

Minutes of the Facilities Council Meeting – July 18, 2018

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Kristy O'Neil, Katrina Pascale, Woody Sutton, Jan Mathrani

Members Absent: Jack Siplak, Jack Quinn

Guests Attending: None

Check-In: Chairman, Al Parmentier Conducted a Check-in

Minutes of June 13, 2018 Meeting were approved with revision to show Woody Sutton did not attend the Meeting.

Unfinished Business Proceedings: These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – Items A.112, A.121, A.125 Closed; No Items Updated.
- B. Building Exterior – No Items Closed; No Items Updated.
- C. Landscaping and Grounds – Items C.118, C.127, C.129 Closed; Item C.122 Updated; 1 Item On-Hold.
- D. Equipment – No Items Closed; No items Updated; 1 Item On-Hold.
- E. Bridges – No Items Closed; No Items Updated.
- F. Sexton House – No Items Closed; F.066 Updated.
- G. Other – G.069 Closed; No Items Updated.

New Business: These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared. Five new items were added.

- A. Building Interior – A.131 Added.
- B. Building Exterior – No Items Added.
- C. Landscaping and Grounds – No items Added.
- D. Equipment – No Items Added.
- E. Bridges – Item C.130 Added
- F. Sexton House – No Items Added
- G. Other – No Items Added

Number of Projects Reviewed: 19 Projects were reviewed this meeting.

Any Other Business: The Indian River Fire Prevention Bureau conducted a detailed inspection of UUFVB facilities on 3 July 2018. The Deficiency Report describes seven required corrective actions. We can expect a reinspection in 30 days. If all deficiencies not corrected, a fee will be charged for a third inspection. See Report attached here.

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Items Approved by Member Vote:

1. Quotation received from Smith Systems for two-year air conditioning service contract. Contractor will waive other fees if onsite for repairs. Service Fees are less than \$1,000 more than Barker. New contract effective September 2018. Jan Moved to accept proposal, Al Seconded. Motion Carried unanimously.
2. The Fellowship Memorial Fund for Tom Mundy is allocated to purchase new sanctuary projectors. Woody Sutton Moved to add the projectors to the gift list in Tom’s name. Lisa Turano Seconded. Motion carried unanimously.

Adjourn: The meeting adjourned at 11:40am.

Next Meeting: The next meeting is August 15th, 2018 at 10:00am.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

3 Attachments:

- Project Status Report July 18th, 2018 Meeting - Printed July 26th, 2018; 7 Pages, 19 Projects
- Projects Assignments List Printed July 25th, 2018; 1 Page
- Indian River Fire Prevention Bureau Inspection Report, dated July 3rd, 2018, 2 Pages.

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category, but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The “Days Open” value counts from the date the project was opened to the Facilities Council Meeting date reported here. For closed projects the value is the number of days from project open to project closed.

For upcoming Meetings, the status report attached to the Agenda will be only the open projects. However, other reports are available from the Secretary upon request.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, July 18, 2018

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.112 Building Interior Upgrade	Barbara Lipton requests a shelf be installed next to Fellowship Hall double doors next to the storage closet.	Al and Joe picked up the shelves and brought them to the Fellowship.	11-Apr-2018 18-Jul-2018	Al Parmentier Self Help	Closed 97 Days
A.117 Building Interior Upgrade	A wall mounted fan is needed in the Olympia Brown to improve air conditioning efficiency and cool the room with afternoon sun.	Joe will order a fan same as installed in the Library.	16-May-2018	Al Parmentier Self Help	Open-NC 64 Days
A.121 Building Interior Replace	There are light bulbs out in the elevator in the elevator	Bulbs replaced. Revisit in 90 Days.	16-May-2018 18-Jul-2018	Al Parmentier Self Help	Closed 63 Days
A.125 Building Interior Replace	Replace carpet on all hallways connecting to the Lobby. Install tile at the entrance doors to an agreed breakpoint at the carpet.	All carpeting and tile currently funded installed and accepted.	12-Jun-2018 18-Jul-2018	Al Parmentier Indian River Flooring	Closed 36 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, July 18, 2018**

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.131 Building Interior Inspection	Indian River Fire Prevention Bureau conducted a detailed inspection of UUFVB facilities on 3 July 2018. The Deficiency Report describes seven required corrective actions. We can expect a reinspection in 30 days. If all deficiencies not corrected, a fee will be charged for a third inspection.	Katrina, Kristy and Al will review the inspection report and develop corrective actions. A copy of the report is attached the Meeting Minutes.	18-Jul-2018	Al Parmentier Self Help	Open-New 0 Days

