterior masonry at left exterior (Photos 17, 30), some mortar joints appear to have been previously repaired (Photo 18). Recommendation: Monitor for future functionality ([1B.00](#), [1B.13](#), [1C.21](#), [1C.28](#)); floor uneven/ unlevel ([1C.14](#)); . This is typical of a house of this age
- [1C.10](#) Cracked joist at center of crawlspace (Photo 70, 71). Repair is recommended
- [1C.10](#) Cut/ notched exceeds 1/6th of joist width under rear addition (Photos 61, 62). Repair is recommended
- [1C.53](#) Vertical support (wall) between living room and front right bedroom is a load bearing wall, as is the rear wall behind the kitchen and dining room.
- [1C.44](#) Vertical support has been removed to "open up" a room between kitchen and dining room, this is a load bearing wall and a header has been installed (Photo 49). Appeared adequate and stable
- [1C.59](#) Light/ substandard framing; ceiling rafters above kitchen have been spliced and appear to be sagging (Photo 54). Repair is recommended
- [3C.21](#) Partition walls at master bedroom, laundry room, master bathroom and rear addition bathroom / bedroom are not load bearing, provide adequate support for roof load is provided for (Photos 44, 46, 48). Evaluation by a specialist is recommended
- [1C.18](#) **Structure /foundation moisture indicators and phenomena: moisture visible; standing water visible on floor; mold/mildew or fungus like material on roof sheathing/ framing above kitchen an master bathroom (Photos 31, 32 as examples) and floor framing in crawlspace. Repair is recommended (see [1C.03](#), [9H](#), and [9D](#)); stains visible on foundation walls (Photos 66, 67); soil wet to touch; in crawl space (see [1C.03](#)); (moisture perhaps due to water penetration); (See Roof- Gutters, Exterior- Grading/ Drainage); vapor retarder recommended for crawl space (Photos 60, 64) ([1C.03](#) and [9D](#)).**
- [1C.06](#) Wood: insect and rot damage suspected at vertical studs on left side of kitchen (Photo 57). Evaluation by a specialist is recommended

- 46 **1C.06 Wood rot found at floor structure and subflooring at right enclosed porch (Photos 8, 9, 59).**
47 **Recommendation: Replace as needed**
- 48 **1A.20 Structure comparative rating: apparently fairly good**
49
- 50 ***Concerns: Exterior***
- 51 **6C.19 Chimney allows rain and pest entry into chimney flue (Photo 24). Recommend cap and screen be**
52 **installed.**
- 53 **7C.02 Door attention recommended (delaminating/ deteriorating) at front exterior (Photo 3).**
54 **Recommendation: Replace**
- 55 **1C.24 Flatwork, concrete & asphalt: Settling, cracked at driveway (Photo 2). Recommendation: Repair**
56 **or replace**
- 57 **2P Paint deteriorating and peeling on all exterior wood finishes (Photos 4, 13 as examples).**
58 **Recommendation: Repair or replace**
- 59 **2C.23 Siding does not overlap structure, missing at lower right enclosed porch (Photo 7).**
60 **Recommendation: Replace**
- 61 **1D Grading/ drainage: Improve and maintain especially: at left side of house; where roof and**
62 **surface water drain back toward the house (Photo 11) and at right side of house;**
63 **where water is ponding (Photo 12). Repair is recommended**
- 64 **2C.23 Water penetration through exterior at window at left front (Photo 53). Repair is**
65 **recommended**
- 66 **2C.01 Glazing compound (window "putty") deteriorating (cracked/ loose/ missing) at all windows**
67 **(Photo 14 as example). Recommendation: Repair or replace**
- 68 **1C.06 Suspected water damage—Rot/decay found at; Trim boards, window sills and fascia boards at**
69 **right exterior enclosed porch addition (Photos 5, 6 as examples), window sill at left**
70 **front exterior (Photo 19) . Recommendation: Replace**
- 71 **2A.20 Exterior comparative rating: apparently good**
72
- 73 ***Concerns: Roof and Related***
- 74 **3C.06 Gutters and downspouts missing around the roof perimeter. Poor water management off the**
75 **roof. (Crawlspace is Very wet). Repair is recommended.**
- 76 **3C.03 Shingles, asphalt: eroded/ pitted/ granules missing. (Photo 28). This item appears to be**
77 **approaching or at the end of its service life (15- 20 years old). Recommendation:**
78 **Replace**
- 79 **3C.02 Shingles, asphalt: raised/ elevated/up (not resting flat) at intersections of roof additions to**
80 **existing roof structure (Photos 15, 16, 25 as examples). Two roof additions were**
81 **found onto original roof structure**
- 82 **3C.01 Shingles, broken/ cracked/ loose /missing along front eave edge, along front right hip rafter and**
83 **near ridge (Photos 20- 23, 26, 27). Recommendation: Repair or replace**

84 [1G.15](#) Roof structure: There appears to be two additions onto the original roof structure, one to the right
85 and another one to the rear later on. (Photo 56 as example at living room area). See
86 also Roof- Shingles concerns

87 [3C.12](#) Stains found on ceiling of enclosed porch (Photo 39). Recommendation: Repair or replace

88 [3C.12](#) Water concern/ evidence, as indicated by wood that is discolored, soft, or rotting; at roof
89 framing/ sheathing along front right hip rafter (Photos 33, 34). Repair is
90 recommended

91 [3A.20](#) Roof (not roof structure) comparative rating: apparently poor

92 [3A.20](#) Roof replacement needed now? Probably.

93
94 **Concerns: Plumbing**

95 [4C.29](#) Sediment trap ("drip leg") missing on gas pipe for furnace. Repair is recommended

96 [4C.18](#) Support/ attachment inadequate for piping; pipes sagging at dislocated water heater (Photo 38).
97 Repair is recommended

98 [4C.20](#) Attic: Plumbing vent pipe should extend through roof (Photo 29) Inadequate extension above
99 roof (12" min)

100 [4A.20](#) Plumbing comparative rating: apparently good

101

102 **Concerns: Electrical**

103 [5C.06](#) Box cover recommended for numerous open boxes found in attic and crawlspace (Photos
104 55, 65, 68). Repair is recommended

105 [5C.07](#) Box loose found in crawlspace under front right bedroom (Photo 69). Repair is recommended

106 [5C.08](#) Box recommended to protect junction of wires found spliced behind the wall between
107 kitchen and bathroom (Photo 37). Repair is recommended

108 [5C.15](#) Cables not connected at bottom of panel box (Photo 51). Evaluation by a specialist is
109 recommended

110 [5C.17](#) Cable not attached to structure at 4 1/2' intervals; numerous cables found loose/ not secured in
111 walls and in crawlspace. Repair is recommended

112 [5C.28](#) Connector should be used for all cables entering boxes; inadequate at top of panel box
113 (Photo 52). Repair is recommended

114 [5C.69](#) Smoke detectors/ alarms attention: Recommend replacing "Ionization" type alarms with
115 "Photo- Electric" type for additional safety.

116 [5C.59](#) Receptacle broken / damaged/ missing in kitchen, dining room and right bedroom (Photo
117 35, 36 as example). Recommendation: Replace

118 [5A.40](#) Electrical comparative rating: apparently fairly good? ([5A.22](#) electricity off); Electrical panel
119 box has been updated, 150 amp box installed in master bedroom (Photo 50).

120

121 **Concerns: Heating and Air Conditioning**

122 [6W](#) Flue liner; No liner installed in chimney- Do not use (Photo 24). Recommend chimney be
123 removed, which would allow greater flexibility in opening up the rooms.

This is a confidential report. Its use by persons not listed on the Contract is prohibited (see *Introduction* of Part 1, herein).

- 124 [6A.40](#) Central A.C., comparative rating: good? (electricity turned off)(system about 16 years old; may
125 need major repair or replacement soon)
- 126 [6A.40](#) Heat, comparative rating: good? (gas turned off) (system about 16 years old; may need to major
127 repair or replacement soon)
- 128 [6E](#) **Carbon monoxide detector recommended with any fossil fuel appliances in the home or**
129 **attached garage.**
- 130
- 131 **Concerns: Interior**
- 132 [7C.01](#) Ceiling coverings and most wall coverings; gypsum/ plaster/ plasterboard: has been removed
133 inside of house (Photos 40- 48not rated (customer did not request exam of this
134 system)
- 135
- 136 **Concerns: Kitchen, Bath, Utility, Insulation, Ventilation, etc.**
- 137 [8A.00](#) Kitchen, Bath and Utility comparative rating: not rated (customer did not request exam of this
138 system)
- 139 [9E.20](#) Insulation comparative rating: poor; All thermal insulation has been removed above ceiling
140 and/or not installed in walls and under floor space, compared to other houses of
141 similar age and construction.
- 142 [3C.17](#) Ventilation inadequate in ceiling-to-roof area? no vent(s) found at upper attic space to balance
143 lower ventilation. Repair is recommended
- 144 [1C.03](#) Condensation/ excess humidity/ indoor air quality concerns (see [9D](#) & [9H](#)): mold like material
145 on building materials (see [9H](#)); peeling exterior paint ([2P](#)); vapor retarder
146 recommended in crawl space;
- 147 [9D.20](#) Ventilation comparative rating: apparently fair; compared to other houses of similar age and
148 construction.

