

DATE	MAINTENANCE LOG	DATE	NOTES
21-Dec	Put keys which open locked grills to windows in a visible location near each window for easy access in case of fire.	24-Dec	ALL GRILLES USE SAME BLUE TOPPED OWNERS KEY FOR FRONT DOOR AND OWNERS STORE. THESE ARE UNCOPIABLE AND MUST BE PURCHASED FROM ORIGINAL UK SUPPLIER AT APPROX GBP15 EACH PLUS VAT AND SHIPPING/TAXES
7-Jan	Supply of winter logs with storage rack for winter stoves fuel rather than add hoc cutoff from trees currently occupying boiler room		arriving today or tomorrow
27-Jan	Seal window frames where water is leaking into the house during stormes.		AWAITING estimates and ideas Covid delays
17-Oct	Determine why thermostate in SW bedroom indicates ERROR message (recurring problem)	19-Oct	AWAITING FOR INFO FROM SUPPLIER
7-Jan	Replace damaged plastic garden box with house gardening tools, etc.		awaiting delivery
17-Oct	Replace inoperative solar lights	19-Oct	COMPLETED NEXT WEDNESDAY 09/02
7-Jan	Basic repair to door and new lock to donated shed (Nothing expensive as this will only be used for non-valuables)		covid delay - waiting specialist to return
7-Jan	New lock fitted to dining room door		Covid delay- awaiting specialist to return
17-Oct	Sand drawers in chest of drawers in diningroom (near door to terrace) so drawers can be opened/closed	19-Oct	DIANE HAS INSTRUCTED TO Please hold off on this
7-Jan	Missing fence alongside of drive and low level wall repairs (Need neighbor's permission)		Iron worker to produce 2 bits of metal that can be attached to the end of a log which can be simply taken off and put back on ?
7-Jan	Terrace mirror needs refixing to outside wall (Removed during Nov storm)		next week to fit (MON-WED)
17-Oct	Install outside shower on northeast corner of pool deck (need estimate)	19-Oct	PICTURES AND PRICES SUBMITTED
17-Oct	Determine solution to water drip over terrace edge which will cause wall deterioration (Nigel and Joseph working on this; estimate 900)	19-Oct	QUOTE SUBMITTED FOR PUROPOSE DESIGNED ALUMINIUM DRIP PROFILE TO BE INSERTED BELOW TILE OVERHANG
IVAN	supply and fit of drip tray	01/02/2022?	Awaiting quote/authority
MAX	get quote from locksmith to change lock downstairs dining room door lock		Awaiting quote/authority
ROSARIO	3) new waste disposal switch		
ROSARIO	4) external new lights		
ROSARIO	5) service boiler + certificate		
ROSARIO	6) ease bolts to dining room door		
ROSARIO	8) new fridge water filter		
ROSARIO	9) new house water filter		
PAINTER	2) painting and repairing of all white walls needed internally		
PAINTER	3) painting and treating of new external window grills		

<b>PAINTER</b>	<b>4) treat wood decking around jacuzzi</b>		
<b>PAINTER</b>	<b>5) all poolside furniture treated with teak wonder</b>		
<b>PAINTER</b>	<b>6) all yellow walls around pool to be painted white</b>		
	<b>4) clear all grounds of weeds</b>		
	<b>5) trimming of all land surrounding immediate house</b>		
	<b>6) take down dead olive tree and cut up</b>		
<b>MAX</b>	<b>1) deep clean BBQ</b>		
<b>MAX</b>	<b>3) wood table chairs quote to replace stained or damaged cushions</b>		

17-Oct	Remove trash from other areas of the property (Joseph has pictures if needed; please - routine inspection list)	19-Oct	COMPLETED
17-Oct	Order and install ceramic name plate on Il Rifugio entrance fence (estimated cost OKed)	19-Oct	COMPLETED
17-Oct	Check tiles in all bathrooms	19-Oct	COMPLETED
17-Oct	Post sign on dryer: "Please empty water drawer and clear filter after using"	19-Oct	COMPLETED
17-Oct	Determine if toilet paper holders can be tightened securely (post holding the roll is loose) in bathrooms OR price free-standing holders	19-Oct	COMPLETED
17-Oct	Determine cause of AC and refrigerator going off when trash disposal is run and fix (happened to two owners)	19-Oct	COMPLETED
21-Dec	Mirror at the entrance of the driveway	23-Dec	COMPLETED
21-Dec	All olive crates to be taken up to donated	24-Dec	COMPLETED
21-Dec	Include removal of burnt wood in wood burning stoves on list for cleaning women	24-Dec	COMPLETED
21-Dec	Check date, location and adequacy of fire extinguishers; is this on an annual check list?	24-Dec	COMPLETED
17-Oct	Finish purchasing trays for under flower pots on columns (Max ordered the additional ones needed)	19-Oct	COMPLETED
7-Jan	Repairs to driveway caused by Mimo's vehicles when partially clearing builders' debris (fix at no cost to us)		COMPLETED
ROSARIO	1) gates new ICU + TESTED	1/25/2022	COMPLETED
ROSARIO	2) fit x4 emergency lights		COMPLETED
ROSARIO	7) service + clean all AC units + certification of completion		COMPLETED
MIMMO BUILDER	1) fit house name tiles to gate post	1/31/2022	COMPLETED
MIMMO BUILDER	2) repair any broken or loose tiles in shower troughs		COMPLETED
MIMMO BUILDER	3) repair to any missing pool tiles + grouting in any areas needed		COMPLETED
MIMMO BUILDER	4) clear any remaining builders material off of site		COMPLETED
PAINTER	1) painting and repairing of all external white walls	2/2/2022	COMPLETED
PASQUALE	1) clear land surrounding house	1/27/2022	COMPLETED
GARDNER	2) burn all wood piles		COMPLETED
	3) cut and store/stack all wood around the back of the garage		COMPLETED
	7) clear driveway		COMPLETED
WOOD	1) 600kg of wood to be delivered	2/1/2022	COMPLETED
MAX	2) all outside cushions cleaned		COMPLETED
MAX	4) plant room to be cleaned out		COMPLETED
MAX	5) all olive crates to donated garage		COMPLETED
MAX	6) pool storage rooms to be cleaned		COMPLETED