5 Project(s) Reviewed for Building Interior

B.109 Building Exterior Upgrade	Additional gravel is needed around the kitchen door stepping stones to better stabilize the area.	Poured slab needed to stabilize the area. Al will investigate who can do the work.	11-Apr-2018	Katrina Pascale Corey Martin	Open-NC 98 Days
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1 Project(s) Reviewed for Building Exterior

C.099 Landscaping and Grounds Repair	The wooden back plate and mounts supporting the sprinkler zone electrical controller and yard lights timer located next to the Sexton House is rotted.	Al upgraded the attaching hardware to better support devices and the backing plate. Kristy coordinate Cliff attaching electrical devices to the backboard and frame.	10-Jan-2018	Kristy O'Neil Cliff Ruff	Open-NC 189 Days
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UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.111 Landscaping and Grounds Upgrade	Water stains on the buildings and walkways can be eliminated by converting some sprinkler head zones to a drip system.	Project on-hold pending funds availability.	11-Apr-2018	Al Parmentier Flood Irrigation	Open-Hold 98 Days
C.118 Landscaping and Grounds Repair	There are several pot holes in the parking lot.	Kristy filled holes with concrete.	16-May-2018 18-Jul-2018	Kristy O'Neil Self Help	Closed 63 Days
C.122 Landscaping and Grounds Repair	The Marquee Signs north and west require repairs.	Further inspection of lighting, sign text and plastic condition required to assess repair needs.	16-May-2018	Al Parmentier Brister Signs	Open-Mod 64 Days
C.126 Landscaping and Grounds Repair	There are several sidewalk areas where tree roots have pushed up the concrete presenting a tripping hazard to those on the sidewalk.	Remove the raised concrete sections; remove the tree roots; and pour new concrete sections to match the adjacent sidewalk.	12-Jun-2018	Katrina Pascale Corey Martin	Open-NC 37 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.127	Tree remediation required in several locations to replace dead trees.	Dead trees removed and replanted as required to meet City Code.	23-Jun-2018	Katrina Pascale	Closed
Landscaping and Grounds			18-Jul-2018	Christo's Landscape Solut	25 Days
Replace					
C.128	Southwest parking area drain plugged or very slow. Rain water accumulates and stays for several hours.	Kristy will add Ridex to the drains to assess if clog can be cleared.	12-Jun-2018	Kristy O'Neil	Open-NC
Landscaping and Grounds				Self Help	37 Days
Cleaning					
C.129	General tree cleaning needed throughout the grounds to remove dead limbs and thin as needed.	Trees trimmed and cleaned.	12-Jun-2018	Katrina Pascale	Closed
Landscaping and Grounds			18-Jul-2018	Christo's Landscape Solut	36 Days
Cleaning					
8 Project(s) Reviewed for Landscaping and Grounds					
D.110	Emerson Center (Amy) requests an ice maker be installed in the kitchen. Recent events require purchasing ice off site and transporting to the facility for each event.	Project On-Hold pending decision on funding.	11-Apr-2018	Al Parmentier	Open-Hold
Equipment				TBD	98 Days
Upgrade					

UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.124 Equipment Service	The Barker AC Tech who services our systems has moved to new firm and wants our AC service business for Smith Systems.	Quotation received for two-year service contract. Contractor will waive other fees if onsite for repairs. Service Fees are less than \$1,000 more than Barker. New contract effective September 2018. Jan Moved to accept proposal, AI Seconded. Motion Carried unanimously. Project will stay open until service contract fully executed.	16-May-2018	Katrina Pascale Smith Systems	Open-NC 64 Days

2 Project(s) Reviewed for Equipment

E.130 Bridges Facility Other	Bridges installed a fence around parts of the Nursery grounds. Fencing may interfere with landscaping services and perhaps sewer pump station cleaning. There was no coordination with the Facilities Council on this project.	AI will investigate potential problems with the fence as installed and discuss with Bridges management.	18-Jul-2018	AI Parmentier Self Help	Open-New 0 Days
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1 Project(s) Reviewed for Bridges Facility

UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
F.066 Sexton House Repair	The back door area and one window needs significant repairs to the door/window and framing.	AI will contact Trembly Builders, Inc. one more time to determine if the firm is interested in the work. If no response or interest from Tremblay, another firm will be located. Farrow or Panda Services under consideration.	05-Sep-2017	AI Parmentier Tremblay Builders, Inc.	Open-Mod 316 Days

1 Project(s) Reviewed for Sexton House

G.069 Other Other	Our planning and preparation for Hurricane Irma indicates we need to do better in both aspects. Some actions were left to the last minute and others were not recognized needed.	There was no interest in pursuing this action further. Project closed.	20-Sep-2017 18-Jul-2018	Joe Hardy Self Help	Closed 301 Days
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1 Project(s) Reviewed for Other