*Survey Report, Part 1: Significant Observations

Introduction

This report was conducted to comply with the terms of a signed contract and is for the sole use of Oxford City Council, whose signature(s) appear on the contract, hereafter referred to as "Customer(s)." Did the Customer (or representative) attend this home survey?
No.

The inspector's obligations extend **exclusively** to the Customer(s) whose signature(s) appear on the signed Contract. **The inspector unequivocally denies any responsibility to third parties that have not signed the Contract.** NO obligations to the home inspector's customer can transfer or extend to person(s) or entities other than those with signatures on the Contract.

Please see important information just above the lines that read "End of Part 1", and "End of Report."

Underlined references refer to in-depth explanations found in Homexam's reference book, **The User Friendly Home**©. You can get the latest version of articles referenced in this report from www.homexam.com or from your home inspector, request a copy at email; ashil@comcast.net (3-hole punched to fit in report binder) \$20.00. **See Book's Preface.** Customers should study each reference (checkmark each as you read, starting with those in Part 2 first).

Items listed in the "Concerns" sections are deficiencies that, ideally, should be re-inspected and corrected by a specialist (see 9P for costs). The specialist should consider the listed deficiencies as possible tell-tale signs of greater problems that were not reported in this report. All concerns should be viewed as possible or actual material defects (defects that significantly affect value, desirability, habitability, or safety).

An "unseen dangers" specialist should be able to find unseen dangers in this property. However, the author of this report was not retained to do so and issues no opinion on these unseen dangers. All concerns that are in **bold print** indicate potential safety concerns. Buyer should have structure evaluated by a licensed pest control specialist for termite activity. Recommend an insurance claim report on the property to determine past claims or damages.

Dollar figures for repair and upgrade costs, if included in this report, are **approximations, not estimates**. Please get estimates from local contractors.

*Part 1 (A): STRUCTURE

Factors that limited the thoroughness of this cursory examination of the structure: typical (wall and some other structures were mostly hidden, could not be fully assessed); Building debris; filled the enclosed porch

- 188 **Concerns: Structure**
- 189 [1C.56](#) Access in foundation crawl space was limited due to wall to wall mud on floor
- 190 [1C.47](#) Footing concern for column; inadequate footings found under columns at rear addition (Photo 63
- 191 as example). Repair is recommended
- 192 [1C.13](#) Floor soft/ springy/ "spongy" at center, between living room and kitchen (See also Structure-
- 193 Joist concerns)
- 194 [7C.16](#) Floor/ subfloor decay/ delaminated in kitchen area under sink (Photo 58). Repair is
- 195 recommended
- 196 [1C.50](#) Instability/ settling indicators & phenomena: cracks in exterior masonry at left exterior (Photos
- 197 17, 30), some mortar joints appear to have been previously repaired (Photo 18).
- 198 Recommendation: Monitor for future functionality ([1B.00](#), [1B.13](#), [1C.21](#), [1C.28](#));
- 199 floor uneven/ unlevel ([1C.14](#)); . This is typical of a house of this age
- 200 [1C.10](#) Cracked joist at center of crawlspace (Photo 70, 71). Repair is recommended
- 201 [1C.10](#) Cut/ notched exceeds 1/6th of joist width under rear addition (Photos 61, 62). Repair is
- 202 recommended
- 203 [1C.53](#) Vertical support (wall) between living room and front right bedroom is a load bearing wall, as is
- 204 the rear wall behind the kitchen and dining room.
- 205 [1C.44](#) Vertical support has been removed to "open up" a room between kitchen and dining room, this is
- 206 a load bearing wall and a header has been installed (Photo 49). Appeared adequate
- 207 and stable
- 208 [1C.59](#) Light/ substandard framing; ceiling rafters above kitchen have been spliced and appear to be
- 209 sagging (Photo 54). Repair is recommended
- 210 [3C.21](#) Partition walls at master bedroom, laundry room, master bathroom and rear addition bathroom /
- 211 bedroom are not load bearing, provide adequate support for roof load is provided
- 212 for (Photos 44, 46, 48). Evaluation by a specialist is recommended
- 213 [1C.18](#) **Structure /foundation moisture indicators and phenomena: moisture visible; standing**
- 214 **water visible on floor; mold/mildew or fungus like material on roof sheathing/**
- 215 **framing above kitchen an master bathroom (Photos 31, 32 as examples) and**
- 216 **floor framing in crawlspace. Repair is recommended (see [1C.03](#), [9H](#), and [9D](#));**
- 217 stains visible on foundation walls (Photos 66, 67); soil wet to touch; in crawl space
- 218 (see [1C.03](#)); (moisture perhaps due to water penetration); (See Roof- Gutters,
- 219 Exterior- Grading/ Drainage); vapor retarder recommended for crawl space (Photos
- 220 60, 64) ([1C.03](#) and [9D](#)).
- 221 [1C.06](#) Wood: insect and rot damage suspected at vertical studs on left side of kitchen (Photo 57).
- 222 Evaluation by a specialist is recommended
- 223 [1C.06](#) **Wood rot found at floor structure and subflooring at right enclosed porch (Photos 8, 9, 59).**
- 224 **Recommendation: Replace as needed**
- 225 [1A.20](#) Structure comparative rating: apparently fairly good
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***Part 1 (B): EXTERIOR, INCLUDING DOORS & WINDOWS**

Factors that limited the thoroughness of this cursory examination of the exterior: typical; window screens are not assessed;

Concerns: Exterior

6C.19 Chimney allows rain and pest entry into chimney flue (Photo 24). Recommend cap and screen be installed.

7C.02 Door attention recommended (delaminating/ deteriorating) at front exterior (Photo 3).
Recommendation: Replace

1C.24 Flatwork, concrete & asphalt: Settling, cracked at driveway (Photo 2). Recommendation: Repair or replace

2P Paint deteriorating and peeling on all exterior wood finishes (Photos 4, 13 as examples).
Recommendation: Repair or replace

2C.23 Siding does not overlap structure, missing at lower right enclosed porch (Photo 7).
Recommendation: Replace

1D Grading/ drainage: Improve and maintain especially: at left side of house; where roof and surface water drain back toward the house (Photo 11) and at right side of house; where water is ponding (Photo 12). Repair is recommended

2C.23 Water penetration through exterior at window at left front (Photo 53). Repair is recommended

2C.01 Glazing compound (window "putty") deteriorating (cracked/ loose/ missing) at all windows (Photo 14 as example). Recommendation: Repair or replace

1C.06 Suspected water damage—Rot/decay found at; Trim boards, window sills and fascia boards at right exterior enclosed porch addition (Photos 5, 6 as examples), window sill at left front exterior (Photo 19) . Recommendation: Replace

2A.20 Exterior comparative rating: apparently good

***Part 1 (C): ROOF AND RELATED ITEMS**

Factors that limited the thoroughness of this cursory examination of the roof: typical;

Concerns: Roof and Related

3C.06 Gutters and downspouts missing around the roof perimeter. Poor water management off the roof. (Crawlspace is very wet). Repair is recommended.

3C.03 Shingles, asphalt: eroded/ pitted/ granules missing. (Photo 28). This item appears to be approaching or at the end of its service life (15- 20 years old). Recommendation: Replace

3C.02 Shingles, asphalt: raised/ elevated/up (not resting flat) at intersections of roof additions to existing roof structure (Photos 15, 16, 25 as examples). Two roof additions were found onto original roof structure

3C.01 Shingles, broken/ cracked/ loose /missing along front eave edge, along front right hip rafter and near ridge (Photos 20- 23, 26, 27). Recommendation: Repair or replace

- 270 [1G.15](#) Roof structure: There appears to be two additions onto the original roof structure, one to the right
271 and another one to the rear later on. (Photo 56 as example at living room area). See
272 also Roof- Shingles concerns
273 [3C.12](#) Stains found on ceiling of enclosed porch (Photo 39). Recommendation: Repair or replace
274 [3C.12](#) Water concern/ evidence, as indicated by wood that is discolored, soft, or rotting; at roof
275 framing/ sheathing along front right hip rafter (Photos 33, 34). Repair is
276 recommended
277 [3A.20](#) Roof (not roof structure) comparative rating: apparently poor
278 [3A.20](#) Roof replacement needed now? Probably.

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282 ***Part 1 (D): PLUMBING**

- 283 Factors that limited the thoroughness of this cursory plumbing examination: electricity turned off; gas
284 meter turned off; water turned off (see [4A.09-10](#)); [4A.10](#) functional drainage:
285 unknown (water off); Underground fuel lines not inspected- Evaluation by a
286 specialist for leakage and corrosion is recommended.

