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| **Quarter:**  |
| **Performed By:** |
| **Date: March** |
|  |
| ***Town Hall*** |
| [ ] Fire Extinguishers - in place and check if serviced within 1 year #1 – 1st floor by rear door, #2 – 2nd floor on stair landing |
| [ ] Smoke Alarms - Check log - tested within 6 months |
| [ ] Exposed electrical outlets |
| [ ] Emergency Escape posted in each room |
| [ ] Electric Panel - cellar: Door closed, 2 bottom switches (1 each side) OFF |
| [ ] Ice Melt on hand (winter months) |
| [ ] Be sure to check cellar, finance office & Historical Center (Clerk will need to give access) |
| [ ] Panel - outside- n/e corner of Town Hall OFF and locked |
|  |
| ***Out Buildings*** |
| [ ] Out building locked |
| [ ] Outside lighting: Flood on south side of Town Hall working |
|  Light illuminating walkway working |
|  Light on flagpole |
| [ ] Walkways (2) clear |
| [ ] Steps - front, rear, inside - check for loose boards |
| [ ] Pavilion - check roof for limbs growing in |
| [ ] Check fire pit area |
|  |
| ***Sidewalks, Streets***  |
|  Difference of 1/2" or greater at joints - hazard |
|  |
| Sidewalks: |
|  [ ] Sundown Road |
|  [ ] Brink Road |
|  [ ] White House Lane |
|  [ ] Rolling Ridge Lane |
|  [ ] Laytonsville Road - Route 108 |
|  [ ] Higgins Road |
|  [ ] Cracklin Road |
|  [ ] Cracklin Court |
|  [ ] Dwyer Ct. |
|  [ ] Warfield Road |
|  [ ] Maple Knoll Drive |
|  [ ] Sand Trap Drive (within Laytonsville Grove) |
|  [ ] Barberry Lane |
|  [ ] Birdie Land (within Laytonsville Grove) |
|  |
| Stop Signs:  |
|  [ ] 1st Street |
|  [ ] 2nd Street |
|  [ ] Howard @ Rt. 108 |
|  [ ] Maple Knoll |
|  [ ] Rolling Ridge |
|  [ ] Mobley Farm |
|  [ ] Laytonsville Elementary (1) |
|  [ ] Laytonsville Elementary (2) |
|  [ ] Warfield & Rt. 108 |
|  [ ] Sand Trap & Maple Knoll |
|  [ ] Maple Knoll & Barberry  |
|  [ ] Barberry & Birdie |
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| ***Jones Farm Pond*** |
| [ ] Paved path to Jones Farm Pond |
| [ ] Benches at Jones Farm Pond |
| [ ] Signs |
|  |
| ***Miller Park*** |
| [ ] Miller Park benches & bike rack |
| [ ] Miller Park fountain |
| [ ] Miller Park path |
| [ ] Signs |
|  |
| ***Sunset Drive Pocket Wetland*** |
| [ ] Fence |
| [ ] Lock on gate |
| [ ] Vegetation and trash |
|  |
| ***Streetlights*** |
| [ ] Please report address and/or pole number for any street light outages |