UUFVB Facilities Council - Minutes Project Status Report

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Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	19
Open-NC	6
Open-Mod	2
Open-New	2
Open-Hold	2
Closed	7

Project Status Explanation

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

Facilities Council - Project Assignments

Meeting Date Wednesday, July 18, 2018

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.117	Building Interior	Self Help	16-May-2018	64
Al Parmentier	A.131	Building Interior	Self Help	18-Jul-2018	0
Al Parmentier	C.111	Landscaping and Grounds	Flood Irrigation	11-Apr-2018	98
Al Parmentier	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	64
Al Parmentier	D.110	Equipment	TBD	11-Apr-2018	98
Al Parmentier	E.130	Bridges Facility	Self Help	18-Jul-2018	0
Al Parmentier	F.066	Sexton House	Tremblay Builders, Inc.	05-Sep-2017	316

7 Projects for Al Parmentier

Kristy O'Neil	C.099	Landscaping and Grounds	Cliff Ruff	10-Jan-2018	189
Kristy O'Neil	C.128	Landscaping and Grounds	Self Help	12-Jun-2018	37

2 Projects for Kristy O'Neil

Katrina Pascale	B.109	Building Exterior	Corey Martin	11-Apr-2018	98
Katrina Pascale	C.126	Landscaping and Grounds	Corey Martin	12-Jun-2018	37
Katrina Pascale	D.124	Equipment	Smith Systems	16-May-2018	64

3 Projects for Katrina Pascale

12 Projects This Report



Indian River County Fire Prevention Bureau
 1801 27th Street, Building A
 Vero Beach, Florida 32960-0310
 Phone: (772) 226-1880
 Fax: (772) 978-1848

INSPECTION REPORT

Inspector J. Harris 772-226-1982
 Name _____ Direct Phone Line _____

Date 7/15/18 File # _____ Priority 1 Occupancy Type Assembly Type of Inspection _____
 OCCUPANCY NAME UNIVERSITY UNIVERSITY Type _____
 ADDRESS 1590 27th Ave CITY VB ZIP _____
 OWNER/MANAGER WILSTY DNEAL TELEPHONE 772-778-5880 STORIES 2

NOTICE OF FIRE AND SAFETY HAZARDS: You are hereby notified that an inspection of your premises has disclosed the following fire safety hazard and/or violation of the standards of the National Fire Prevention Association (NFPA) adopted by The Florida Fire Prevention Code. As such conditions are contrary to law, you are hereby required to correct said conditions upon receipt of this notice. A re-inspection to determine compliance will be conducted on or after the scheduled re-inspection date. Failure to comply with the foregoing order before the date of such re-inspection may render you liable to the penalties provided by law for such violation.

VIOLATIONS **CODE SECTIONS**

- ADDRESS**
- 1A Each bay/unit shall be identified by 6-inch numbers or letters, contrasting background, visible from roadway, at front and rear exits. NFPA 1
 - 1B Knox entry system Box Switch required, Emergency Services access is locked or secured. NFPA 1
 - 1C Truss Signage required. R (Roof) F (Floor) RF (Roof and Floor) NFPA 1

- ELECTRICAL**
- 2A Discontinue extension cords used in lieu of permanent wiring. Location(s): _____ NFPA 1
 - 2B Circuits/Breakers in electrical panels are not legibly marked to indicate their purpose of area of service. NFPA 70
 - 2C Above ground interior and exterior wiring shall be protected in approved conduit. NFPA 70
 - 2D Replace cover and/or voids in the electrical panel, voids shall be filled with approved spacers. NFPA 70
 - 2E Remove all storage within 3 feet of the front of electrical panels. NFPA 70
 - 2F Open wire splices require a junction or receptacle box with a cover plate. NFPA 70
 - 2G The use of non-listed multi-plug adapters are not allowed. Only UL listed or equal type may be used in accordance with their listing. NFPA 70
 - 2H Wiring is damaged, replace or repair and protect as required. NFPA 1

- EXITS**
- 3A Panic or fire exit hardware shall not have additional locks, latches or devices that inhibit its function or are not listed/approved. NFPA 101
 - 3B No furnishings, decorations, or other objects shall obstruct exits, access thereto, egress there from, or visibility thereof. NFPA 101
 - 3C Enclosed usable spaces within exit enclosures shall be prohibited. Open space within exit enclosures shall not be used for storage or any purpose that has the potential to interfere with egress. No storage is allowed under or within 10 feet of exterior stairs. NFPA 101
 - 3D Install or repair emergency lighting and/or exit signs. NFPA 101
 - 3E Secondary exit door has an improper lock. Deadbolts shall not require the use of a key from the inside of the building. NFPA 101
 - 3F Door is not functioning properly. NFPA 101