287 **Concerns: Plumbing**

- 288 [4C.29](#) Sediment trap ("drip leg") missing on gas pipe for furnace. Repair is recommended
289 [4C.18](#) Support/ attachment inadequate for piping; pipes sagging at dislocated water heater (Photo 38).
290 Repair is recommended
291 [4C.20](#) Attic: Plumbing vent pipe should extend through roof (Photo 29) Inadequate extension above
292 roof (12" min)
293 [4A.20](#) Plumbing comparative rating: apparently good

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297 ***Part 1 (E) ELECTRICAL**

- 298 Factors that limited the thoroughness of this cursory electrical examination: not typical (see [5A.22](#))--
299 No electrical service connected, inspection limited to visual inspection; electricity
300 turned off; current and continuity not evaluated at distribution box or electrical
301 branch outlets

302 **Concerns: Electrical**

- 303 [5C.06](#) **Box cover recommended for numerous open boxes found in attic and crawlspace (Photos**
304 **55, 65, 68). Repair is recommended**
305 [5C.07](#) Box loose found in crawlspace under front right bedroom (Photo 69). Repair is recommended
306 [5C.08](#) **Box recommended to protect junction of wires found spliced behind the wall between**
307 **kitchen and bathroom (Photo 37). Repair is recommended**
308 [5C.15](#) Cables not connected at bottom of panel box (Photo 51). Evaluation by a specialist is
309 recommended
310 [5C.17](#) Cable not attached to structure at 4 1/2' intervals; numerous cables found loose/ not secured in
311 walls and in crawlspace. Repair is recommended

- 312 **5C.28** Connector should be used for all cables entering boxes; inadequate at top of panel box
313 (Photo 52). Repair is recommended
314 **5C.69** Smoke detectors/ alarms attention: Recommend replacing “Ionization” type alarms with
315 “Photo- Electric” type for additional safety.
316 **5C.59** Receptacle broken / damaged/ missing in kitchen, dining room and right bedroom (Photo
317 35, 36 as example). Recommendation: Replace
318 **5A.40** Electrical comparative rating: apparently fairly good? (**5A.22** electricity off); Electrical panel
319 box has been updated, 150 amp box installed in master bedroom (Photo 50).

~~320~~

323 ***Part 1 (F): HEATING, VENTILATION, AND COOLING (HVAC)**

324 Factors that limited the thoroughness of this cursory HVAC examination: electricity turned off; fuel not
325 available; gas turned off/ not connected

326 **Concerns: Heating and Air Conditioning**

327 **6W** Flue liner; No liner installed in chimney- Do not use (Photo 24). Recommend chimney be
328 removed, which would allow greater flexibility in opening up the rooms.

329 **6A.40** Central A.C., comparative rating: good? (electricity turned off); (system about 16 years old; may
330 need major repair or replacement soon)

331 **6A.40** Heat, comparative rating: good? (gas turned off) (system about 16 years old; may need to major
332 repair or replacement soon)

333 **6E** Carbon monoxide detector recommended with any fossil fuel appliances in the home or
334 attached garage.

~~335~~

337 ***Part 1 (G): INTERIOR, INCLUDING DOORS AND WINDOWS**

338 Factors that limited the thoroughness of this cursory examination of the interior: Not typical; All ceiling
339 and most wall coverings removed

340 **Concerns: Interior**

341 **7C.01** Ceiling coverings and most wall coverings; gypsum/ plaster/ plasterboard: has been removed
342 inside of house (Photos 40- 48); not rated. (customer did not request exam of this
343 system)

~~344~~

347 ***Part 1 (H): KITCHEN, BATH, UTILITY, INSULATION, VENTILATION**

348 Factors that limited the thoroughness of this cursory examination: customer did not choose to have this
349 system inspected; No kitchen cabinets or appliances installed

350 **Concerns: Kitchen, Bath, Utility, Insulation, Ventilation, etc.**

351 **8A.00** Kitchen, Bath and Utility comparative rating: not rated (customer did not request exam of this
352 system)

353 **9E.20** Insulation comparative rating: poor; All thermal insulation has been removed above ceiling
354 and/or not installed in walls and under floor space, compared to other houses of
355 similar age and construction.

This is a confidential report. Its use by persons not listed on the Contract is prohibited (see *Introduction* of Part 1, herein).

- 356 [3C.17](#) Ventilation inadequate in ceiling-to-roof area? no vent(s) found at upper attic space to balance
357 lower ventilation. Repair is recommended
358 [1C.03](#) Condensation/ excess humidity/ indoor air quality concerns (see [9D](#) & [9H](#)): mold like material in
359 building materials (see [9H](#)); peeling exterior paint ([2P](#)); vapor retarder recommended
360 in crawl space;
361 [9D.20](#) Ventilation comparative rating: apparently fair; compared to other houses of similar age and
362 construction.
363

364
365 *Ratings ("Good, Fair, Poor, Apparently Operational") for this cursory (screening) survey: These ratings
366 compare the general condition to others of similar type and age. Ratings depend
367 mainly on visual clues and are based on apparent functioning as observed on the
368 day of the inspection. Prudent budget for problems NOT found by this survey:
369 \$400. For maximum risk reduction, all flaws, concerns, and problems listed on this
370 report or verbally communicated should be corrected by specialists who should
371 presume EACH to be a telltale indicator of unreported problems. Specialists should
372 assess scope and extent of each. For maximum risk reduction, specialists also
373 should re-examine incompletely inspected systems (all those noted above as having
374 significant cursory examination limitations

375 Give this report and relevant book articles to repair persons. A modified report perhaps may be mailed
376 within 2 working days.
377 Typical maintenance costs: 1% of selling cost, each year.

378
379
380

═══════════ END OF PART 1 ═══════════

*Part 2: Secondary (but important) System Descriptions & Other Observations

COMPONENTS AND SYSTEMS LISTED BELOW ARE RATED "APPARENTLY OPERATIONAL" EXCEPT AS NOTED IN PART 1 AND HEREIN, "APPARENTLY OPERATIONAL" MEANS THESE ITEMS ARE SHOWING WEAR AND TEAR THAT IS TYPICAL OF OTHER HOMES OF SIMILAR AGE AND CONSTRUCTION



*Part 2 (A) STRUCTURE

Weather: DRY Temperature: 46 F
1G.00 AGE OF BUILDING 1956 Indicated by Public Record
Building type: Single Family , Condo , Townhouse , Duplex/Multi-family , Commercial
Addition/Expanded: Finished basement , Enclosed: Attic , Deck/Porch , Carport/Garage

1G STRUCTURE:

1G.04 Ceiling/Roof: Concrete , Steel , Masonry , Wood conventional
Open web-truss , I-Joist , Laminate beam , Not visible

1G.03 Floor: Concrete , Steel , Masonry , Wood conventional
Open web-truss , I-Joist , Laminate beam , Not visible

1G.01 Walls: Concrete , Steel , Masonry , Wood Frame , Log , Not visible

1A FOUNDATION:

1A.01 Foundation Type:

Basement , Cellar , Crawlspace , (dug out) , Concrete Slab
Continuous Perimeter; Yes , No

1A.03 Foundation Materials:

Formed concrete , Hollow-core masonry , Solid masonry , Stone , Wood
Foundation Anchors: Bolts/Nuts , Straps , None Found , Not Visible

1C.50 Instability Indicators:

Cracks; Exterior , Foundation , Interior ; Door jambs not square , Floors unlevel

9D Condensation & Moisture Indicators:

1C.18 Foundation Moisture: Visible: Yes , No
Efflorescence , Moisture meter , Mold/Mildew , Location CRAWLSPACE/ATTIC
Sump Pump: Yes , No , Operational: Yes , No
Foundation Ventilation Adequate: N/A , Yes , No
Moisture Barrier: N/A , Yes , No , Some , Not Visible

Under 1st Floor Space accessed by: N/A

Via: Interior , Exterior , Inaccessible
Scuttle opening , Doorway , Stairway
Access restricted by: Finish , Insulation , Other

NOTE: Inspector is not required to provide any engineering or architectural services,
nor offer an opinion as to adequacy of any structural system or component.

2A.02 Siding Type:

Alum___, Asbestos Cement___, Asphalt Shingle___, Brick , Cement Fiber___, Concrete___,
EIFS___, Glass___, Plywood___, Pressboard , Steel___, Stone___, Stucco___, Vinyl___
Wood: Horizontal___, Vertical___, Diagonal___, Shakes___, Shingles___; Logs___;
Other_____

1B. Chimney & Flue: None___

Material: Brick___, Stone___, Metal ; Lined; Yes___, No___
6C.21, 6W Separation___, Cap & Screen Recommended , 6A.09 Height below standard___

1C.31 Front Stoop/Porch: None___

Acceptable: Yes , No___, 1C.06 Decay___, Separation___, 1C.31 Settling
Steps: Acceptable: Yes , No___, 2C.17 Inconsistent riser Height___, Tread___

2C.21 Walkway: N/A

Material: Asphalt___, Brick___, Block___, Concrete___, Dirt___, Gravel___, Wood___
Condition: Cracks___, Settlement___, (Trip Hazard)___, Other_____

Driveway: N/A___

Material: Asphalt , Brick___, Block___, Concrete , Dirt___, Gravel___, Wood___
Condition: Cracks , Settlement , (Trip Hazard)___

7C.09 Carport:___, Garage___, N/A

Floor: Good___, Minor Cracks___, Settling Cracks___, Separation Cracks___
Walls/Ceiling: Good___, Fair___, Poor___, Holes___, Peeling___, Sagging___
Garage Doors: N/A___, Good___, Fair___, Poor___
Material: Aluminum___, Composite (Pressboard)___, Wood___
Openers: Manual___, Automatic___
Auto reverse functions: Yes___, Needs Adjusting___

1C.55 Deck/Balcony: None

Bolts Visible: Yes___, No___, Steps: N/A___, Adequate___, Inadequate___
Columns: N/A___, Adequate___, Inadequate___, Framing: Adequate___, Inadequate___
Flashing Visible: Yes___, No___, Railing: Adequate___, Inadequate___, Decking; Deteriorated___

2C.20 Retaining Walls: None

Material: Formed Concrete___, Block___, Brick___, Railroad Ties___, Stone___, Wood___
Condition: Normal___, Cracked___, Leaning___, Rot/Deterioration___; Guardrail Needed___

1S SITE:

1S.06 House is: above___, below___, at street , 1C.28 Hillside___, 1S.01 Near steep bank___

1D. Water Drains Away From House:

Adequate___, Inadequate , Improve at: LEFT SIDE

Note: Eaves, Soffits, Fascias, Flashing and Trim (observed from ground level); Fences, Outbuildings, Recreational facilities, Screening, Shutters, Awnings and similar seasonal accessories are not inspected. Vegetation, Grading and Drainage (observed adjacent to house).



