

**Developmental Disability Services of Jackson County ~ eitas
Property Committee
November 2016**

Topic/Issue		Summary of Action Taken or Pending
Update on Properties	<p>There was no Property Committee meeting scheduled for November of 2016, but as requested by the Board, Facility Coordinator, Marvin Blake submitted a report to keep members apprised of information during the non-meeting month. Highlights of that report are as follows.</p> <p>Marvin Blake, Facilities Coordinator shared the following:</p> <ul style="list-style-type: none"> • 8511 Hillcrest: <ul style="list-style-type: none"> - Outside window cleaning for the first floor is in progress. - Ceiling lights in lobby replaced with LED. - Ladies third floor bathrooms partially down due to clog in separation pipe on two toilets. Plumbers were in last week and will be back on Wednesday this week. - Wallpaper repaired on third floor. • 8508 Hillcrest: <ul style="list-style-type: none"> - Lights in outside canopy replaced. - Roof leak on glass repaired. - Lights replaced on East side - Touch-up paint and wall repair completed on East - Ceiling and base repaired in kitchen • 6400 James A. Reed: Security system being installed. 	Information

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Topic/Issue		Summary of Action Taken or Pending
<p>Update on Properties Continued</p>	<ul style="list-style-type: none"> • Blue Valley Industries: Hand washing sinks were replaced and updated. • Southeast Enterprises: Plumbing repair continues on café sink and staff restroom pipe that collapsed. Several lights updated throughout building. New drinking fountain installed. <p>All other eitas properties are receiving general maintenance as needed. Preparing for upcoming snow and ice.</p> <p>Respectfully submitted,</p> <p>Staff</p>	<p style="text-align: center;">Information</p>