- FIRE EXTINGUISHERS**
- 4A Fire extinguisher(s) required. Provide _____ extinguisher(s) of a 2A10BC minimum rating or as specified here: _____ NFPA 1
 - 4B Mount fire extinguisher(s) where it is visible, readily accessible, near exit egress, with the top no higher than 5 feet. NFPA 1, 10
 - 4C Provide service and inspection by a state licensed company for all fire extinguishers annually. NFPA 10
 - 4D Fire extinguisher(s) Not Fully Charged. Physically Damaged. Corroded. Not Mounted Properly. Missing Service Tag. NFPA 10
- Notes: _____

- GENERAL AND STORAGE**
- 5A Compressed gas cylinders/tanks shall be secured to prevent from falling and identified with product name displayed. NFPA 1
 - 5B Remove all storage from HVAC air handling unit plenums. Notes: _____ NFPA 90A
 - 5C Flammable/Combustible liquids shall be stored in accordance with NFPA 1. Approved Storage Cabinet Required. Fire Rated Area Required. NFPA 1
 - 5D Trash Chute(s): Not Functioning Properly. Missing Spring. Missing Fusible Link. Fire Sprinklers Need Service. NFPA 82
 - 5E Fire Drill records are incomplete. Drills Required Annually or Drills are required as noted here: _____ NFPA 101

Notes: _____

Systems Present: Fire Alarm. Sprinkler System. Hood System. Standpipe. Fire Pump. Emergency Generator

Special Systems Inspection Report Attached: Yes. No. Knox Box: Yes. No

INITIAL INSPECTION (1st)

Recipient: W. Dneal
 Inspector: J. Harris ID# P5

RE-INSPECTION(S)

INITIAL (2nd): Scheduled: / / Completed: / /

If not in compliance on 3rd inspection, fees will be applied to this building in compliance with Indian River County Code of Ordinances.

3rd: / / Inspector: _____ ID# _____
 4th: / / Inspector: _____ ID# _____

COMPLIANCE DATE: _____

INSPECTOR: _____ ID# _____



Indian River County Fire Prevention Bureau
 1800 27th Street
 Vero Beach, FL 32960-0310
 (772) 226-1880
 (772) 978-1848 fax

SPECIAL SYSTEMS INSPECTION REPORT

Date 7/13/18 File # _____ Priority 1 Occupancy Type Assembly Inspection Type US
 Occupancy Name UNIVERSITY OF WISCONSIN STEELWORKERS HOP Type _____
 Address 190 79TH AVE City VB Zip _____
 Owner/Manager KRISMA ONEAL Telephone 772-778-5990 Stories 2

FIRE SPRINKLER AND STANDPIPE SYSTEMS

- 6A Sprinkler system shall be maintained, tested, tagged, and inspected. Quarterly inspections are required by a licensed company. NFPA 25, 5+ AHJ
- 6B Standpipe system shall be maintained, tested, tagged, and inspected. Annual inspection is required by a licensed company. NFPA 25, 6.2+3 AHJ
- 6C Occupant-use hose shall be service tested 5 years after installation, every 3 years thereafter and re-racked annually. NFPA 25, 6.2
- 6D Fire department connection requires maintenance/repair: coupling not free, caps not in place, not accessible or visible. NFPA 25, 12.7
- 6E Maintain access to standpipes, fire hoses, sprinkler control valves, all fire system appurtenances, fire pumps and fire hydrants. NFPA 1, 13.1.3
- 6F Control valves not secured in the open position. Control valves shall be sealed or locked and electronically supervised. NFPA 25, 12.3.1.2. AHJ
- 6G Identify sprinkler and/or standpipe control valve(s) with a sign indicating the system or portion that it controls. NFPA 25, 12.3.1
- 6H Clearance required between a sprinkler deflector and the obstruction below: 18 in. for standard or 36 in. for large drop. NFPA 13, 8.8.5.2.1.1 & .3
- 6I Sprinklers, pipe and hangers shall not be used to support non-system components. NFPA 13, 9.1.1.7 Notes: _____
- 6J Escutcheon plates are missing and required for sprinklers. NFPA 13, 6.2.7 Notes: _____
- 6K Provide spare sprinkler heads and wrench to fit them. Sprinklers in system/Spare heads required: <=300/6, <1000/12, >1000/24 NFPA 25, 5.4.1.5
- 6L Replace sprinklers that show signs of leakage-1, foreign materials-2, paint-3, physical damage-4, improper orientation-5, corrosion-6. NFPA 25, 5.2.1.1.1+2 Note # and location: _____