3A.00, ROOF

3A.01 Roof Type/ Style:

Butterfly___, Clerestory___, Dutch Hip/Gable___, Flat___, Gable___,
Gambrel___, Hip___/___, Mansard___, Shed___/___, Other_____

3A.02 Material: Asphalt Composition Shingle; (3 Tab___/___, Dimensional/ Architectural___, Rolled___/___)

Metal: (Standing Seam___ Raised Panel___), Concrete___, Plastic___, Slate___, Tile___,
Wood___, Built-up___, Other_____

3A.20 Condition: Good___, Fair___/___, Poor___; Deteriorated___/___, Damaged___/___, More Than 2 Layers___
Age (approx.) 13-18 Years; 5 Year Replacement Prob. High/Med/Low

2C.18, 3C.07 Flashing/Penetrations: Visible___/___, Not Visible___, Missing___, Rusty___, Deteriorated___

3A.20 Viewed From: Roof___/___, Ladder___/___, Binoculars from ground___, Windows___
Restrictions: Slope___, Height___, Weather___

3C.06 Gutters/ Downspouts: Installed___, Incomplete___/___, None___

Good___ Fair___ Poor___
Missing___/___, Leaks___, Rusted___, Sagging/Separated___, Clogged___

Attic Accessed by:

N/A___/___, Hide-away stairway___, Scuttle hole___, Door & Stairway___, Inaccessible___
Open Chases: Yes___, No___, Notes:_____

3C.12 Sheathing:

Boards___/___, Oriented Strand Board___, Plywood___/___, Pressboard___, Other_____
Condition: Good___, Fair___, Poor___, Warped___, Decayed Areas___

3A.20 Evidence Of Leakage:

Yes___/___, No___; Current___, Previous___, Unable to determine___

Evidence of Animal Activity:

Yes___, No___; Current___, Previous___, Unable to determine___/___

3A.00 VENTILATION- ATTIC: (Under Roof area)

N/A___, Gable___, Ridge___, Soffit___/___, Through Roof___,

Power Vent___, Thermostatically Controlled___,

Tested: N/A___, Yes___, No___, Too Cold___, Inaccessible___, Not Operational___

3C.17 Ventilation adequate: Yes___, No___/___, Improvement Recommended___

3A.00 Skylights: Yes___, No___/___, Flush mount___

Signs of leakage: Yes___, No___, Cracked___, Fogged/Seal broken___,

NOTE: Inspector is not required to inspect Antenna, Interior of Flues or Chimneys (which are not readily accessible), or other installed accessories or perform acts which he deems hazardous.

***Part 2 (D) PLUMBING**

4A.00, 4A.01 WATER SERVICE:

Material: Not Visible , Copper___, Galvanized___, PEX___, PVC___, Polybutylene___, Other___

4A.02 WATER SUPPLY:

Material: Copper , Galvanized___, CPVC , PEX___, Polybutylene___, Other___

4A.03 DRAINAGE:

Material: Cast Iron , PVC , ABS___, Other___

4A.07 Ejector Pump System: Yes___, No ; Installed Yes___, No___

SOURCE:

4A.06 WATER: Public , Private___, 4A.07 SEWER: Public___, Private

Cross Connection: Yes___, No___

SHUT-OFF VALVE LOCATIONS: (Not Tested)

4A.05 Water: CRAWLSPACE / STREET Fuel: EXTERIOR - LEFT

4C.08 WATER PRESURE: Pressure: _____ PSI

Adequate___, Inadequate___, Notes WATER TURNED OFF

Pipe Support and Slope:

Adequate___, Inadequate , Note___

Washing Machine Hookup: Access Restricted By Equipment Installed___

Water Supply: Adequate___, Inadequate___, Drain: Adequate___, Inadequate___

Drip Tray or Floor Drain: N/A___, Yes___, No___ Damaged___, Missing___, Recommend Adding___

4A.12 WATER HEATERS

Type: Storage Tank , On Demand___; Operated on day of Inspection: Yes___, No___

Fuel: Natural Gas___, LP Gas___, Electric , Heat Pump___, Other___

Size 40 / ___ / ___ Gal or BTU/Hr Date of manufacture 11 / ___ / ___

Drip Tray: N/A___, Yes___, No Damaged___, Missing___, Recommend Adding___

5 Year Replacement Prob. High/ Med / Low, Reached end of expected life___

4C.02 Temperature and pressure (TPR) relief valve: present: Yes , No___, Not Tested___

T&PR drain line: Adequate , Inadequate___ Unable to drain lowest point___

Thermal Expansion Tank or Valve Present: Yes___, No

6C.10, 11 Flue/Venting Pipe: N/A

Masonry___, Terra Cotta___, Metal___, Plastic___, Transite___

Natural Draft___, Induced Draft___, Unvented___, Direct Vent___, Notes:___

6C.10 Combustion Air: Acceptable: N/A___, Yes___, No___, Notes:___

Gas control and gas lines: N/A , Acceptable: Yes___, No___

Protection From Collision: N/A , Adequate___, Inadequate___

NOTE: Inspector is not required to inspect Clothes washers, Dryers, Wells & Well pumps, Water storage equipment, Water Conditioning or Recirculating systems, Energy conservation devices or equipment, Fire or Lawn Sprinkler systems, Safety or Shut-off valves.

***Part 2 (E) ELECTRICAL**

5A.00 SERVICE SUPPLY:

Overhead , Underground ___

5W Service Cables: Aluminum , (Anti-oxidant inhibitor ___) Copper ___

5.01 Service Entrance Cable: Satisfactory ___, Unsatisfactory ___ *DISCON NEEDED*

Meter & Base: Satisfactory , Unsatisfactory ___

5A.05 Grounding System: Driven rod ___, Rebar to foundation ___, Water pipe ___, Not Found/ Visible

5A.02 Main Disconnect:

Location #1: *PANEL BOX*; Disconnect Size: ___ Amps; ___ Volts, Cable size: ___ Al/Cu
Type (number): Circuit Breakers ___, Fuses ___, Fuse Block ___, Knife Switch ___

Location #2: *N/A*; Disconnect Size: ___ Amps; ___ Volts, Cable size: ___ Al/Cu
Type (number): Circuit Breakers ___, Fuses ___, Fuse Block ___, Knife Switch ___

5A.03 Main Panel #1: Service Required: Yes , No ___

Location: *MASTER Bedroom*

5A.03 Main Panel #2: Service Required: Yes ___, No ___

Location: *N/A*

5A.07 Sub Panel:

Location: ___ Size ___, Voltage ___, Cable size ___
Location: *N/A* Size ___, Voltage ___, Cable size ___
Location: ___ Size ___, Voltage ___, Cable size ___

5C.54 Overcurrent Protection Type: Circuit Breakers , Fuses ___

Incompatible wire size to over current devices: Yes ___, No

Defective or missing breakers/knockout plugs or cable clamps: Yes ___, No

Double Taps: Yes ___, No , Number ___; Pointed or missing screws ___

Branch Wiring:

Conductor: Copper , Aluminum (major appliance) ___, Aluminum (Branch Circuit) ___, Tinned Copper ___
Type: Romex , BX Armored , Cloth ___, Knob & Tube ___, zip wire ___

5A.08, 5C.62 Receptacles: Grounded , Ungrounded ___, Both ___

Wall Receptacles/switches: Good , Some Defective

Covers for switches and Receptacles: Good ___, Broken , Missing

Light Fixtures/Fans: Good ___, Some Defective ___, Missing

Junction boxes need covers or open wire splices: Yes , No ___

5A.12 Ground Fault Interrupter Protection:

Yes ___, No , Some Defective: Yes ___, No ___

5C.41 Upgrade Recommended ___ Locations: Kitchen ___, Baths ___, Exterior/Garage ___

5A.12 Arc Fault Interrupter Protection:

Yes ___, No , Some Defective: Yes ___, No ___, Incomplete / Missing installation ___

NOTE: The inspector will test a representative number of installed lighting fixtures, switches and receptacles. They are not required to check remote control devices (unless it's the only device), back-up power or generator systems, alarm systems and components, low voltage lights/systems, measure amperage, voltage or impedance.



