


**WNBRC AUDIT REVIEW**  
**Facilities Division**  
**Date 11/27/19**


<u>Listed Area</u>	Assessment				Action Required	Priority Action Needed	Action Taken
	E	G	F	P			
<b>Recreation Center</b>							
Hallway		X			<p>There are a few spots where paint has come off when Red Cross was using the facility as a Shelter.</p> <p>Door Frames are incomplete</p> <p>Door to Private Bath needs to be changed to match other Restrooms</p> <p>Leaks have been discovered in the hallway since the roof has been replaced</p>	<p>Touch up areas where paint has come off.</p> <p>Need to finish painting 4 door Frames</p> <p>Public Works has the door to replace stored. Contact Norm or Graham to retrieve.</p> <p>Contact Public Works and Roofing Company</p>	<p>TBD per Maintenance Schedule with J. Huck</p> <p>Roofing company has been fixing leaks and monitoring for new leaks.</p> <p>Roofing company continues to monitor for new leaks.</p> <p>No new leaks have been found.</p>
Meeting Room/Kitchen		X			<p>Ceiling Tiles need replacing</p> <p>Lights need to be changed to the LED Fixtures.</p>	<p>Ceiling Tiles are in the storage room.</p> <p>Light Fixtures were ordered by Public Works when renovations first started.</p>	<p>TBD per Maintenance Schedule with J. Huck</p>
Game Room		X			<p>Exit Door to Game room needs painting.</p> 	<p>Submit work order to Public Works to paint outside door.</p>	<p>TBD per Maintenance Schedule with J. Huck</p>

				<p>2 windows need replacing due to something hitting them.</p> <p>Ceiling tiles need replacing</p> <p>Light Fixtures need to be replaced with LED Fixtures</p> <p>Pool Tables need to be recovered</p>	<p>Work orders were submitted on both windows quite some time ago.</p> <p>We have them in stock and will be replacing.</p> <p>Light Fixtures were ordered by Public Works when renovations first started.</p> <p>Will be calling to get quotes and submit purchase order request</p>	<p>Replace ceiling tiles immediately...Received text to not replace the damaged ceiling tiles.</p> <p>Contact PW for timeline of installation. Update by 8-16-19. Public Works was contacted and a response came that all work is done by our Maintenance Dept.</p> <p>Get quotes and submit request by 8-22-19....Waiting on last quote from North Carolina Billiards...Received quotes</p> <p>Purchase request submitted along with quotes on 9.12.19.... Contacting NC Billiards about setting up a schedule to redo the tables.</p> <p>Pool Tables are scheduled to be redone on December 3.</p>
Ceramics Room			X	<p>Walls need painting</p> <p>Ceiling Tiles and metal grate system needs changing out.</p> <p>Light Fixtures need to be replaced with the LED Fixtures</p> <p>Need to replace Slip Pump</p>	<p>Will need to figure out a schedule to renovate ceramic room</p> <p>Light Fixtures were ordered by Public Works when renovations first started.</p> <p>Price quotes sent to Admin.</p>	<p>TBD per Maintenance Schedule with J. Huck</p> <p>New pump has been ordered as of 10.8.19 New Pump has been installed</p>
Hall Bathrooms		X		<p>Bathroom needs repainting.</p> <p>Light fixtures need to be replaced with the new LED Fixtures</p> <p>1 toilet in women's has very little pressure when flushing. Have to</p>	<p>Light Fixtures were ordered by Public Works when renovations first started..</p> <p>Work order sent to James Bullock</p>	<p>TBD</p> <p>James Bullock forwarded to James Huck.</p>

					flush twice and hold.		Have shown how the toilet flushes to James Bullock. Still waiting on Toilet to be repaired.
Gymnasium		x			Gym wall needs repainting due to the leaks between the brick and blocks		TBD
Locker Rooms		X			Walls and Lockers need repainting Replace Ceiling Tiles Light Fixtures need to be replaced. New stall Doors	Need to schedule Have ceiling tiles in stock. Light Fixtures were ordered by Public Works when renovations first started. Need to replace the stall doors instead of using plywood doors.	TBD Replace ceiling tiles immediately  TBD per Maintenance Schedule with J. Huck
Gym Closet		X			Replace Ceiling Tiles due to leak Change Lights	In Process Ceiling Tiles – waiting for assistance from Maintenance to take to Hancock St.	Ceiling Tiles are the last items to be moved to Hancock Street. Ceiling tiles have been moved to Hancock Street.
Main Office Area	X				Counter tops need to be secured. Cove basing needs to be completed. Contractor never completed the job when installing the carpets.		TBD per Maintenance Schedule with J. Huck/PW
Programmers Office (Gym)	X				Need to change the Light Fixtures to the LED Fixtures.  Paint Walls, Doors	Light Fixtures were ordered by Public Works when renovations first started.	Contact PW for timeline of installation. Update by 8-16-19... TBD per Maintenance Schedule with J. Huck  Clear office space and closet shelves of clutter....Staff are clearing office space and shelves.
Security System					Display is showing Not Ready to Arm	Have contact Coastal Security to service	Coastal Security came and replaced battery and reset one pull station

### Parking Lot and Surrounding Areas

Parking Lot		x			Lighting in parking lot needs upgrades	Needs to be a capital improvement.	
Tennis Court			x		Cracks in the playing surface	Budget resurfacing of tennis courts	Project is currently in process
Outdoor Basketball Court			x		Resurface court	Budget resurfacing of basketball court	Project is scheduled to be conducted after Tennis Court is completed.
Outdoor Volleyball Court		X					
Kidsville Bathroom	X						
Kidsville Shelter		X					
Horseshoe Pits		X			Few of the platform boards have come loose and warped.	Work Order submitted to James Bullock 10.19.19	TBD
Youth Baseball Parking Lot	x				Has Millings from main parking lot	To spread around to gravel parking lots	Schedule TBD by maintenance staff
Kidsville Playground	X						
Parking Lot	X						
Cutler Field Concession Stand			X			To be able to do a complete assessment, need access to the concession area, bathrooms, and upstairs.	1. Men's Bathroom missing lock and frame where dead bolt goes is split.
Cal Ripkin Concession Stand		X			Concession Window Door has grafitti on it.	To be able to do a complete assessment, need access to the concession area, bathrooms,.	All doors are secured.

Health Field Concession stand					Outside privacy wall to the bathroom has moved away from the building.	To be able to do a complete assessment, need access to the concession area, bathrooms,.	All doors are secured.
Front Entrance			X		Sign needs to be replaced or done away with. 		
Outside Cage Storage					Storage area has Tennis Court supplies for renovation.		Removal of supplies is TBD per Maintenance Schedule with J. Huck  Tennis court project is currently in process.
Dumpster Area		X					Staff is monitoring on smell and keeping area picked up.
Back Porch				X	Ceiling collapsed	Replace	TBD per Maintenance Schedule with J. Huck
Side Porch		X					
Vehicles				X			F21 – Battery has been replaced
F1							
F2	X						F43 – Reported to Garage 10.14.19. Garage picked up keys 10.14.19
F3	X						
F5	X						Has check the bus. They will scan it to see if any codes come up when they change the alternator on F21
F20	X						
F21			X				
F33							
F36	X						Luggage rack is secured. However when Gus was driving the bus back from the Garage it cut off on him.
F40	X						The bus has been taken to Heavy

F43			X				Duty. Taurance took F43 to Heavy Duty. From last meeting Taurance stated that Heavy Duty could not find anything wrong.
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