VIOLATIONS AND CODE SECTIONS

FIRE PUMP SYSTEM

- 7A Fire pump must be maintained, inspected, tested per manufacturers' recommendations. Tagged annually and records maintained. NFPA 25, 8
- 7B Fire pump, control panel or jockey pump not in proper operating condition. NFPA 1, 13.1.7 NFPA 20, 2.19 Notes: _____
- 7C Fire pump must be run weekly. Record log required, Records not being maintained, Records not readily available. NFPA 25, 8.1

FIRE ALARM SYSTEM

- 8A Fire alarm system components shall be maintained, tested, tagged, and inspected annually. NFPA 1, 13.7.1.4.4 NFPA 72, 10.1
- 8B Fire alarm system record log is required, or not being maintained not readily available for inspection. NFPA 1, 10.2.2 SFMRR 69A-48
- 8C Drawings of the fire alarm system showing the location of each device in the system are not kept with the system log on site. SFMRR 69A-48
- 8D Fire alarm device requires repair or replacement damaged-1 not properly mounted-2 improperly spaced or located-3. NFPA 1, 13.7

COOKING FACILITIES

- 9A A licensed company shall inspect the fire extinguishing system protecting the cooking equipment semi-annually. NFPA 96, 11.2.1
- 9B Cooking operations shall have the cooking exhaust system inspected by a properly trained, qualified and certified company as follows:
 Quarterly - high volume Semiannually - moderate volume Annually - low volume Monthly by owner - Solid fuel. NFPA 96, 11.3
- 9C A properly trained, qualified and certified company shall thoroughly clean the hood, filters, ducts and exhaust fan system. NFPA 96, 11.4.1
- 9D The automatic fire extinguishing system does not cover all cooking equipment properly. NFPA 96 10.1.2 Notes: _____
- 9E The owner/operator is ordered to cease operation of the following cooking equipment: _____ NFPA 1, 50.5.1.6
- 9F Clearance not maintained: 16" Horizontal or 8" vertical between deep fryer and surface flames of adjacent equipment. NFPA 96, 12.1.2.4 & 5
- 9G Hood extinguishing system manual pull station is: Obstructed Not clearly identifying the hazard protected. NFPA 96, 10. 5.1
- 9H Class K rated fire extinguisher is required within 30 feet of the hood. Informational signage is missing. NFPA 1, 13.6.5.3 and NFPA 10, 5.7
- 9I The gas shut-off valves is not readily visible, accessible and clearly identified with a sign. NFPA 54 3-10.2 notes: _____
- 9J Cleaning required to reduce fire potential: cooking equipment, area. Excessive build up of: debris, oils, grease. NFPA 1, 10.4.1

GENERAL

- 10A Provide tests/reports for the following fire protection system(s): Cooking Extinguishment Cooking Hood Cleaning Fire Sprinkler Standpipe Fire Alarm Fire Pump Other Fire Extinguishment Equipment. The AHJ shall be permitted to require the owner, operator, or occupant to provide tests or test reports, without expense to the AHJ, as proof of compliance with the intent of the Florida Fire Prevention Code. NFPA 1, 10.2.2 Detailed records documenting all systems and equipment testing and maintenance shall be kept by the property owner and shall be made available upon request for review by the AHJ. NFPA 1, 13.1.5 Notes: _____
- 10B Inspect and test generator and maintain records. NFPA 110 6-3 Notes: _____
- 10C **FIRE WATCH REQUIRED** When a fire protection system is out of service for more than 4 hours in a 24-hour period, the AHJ shall be permitted to require the building to be evacuated or an approved fire watch to be provided for all portions left unprotected by the fire protection system shutdown until the fire protection system has been returned to service. NFPA 1, 13.1.9 fire protection system(s) out of service: _____

Notes: _____

Initial Inspection: Recipient: Kristina Oneal Inspector: [Signature] ID # 85

Scheduled Initial Reinspection Date 1/1 Initial Reinspection Completion Date 1/1

3rd Inspection 1/1 Circle corrected items, Charge fee Inspector: _____ ID # _____
 4th Inspection 1/1 Circle corrected items, Charge fee Inspector: _____ ID # _____

A fee for the 3rd inspection and subsequent inspections shall be applicable to this building in accordance with the provisions of Indian River County Ordinance.

Compliance date 1/1 Inspector: _____ ID # _____