***Part 2 (F) HEAT & A.C.**

6A.00 HEATER:

Central Heat: Gas Furnace Electric Heater Heat Pump Other
Type: Forced Air Geothermal Gravity Hydronic Radiant
Space Heater: N/A Gas Heater Heat Pump Electric Heater

6A.05-09 Energy Source: Natural gas Bottled LP Gas Electric Other
Ignition Source: N/A Electronic Ignition Pilot

Unit #1 Size: 75K BTU/KW AGE: 99 5 Year Replacement Prob. High/ Med/ Low
Unit #2 Size: BTU/KW AGE: 5 Year Replacement Prob. High/ Med/ Low
Unit #3 Size: BTU/KW AGE: 5 Year Replacement Prob. High/ Med/ Low
Unit #4 Size: BTU/KW AGE: 5 Year Replacement Prob. High/ Med/ Low

Operated on day of Inspection: Yes No Reached end of expected life
Excessive rust Dirty Holes Notes: NO GAS / ELECT

6C.10 Combustion Air: Acceptable: N/A Yes No Notes:

6C.10, 11 Flue/Venting Pipe: N/A
Masonry Terra Cotta Metal Plastic Transite Other
Natural Draft Induced Draft Unvented Notes:

6H.00 AIR CONDITIONER:

Split System Combination/ Package System Space None
Exterior Disconnect: Adequate Inadequate Notes:

Unit #1 Size: 2.5 TON/BTU AGE: 199 5 Year Replacement Prob. High/ Med/ Low 18/30
Unit #2 Size: TON/BTU AGE: 5 Year Replacement Prob. High/ Med/ Low
Unit #3 Size: TON/BTU AGE: 5 Year Replacement Prob. High/ Med/ Low
Unit #4 Size: TON/BTU AGE: 5 Year Replacement Prob. High/ Med/ Low

Operated on day of Inspection: Yes No Reached end of expected life

6A.11 Air Filter(s)

Unit #1 Frame: Adequate: Yes No ; Filter dirty: Yes No ; Size 14x25x1
Unit #2 Frame: Adequate: Yes No ; Filter dirty: Yes No ; Size
Unit #3 Frame: Adequate: Yes No ; Filter dirty: Yes No ; Size
Unit #4 Frame: Adequate: Yes No ; Filter dirty: Yes No ; Size

6A.19 Ducts & Equipment:

Flexible Ducts Slab Ducts Return System: Central Individual
Loose ducts Torn ducts Outlets in Each Room: Yes No
Duct Damper Booster Fan Zoned System Humidifier: Yes No (not tested)

6W Fireplace: N/A

Firebox Material: Masonry Metal Stove insert
Equipment: N/A Log lighter Gas Logs Fan Ventilator
Venting: Yes No Direct vent
Flue Material: N/A Masonry unlined Masonry lined Metal ; Recommend Cleaning
Damper: Yes No ; Operational: Yes No

NOTE: The Inspector is not required to determine Adequacy or Balance of systems or inspect Interior of flues (not readily accessible), Heat Exchangers, Humidifier or Dehumidifier, Electronic air filter, or Solar space heating system.

7a.03 Walls & Ceiling:

Wall Finish:

Drywall/Sheetrock/Gypsum___, Paneling , Plaster___, Raised Panel , Rocklath___, Wall Paper___

Ceiling Finish:

Drywall/Sheetrock/Gypsum___, Drop Tile___, Plaster___, Rocklath___, Raised Panel___, Wall Paper___

Condition: Acceptable: Yes___, No___, Holes___, Water Evidence/ Damage___, Settling___

Notes: MOST WALL & CEILING COVERINGS REMOVED

7C.14,16 Floors:

Covering: Carpet___, Ceramic , Laminate___, Marble___, Parquet___, Vinyl , Wood Strip

Condition: Good___, Fair , Poor___, Uneven/Unlevel___, Buckled/ Bulged___, Deteriorated___

Notes: _____

7A.02 Windows:

Type: Wood , Aluminum___, Steel___, Vinyl___; Condition: Good___, Fair , Poor___

Double Hung , Single Hung___, Awning___, Casement___, Fixed , Jalousie___, Slider___,

Glazing: Single Pane , Multi Pane___,

Window Operation: Yes___ No___ Glass: Acceptable: Yes___ No___

Putty (Glazing compound): N/A___, Cracked , Missing Notes: _____

7A.02 Doors, Interior:

Acceptable: Yes___, No___, Broken , Holes/cracks___, Missing , Other _____

Frames: Acceptable: Yes___, No___ Doors bind___, Doors Won't Latch___

Hardware: Acceptable: Yes___ No___; Broken___, Loose___, Missing , Unacceptable___

7C.02 Doors, Exterior:

Acceptable: Yes___, No___, Decay___, Delamination , Other _____

Frames: Acceptable: Yes , No___, Doors won't open/ close___

Hardware: Acceptable: Yes___ No___; Damaged___, Missing ,

Egress Concern: Key needed to exit___; Window or Door Stuck Closed___; Window too small/high___

Weather-stripping: Yes___, No___, Missing , Damaged___

7C.15 Stairs/Steps/Balconies/Railings: N/A , Acceptable: Yes___, No___

Notes: _____

Equipment:

5a.14 Ceiling Fans , Central Vacuum___, Elevator___, Intercom System___, Security System___, Whole House Fan___

5A.20 Alarms:

Smoke Detectors Installed: Yes___, No , Missing___, Defective___ Update/ Additional Recommended___

Carbon Monoxide Detectors Installed: Yes___, No , Upgrade or Additional Recommended___

7C.07 Fire Resistance or Separation:

Garage: (Between dwelling unit and garage) Not Required , Yes___, No___, Needs Improvement___

Multi-Family Units: (Between adjacent dwellings) Not Required , Yes___, No___, Needs Improvement___

Note: The Inspector will inspect a representative number of Windows, Doors and Cabinets. Cosmetic items such as interior paint, wallpaper, floor finishes, coverings & carpeting are not assessed or evaluated. Furniture and personal belongings are not moved.

8A.00 KITCHEN

8a.02 Appliances: Cooktop___, Compactor___, Dishwasher___, Ice Maker___, Insta-Hot___, Range___, Refrigerator___, Microwave___, Oven___, Wine Cooler___, Other___

Range; Anti-Tip Bracket installed (child safety): N/A___, Yes___, No___
 Garbage Disposal: Yes___, No___, Operates: Yes___, No___, Jammed___, Noisy___

Cooktop Exhaust Fan: Yes___ No___; Discharge: External___, Recirculating___
 Operates: Yes___, No___, Noisy___, Greasy___, Does Not Draw Air___

Kitchen Sink/Faucet: Acceptable: Yes___, No___
 Leaks___, Damaged___, Poor Drain___, Poor Flow___, Sprayer not functioning___, Needs Caulking___

Cabinets: Acceptable: Yes___, No___; Cracked___, Broken___, Chipped___, Stained___
 Hardware: Acceptable: Yes___, No___; Missing___, Broken___, Loose___

Countertops: Good___, Fair___, Poor___; Chipped___, Cut___, Burned___

8A.00 BATHS (Lavatory's:)

Faucets: Acceptable___, Leaks___, Poor flow___, Damaged___, Loose Handles___
 Water Cut-Offs: Yes___, No___

Sinks/Basins: Acceptable: Yes___, No___
 Leaks___, Damaged___, Poor drain___, Needs Caulking___
 Traps: Yes___, No___; Acceptable: Yes___, No___; Notes:_____

Showers:
 Acceptable: Yes___, No___, Leaks___, Poor drain___, Poor flow___, Damaged___

Bathtub's:
 Acceptable: Yes___, No___, Leaks___, Poor drain___, Poor flow___, Damaged___

Jetted/ Whirlpool Bathtub:
 N/A___ Operates: Yes___, No___; Needs Service___; No Access___, Recommend Bonding___

Toilet's:
 Acceptable: Yes___, No___, Leaks___, Poor drain___, Damaged___, Loose Mounting___

Wall tiles:
 N/A___, Good___, Fair___, Poor___

Cabinet's and countertops:
 Good___, Fair___, Poor___

Floor condition:
 Good___, Fair___, Poor___, Decay___, Sub floor damage___, Notes:_____

9E.01 INSULATION

Ceiling: Type: Batts___, Blown In___, Other___, Rating: R-___/___ inches

Material: Cellulose___, Fiberglass___, Rock Wool___, Other___

Floor (under): Type: Batts___, Blown In___, Other___, Rating: R-___/___ inches

Material: Cellulose___, Fiberglass___, Rock Wool___, Other___

3A.00, .17 VENTILATION

Bath: Ventilation: Adequate___, Inadequate___, Discharges inside of: Foundation___, Attic___

Dryer: Ventilation: Adequate___, Inadequate___, Discharges inside of: Foundation___, Attic___

9D Whole House Fan: Yes___, No___; Operates: Yes___, No___, Noisy___, Firestat: Yes___, No___

NOTE: Indoor Air Quality; Environmental Hazards (such as Lead in paint or water, Radon, Formaldehyde) or Allergens (such as Dust, Mold, Mildew, Fungus), are not accessed. Concerns with these items should be evaluated by a specialist.



