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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 |
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| ***Sidewalks, Streets*** |
| Difference of 1/2" or greater at joints - hazard |
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| 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 |