Photo 01.JPG



Photo 02.JPG



Photo 03.JPG



Photo_04.JPG



Photo_05.JPG



Photo_06.JPG



Photo_07.JPG



Photo_08.JPG



Photo_09.JPG



Photo 10.JPG



Photo 11.JPG



Photo 12.JPG



Photo 13.JPG



Photo 14.JPG



Photo 15.JPG



Photo_16.JPG



Photo_17.JPG



Photo_18.JPG



Photo_19.JPG



Photo_20.JPG



Photo_21.JPG



Photo 22.JPG



Photo 23.JPG



Photo 24.JPG



Photo 25.JPG



Photo 26.JPG



Photo 27.JPG



Photo_28.JPG



Photo_29.JPG



Photo_30.JPG



Photo_31.JPG



Photo_32.JPG



Photo_33.JPG



Photo 34.JPG



Photo 35.JPG



Photo 36.JPG



Photo 37.JPG



Photo 38.JPG



Photo 39.JPG



Photo_40.JPG



Photo_41.JPG



Photo_42.JPG



Photo_43.JPG



Photo_44.JPG



Photo_45.JPG



Photo 46.JPG



Photo 47.JPG



Photo 48.JPG



Photo 49.JPG



Photo 50.JPG



Photo 51.JPG



Photo_52.JPG



Photo_53.JPG



Photo_54.JPG



Photo_55.JPG



Photo_56.JPG



Photo_57.JPG



Photo 58.JPG



Photo 59.JPG



Photo 60.JPG



Photo 61.JPG



Photo 62.JPG



Photo 63.JPG



Photo_64.JPG



Photo_65.JPG



Photo_66.JPG



Photo_67.JPG



Photo_68.JPG



Photo_69.JPG



Photo 70.JPG



Photo 71.JPG

GEORGIA HYDRANT SERVICES, INC.
P.O. BOX 2942
LOGANVILLE, GA. 30052
(770) 466-6033

1/25/2015

City of Oxford

Attn: Jody Reid

RE: Valve Insertions

Georgia Hydrant Services is pleased to submit a proposal for the installation of (2) 10" valve insertions for to be installed in Oxford, GA.

We, at Georgia Hydrant Services, Inc. are uniquely qualified to provide the services required for this project and look forward to working with you. If you need any assistance in the future do not hesitate to call the number listed above.

PROPOSAL

Georgia Hydrant Services, Inc. will furnish trained and experienced technicians for the installation of the below mentioned items.

- Installation of a 10" TEAM Valve & Sleeve (11:00-11:40 OD): \$13,100.00 each
Customer is to provide a 7'Wx11'L excavation, #57 stone for bedding, & lifting capability (track hoe)

Insertion valves do not guarantee a 100% shutdown. Insertion valves provide a workable shutdown for pipeline maintenance, often achieving 100%. Insertion valves cannot be used for pressure testing of water mains.

The total amount of this proposal is \$26,200.00 and includes labor and material.

**Note: The above pricing is for potable water lines less than 250 psi and, does not cover excavation, valve boxes, or additional labor or material. All excavations must meet OSHA standards. By signing this proposal the customers understands that payment is expected after completion of work.*

Sincerely,

Approved by: _____

Title: _____

Jody Myers

Georgia Hydrant Services, Inc.

Date: ____ / ____ / ____

Please fax signed approved proposals to (770) 466 -- 6186 / or e-mail contactus@georgiahydrantservices.com



Proposal

To: **City of Oxford**
 Address: **110 West Clark Street**
 Address: **Oxford, GA 30054**

Date: **February 4, 2016**

Attn: **Jody Reid**
 Phone: **(770) 786-7004**
 Email: jreid@oxfordgeorgia.org

-- REVISED 2 --
 Job: **Water Line Re-route**
 Location: **Oxford, GA**

Summary

Water:	\$	19,031.00
TOTAL:	\$	19,031.00

Engineer: *N/A*

Proposal good for 30 days

Plan Date: **Received 02/02/2016**

Standard Exclusions:

- Asbestos and/or other hazardous materials testing or abatement is excluded.
- Set up or maintenance of truck wash facility.
- Re-location, removal or replacement of existing utilities (unless noted otherwise).
- Excavation below sub-grade in cut areas or below stated topsoil depth in fill areas.
- Removal/disposal of rock, unsuitable soils, hazardous materials. Rock Boring.
- De-watering, well points, manipulation of soils to attain proper moisture content.
- Hauling off or hauling in dirt to achieve site balance, except as noted.
- Hauling off or hauling in topsoil, except as noted.
- Water & sanitary sewer lines are priced to 5-ft outside buildings. Tie-in by others.
- Asphalt patching or asphalt overlay of existing streets.
- Field staking, layout or as-built drawings.
- Bonds, Permits, Fees, Meters.
- NPDES permitting or monitoring.
- Compaction Testing
- Maintenance or removal of erosion control items.
- Select clearing or hand clearing.
- Undercutting or de-mucking.
- Catch basin tops & throats
- Landscaping, hardscaping or fencing.
- Repairing work damaged by others.

Job Specific Notes:

WATER: Valve insertions by others.

WATER: Water testing and chlorination is not included.

WATER: The fire hydrant is priced as coming off of the new water line.

EROSION: No erosion control measures are included.

Description

WATER

Description	Quantity	Unit	Unit Price	Total
10" PVC C900 DR 18	120	LF	\$ 38.00	\$ 4,560.00
10x6T HYDRANT ASSEMBLY (5 1/2" V.O.)	1	EA	\$ 4,850.00	\$ 4,850.00
10" MJ 90° BEND	1	EA	\$ 315.00	\$ 315.00
10" MJ 45° BEND	8	EA	\$ 300.00	\$ 1,800.00
10" MEGA LUG RETAINER GLAND	18	EA	\$ 205.00	\$ 3,690.00
10" SPLIT MEGA LUG	2	EA	\$ 365.00	\$ 730.00
10" SOLID SLEEVE	1	EA	\$ 350.00	\$ 350.00
CONCRETE BLOCKING	6	CY	\$ 400.00	\$ 2,400.00
STABILIZATION STONE	6	TN	\$ 36.00	\$ 216.00
FLUSH, PER FOOT	120	LF	\$ 1.00	\$ 120.00
WATER SUB-TOTAL:				\$ 19,031.00

PROPOSAL TOTAL: \$ 19,031.00

ALTERNATE: If existing water is NOT fed from both directions, please add:

10" X 10" TAPPING SLEEVE & VALVE - MJ	2	EA	\$ 5,200.00	\$10,400.00
10" MJ CAP	2	EA	\$ 250.00	\$500.00
10" MEGA LUG RETAINER GLAND	2	EA	\$ 205.00	\$410.00
CONCRETE BLOCKING	1	CY	\$ 400.00	\$400.00
TOTAL ADD				\$ 11,710.00

120 E. Highland Ave. - PO Box 602
 Monroe, GA 30655

Ace/Kimble Services Inc.

PROPOSAL

Septic Tank Pumping, Installation & Repair

DATE: 2/2/2016

436 West Macedonia Church Road
Oxford, GA 30054
Email ckimble89@yahoo.com

CUSTOMER
City of Oxford

ARTICLE AND DESCRIPTION	PRICE
- Move and recut 10" water main - 120ft 10" C-900 - 5 Bends and concrete backing - 6" Fire hydrant	\$19,500.00
<i>IF NEEDED</i> 2 10" on 10" wet taps @\$4750 each	\$9,500.00
TOTAL DUE	\$ 29,000.00

If you have any questions about this invoice, please contact
Huie Stewart @ 678-725-7058

Thank You For Your Business!

Spring Term 2016 - OXFORD

PRODUCT

Approximate Budget

Project # and Name	Responsible Party	January	February	March	April	May	June	Approximate Budget
INVENTORY								
1. Asset Map To Showcase Assets	Arwen Chen	Assemble base map, vet design ideas & prototypes	Begin building final map	Map complete				1,500 (Does not include production) (PC, can't say that cost of production is considered with final design?)
1a. Historic Resource Survey To ensure all historic assets are identified and as a first step to updating Oxford's National Register designation - originally submitted in the 1970's	Laura Kvikiys	Field work, research existing survey data, books and online data	Map resources Vet w/ Oxford	Add properties to Asset Map Make recommendations for next steps				2,500 (PC explanation for if this from a different GIS format than Arwen's work? Just need some help with explanation?)
2 (and 3). Connectivity Charrette: Connection, Wayfinding, Pedestrians, Transportation and Corridors (P&AT, what assistance to Mr. Note re: intersection drawings should all also feed in transportation plan)	Pratt Cassidy Jennifer Lewis	Assemble base maps and historical data	Begin arranging collaboration with Emory and stakeholders		Charrette April 1-3 OR April 8-10	Draft Final Report (2 nd week in May)		19,000 (costs may be reduced for in-kind donation of lodging and food) (PC will assembly of base maps and historical data be resourced in any way from Projects 1 and 3?)
ANALYSIS								
RESEARCH								
Ideas of Community Planning Research Class (Research for Products 2-4) a. BWP for Wayfinding b. Develop and program an academic partnership between UGA and EMORY c. Projects to inform the charrette in April d. Design and conduct an engagement event (pop-up class and open street map)	Stephan Ramos		2 nd class project runs the full month of February					1000 (PC do you consider items o.H.F.d PRODUCTS from this week? Does "class" mean that there is more than one class working in Oxford?)
DESIGN								
4. Asbury Park detailed conceptual design	Doug Pardue				Recruit students for Maymester studio	3 weeks in May Studio dedicated to making the park the best it can be and connecting the park to other ideas generated throughout Spring semester	Final Product delivered	6,500
								Detailed conceptual master plan and recommendations



Memo

To: City Council
From: Bob Schwartz, City Manager
Date: Friday, February 12, 2016
Re: Budget Amendments - proposed

INTRODUCTION – The work of the special projects committee will require several budget amendments.

PROFESSIONAL SERVICES – The contract with Kay Lee will require an additional to our professional services line item. We will take that money from our line item for regular employees where we had previously budgeted the community development coordinator.

Description	FY2016 Budget	Amendment	FY2016 Amended Budget
General Government			
Regular Employees	\$251,482	-\$30,000	\$221,482
Professional	\$89,000	\$30,000	\$119,000

CITY MASTER PLAN DEVELOPMENT AND IMPLEMENTATION – There are several proposed expenditures which will be charged to this item in our capital projects fund. I will issue purchase orders for most of these but will need authorization from City Council for the charrette.

Project	Amount
Asset Map	\$1,500
Historic Resource Survey	\$2,500
Connectivity Charrette, etc.	\$19,000
Community Planning Research	\$1,000
Total	\$24,000

The original budget for this account was \$100,000. Since we purchased the lot at the corner of East Clark and Emory we need to amend the budget to account for this. In addition, we are asking the engineer to start the design on the new East Clark Street.

	FY2016 Budget	Spent thru Dec	Amended Total
City Master Plan Development and Implementation	\$100,000	\$120,726	\$175,000

CITY PARK PLAYGROUND AND PAVILION DESIGN AND BUILD – The \$6,500 proposed by the special projects committee for the Asbury Park detailed conceptual design will be charged to this account. No budget amendment is needed for this. However, we need to account for the Newton County donation for the park and should amend the budget at this point.

	FY2016 Budget	Spent thru Dec	Amended Total
City Park Playground & Pavilion Design & Build	\$20,000	\$338	\$120,000

CONCLUSION – If City Council is agreeable, we will include a Resolution for these budget amendments on the agenda for the Council meeting of March 7th.

Project	Date	Status
2 Cemetery Mapping		
Assigned: Lauran; STARTED 7/1/14; Discussed at Council meeting 8/6/2001	7/16/2014	Contractor will start in August; plans to finish by end of October.
	6/15/2015	Lauran and Len agreed the project for ground penetrating radar for SE section of cemetery will start in August.
	8/13/2015	Len is to begin work September 7 - 9.
	9/7/2015	Len started work.
	11/9/2015	Mapping should be done soon. Will install markers soon.
	12/21/2015	Len has ordered the #d stakes for the unmarked and is working on the final draft of his report. He has located 79 unmarked graves, mostly within family plots.
	1/19/2016	Rain has slowed the final part of this down.
	2/14/2016	Len will report at annual Cemetery meeting.

3 City Hall and grounds		
Assigned: Lauran	6/1/2015	Included in FY2016 capital budget.
	8/14/2015	Meet with Cheryl Ready of Tree Board to discuss selections.
	9/1/2015	Order planters
	10/19/2015	Painting planters
	11/9/2015	Planters installed.
	12/17/2015	Plants planted in planters and thriving.
	2/15/2016	On hold for design suggestions from Special Projects Committee.

7 Electric Competitive Projects		
Assigned: Jody	6/1/2015	Included in FY2016 capital budget.
	1/14/2016	Met with Corning representatives about city wide fiber. Waiting for cost estimate from Corning.

10 Moore Street Sidewalk		
Assigned: Jody & Bob; STARTED 7/1/14	7/21/2014	Robert Jordan to discuss with Council at July 21 work session.
	2/2/2015	Oxford College is conducting a drainage study of the impact of the sidewalk on the runoff from the woods north of Moore Street. Study should be complete in June.
	6/15/2015	Waiting for OxC study to be complete.
	9/8/2015	OxC is waiting for study to be approved by Emory.

Project	Date	Status
	2/4/2016	Robert Jordan and Bob met with OxC to discuss alignment of sidewalk now that drainage study is complete. Robert is working on design.

11 Pedestrian Bridge/Sidewalk		
STARTED 7/1/14; grant accepted 11/5/2012; managed by City of Covington	7/21/2014	Proposed sidewalk now extends to Fletcher St. URS Engineering is working on plans for pedestrian bridge and sidewalk under contract with City of Covington.
	8/17/2015	Construction is scheduled to start June 2017
	1/19/2016	No status change
	2/10/2016	Bob attended GDOT workshop on acquisition which will be necessary for easements for some of sidewalk project.

15 Wayfinding Signs		
Assigned: Bob	6/1/2015	Included in FY2016 capital budget.
	2/15/2016	Special Projects Committee

Pedestrian Crossing on SR84		
	3/2/2015	Ongoing discussions with Oxford College and GDOT.
	5/18/2015	GDOT may fund entire project.
	6/15/2015	Project will be funded by Oxford College.
	7/20/2015	Waiting for approval from DOT
	8/17/2015	Received approval from GDOT; ordered equipment.
	10/19/2015	Some equipment has arrived; but not all.
	11/16/2015	All equipment has arrived. Will set up coordination meeting with contractor and GDOT.
	12/14/2015	DOT cancelled coordination meeting. We're trying to set up another time when they can get here from Tennille.
	1/21/2016	on site meeting scheduled with GDOT.
	2/15/2016	Scheduled to be installed this week.

Determine who is LOO from a sewer line and how to enforce ordinances		
	12/8/2013	We will have a report to Council for the January work session.
	6/15/2015	23 homes identified. 13 connected. 2 with court dates. 8 waiting for revised deadlines or for tap to be installed.
	7/20/2015	Only 4 homes left to go.
	9/8/2015	Only 2 homes left to go.

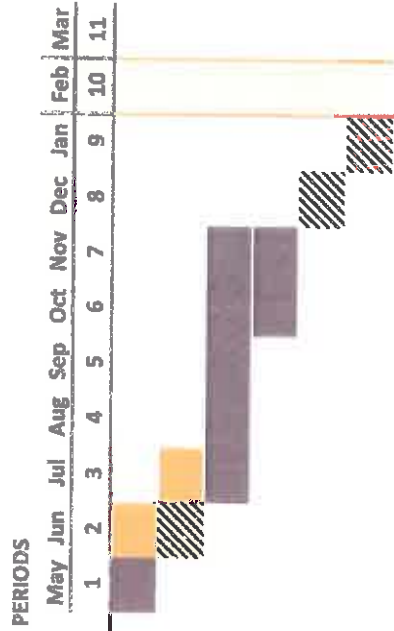
5. Asbury Park Survey

\$6,700

Period Highlight: 10

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Request estimate from eng.	1	1	1	2	100%
Issue PO	2	1	3	1	100%
Survey	3	5	3	5	100%
Environmental Assessment (Level II)	6	2	6	2	100%
City Review	8	1	0	0	0%
Prepare final survey	9	1	0	0	0%



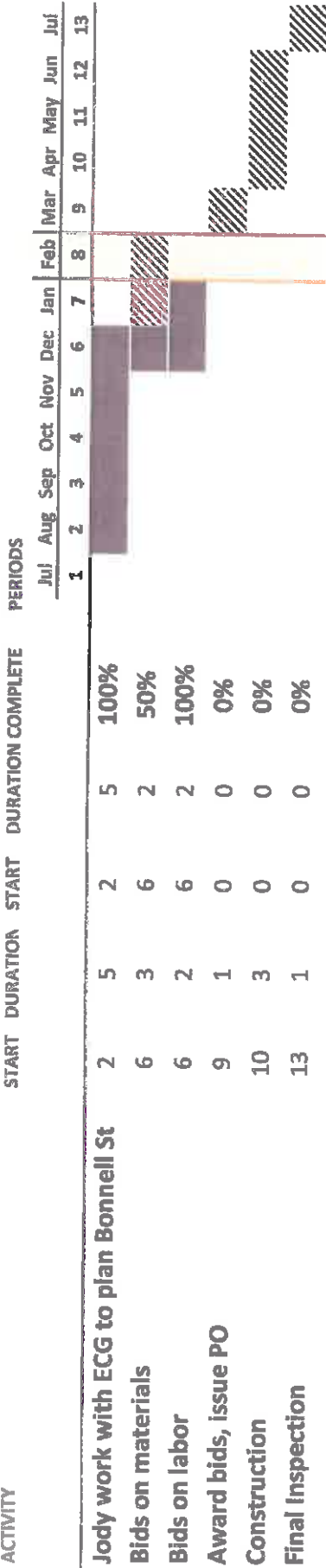
8. Electric System Improvements

\$100,000

Period Highlight: 8

Plan Actual % Complete

ACTIVITY PLAN START DURATION PLAN ACTUAL START DURATION ACTUAL PERCENT COMPLETE



PERIODS

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul
1 2 3 4 5 6 7 8 9 10 11 12 13

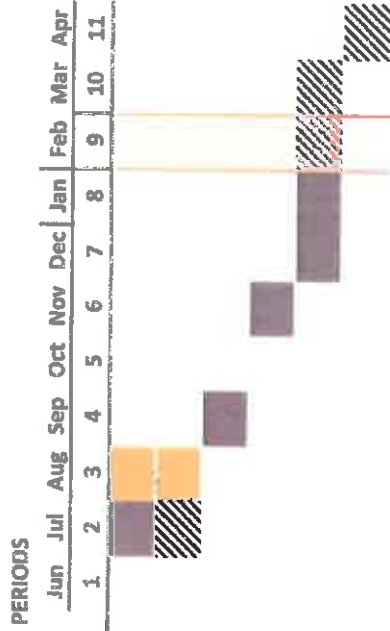
9. George St Park Drainage

\$80,000

Period Highlight: 9



ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Prepare bid documents	2	1	2	2	100%
Advertise for Bids	2	1	3	1	100%
Award Bid	4	1	4	1	100%
Preconstruction conference	6	1	6	1	100%
Construction	7	4	7	3	70%
Final Inspection	11	1	0	0	0%



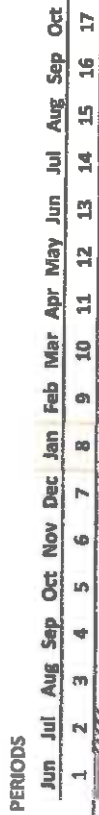
15. Street Repairs

\$32,000

Period Highlight: 8



ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	ACTUAL PERCENT COMPLETE
Selection of street by CC	1	2	1	1	100%
Review scope with Robert, Bob, & Jody	2	2	2	0	25%
Discuss scope at work session	6	1	6	1	100%
George street submitted to LMIG @ DOT	7	1	7	1	100%
Schedule paving with Newton County	11	3	0	0	0%
Final Inspection	13	1	0	0	0%
LMIG Project closure to DOT	14	1	0	0	0%



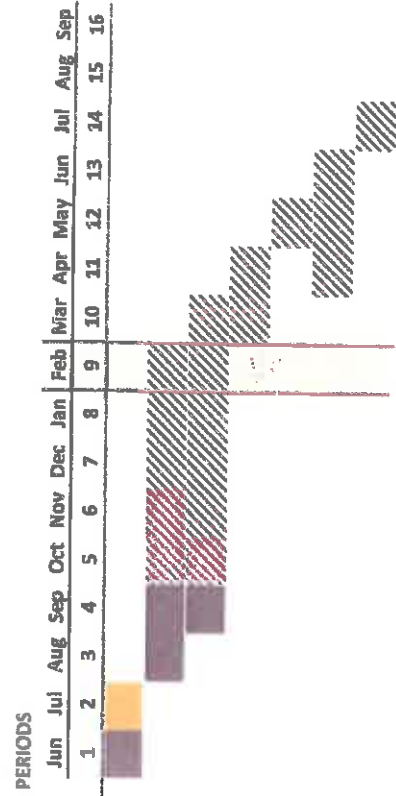
16. Survey of ROW

\$40,000

Period Highlight: 9

 Plan
  Actual
  % Complete

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Issue PO - covering unopened ROW	1	1	1	2	100%
Documents and previous surveys review	3	7	3	4	50%
Field work	4	7	4	2	50%
Assemble preliminary survey	10	2	0	0	0%
Review by city	12	1	0	0	0%
Additional field work	11	3	0	0	0%
Completion	14	1	0	0	0%



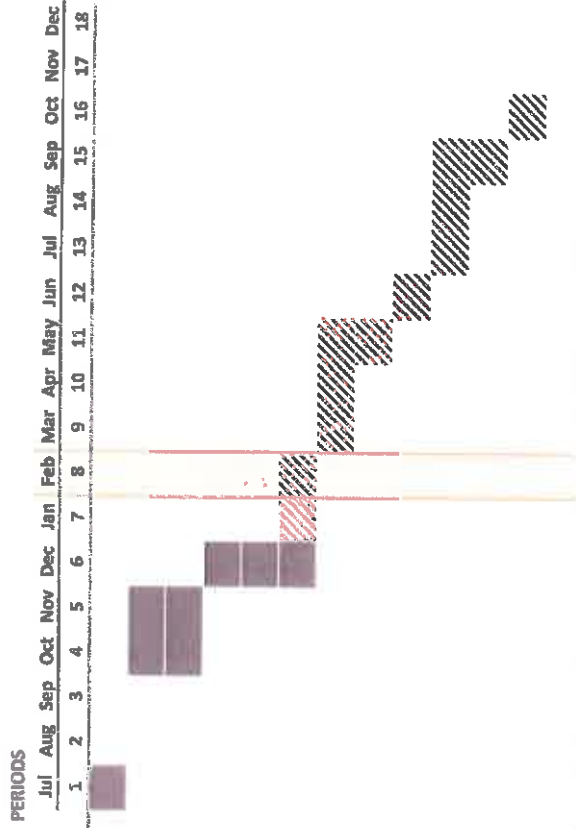
18. Sewer System Improvements

\$200,000

Period Highlight: 8

Plan Actual % Complete

ACTIVITY	PLAN START	PLAN DURATION	PLAN ACTUAL START	PLAN ACTUAL DURATION	PERCENT COMPLETE
CC discuss selection of areas with city engine	1	1	1	1	100%
Review selection of areas with city council	4	2	4	2	100%
Prepare initial cost estimates	4	2	4	2	100%
Review cost estimates with CC	6	1	6	1	100%
CC make final selection	6	1	6	1	100%
Prepare GEFA loan application	6	3	6	2	75%
Prepare plans	9	3	0	0	0%
Plans review by City	11	1	0	0	0%
Advertise for bids	12	1	0	0	0%
Construction	13	3	0	0	0%
Final Inspection	15	1	0	0	0%
Notification to owners and start taps	16	1	0	0	0%



What area should we select??

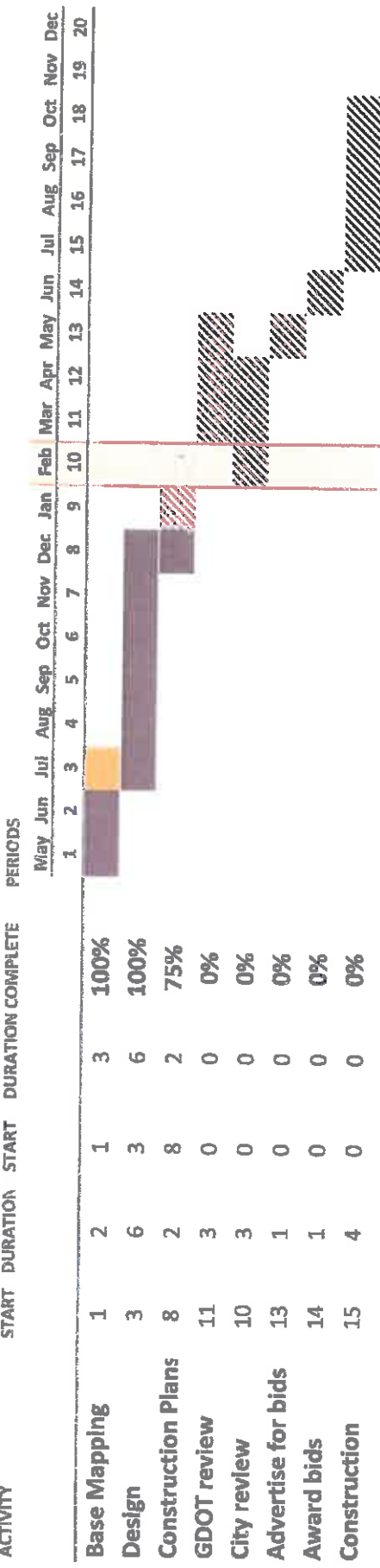
20. Whatcoat Street

\$200,000

Period Highlight: 10

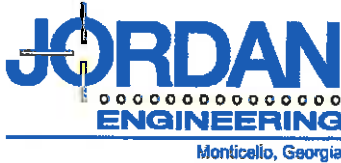
 Plan
  Actual
  % Complete

ACTIVITY PLAN START DURATION ACTUAL START DURATION PERCENT COMPLETE



PERIODS

May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20



Mr. Bob Schwartz, City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

February 9, 2016

Re: Monthly summary – January activities

Dear Mr. Schwartz:

The items below summarize the work we performed for the City of Oxford in January:

1. General Support
 - a. Met with Jody Reid to review problem with siltation and drainage problem on concrete walking trail parallel to W. Clark Street.
 - b. Discussed with Jody Reid the re-submittal of the GUPS permit to GDOT for four water service bores under North Emory Street.
2. Right-of-Way survey project
 - a. Completed central control loop traverses – Wesley and Asbury Streets.
 - b. Completed detailed data collection surveys on all of Wesley and Asbury and on portions of Pierce, George, Collingsworth, and Clark.
 - c. Field recon done on some sections of Coke, Watson, Richardson, and Hull.
3. George Street Drainage Improvements project
 - a. Contractor began work in January but was plagued by rain. He made fairly good progress all things considered. Site visit on 1-19-16 confirmed he is more than 50% complete and will finish soon pending dry weather.
4. Whatcoat Street
 - a. Civil plans are 90% complete. Final version is pending feedback from City of Covington and their GDOT sidewalk contractor, URS, along with some possible feedback expected from Oxford College.
5. East Clark Street
 - a. Completed topo data collection for use in designing new street section with storm drainage and utilities.

Please call or email me if you have questions about any of the items listed below.

Sincerely,
Jordan Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Robert O. Jordan".

Robert O. Jordan, PE RLS