

July 12, 2015

Beverly Garcia, Program Director  
PSCH - Island House  
4029 Long Beach Rd  
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tel: (516) 432-1935

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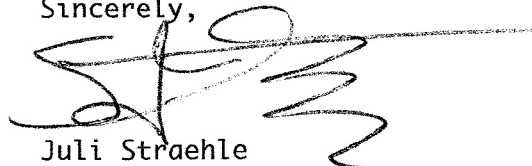
re: condition of Apartment #4-5 at "move-in"

Dear Ms Garcia,

On June 26, when I received the keys to my apartment, I inspected it with Cameron Fulford, Tiffany Howard, and Melinda Thomas in order to make notes on (and take pictures of) its "starting condition". Attached is a report of what was found.

Would you please schedule the needed repairs? For your convenience, a Punch List is attached. Thank you for your attention to this matter.

Sincerely,



Juli Straehle  
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tel: (516) 551-4290

atts: Report on "Starting Condition" of Apartment 4-5  
Punch List for Apartment 4-5

cc: Melinda Thomas -- Care Coordinator  
Jewish Board of Children's and Family Services

*Report on "Starting Condition" of Apartment 4-5*

Walls, Floors, Ceilings, Attached Cabinets and Fixtures

Condition, BATHROOM:

- towel-bar is missing (brackets are in place)
- doorstop is not anchored into wall
- strong smell of cigarette smoke in bathroom, walls are grimy

Condition, MAIN ROOM:

- cannot open the door of the utility-box nearest the entry door
- plaster blob on wall between closet and entry door
- scuff-marks on walls - at end of closet (facing window), on window-alcove
- gouges in wall and utility box near window

Condition, KITCHEN:

- "kick" is broken in lower cabinet below hob
- missing areas of silicone caulking between countertop/backsplash/wall/sink/hob
- ell-shaped shelf-supports are not installed in back wall of cabinet beneath hob

Punch List:

- KITCHEN: repair "kick" in lower cabinet, R+R caulking

Furnishings & Equipment

Items:

- bed - double-size, with storage drawers underneath; dresser; two chairs; a two-drawer chest; 24"x24" dining table; 23.5"x66" console-table
- full-size refrigerator/freezer (freezer-on-top), safe bolted to floor of closet; window blinds

Condition:

- two legs on dresser are not attached
- top of dresser is gouged
- double-bed was to have been removed prior to move-in
- did not receive microwave
- blinds are not working properly
- fridge and safe are 'like new'

Punch List:

- MAIN ROOM: remove double bed, repair legs on dresser, R+R window blinds
- KITCHEN: provide microwave

Supplies

Items: double-size bed-linens (purple - YAAAY!), pillow, plastic bucket, toilet brush, laundry basket, potholders, kitchen towel, can opener

Condition:

- listed items are 'brand new'
- did not receive: laundry-card, shower curtain, blankets, eating utensils, pots

Punch List:

- provide card for laundry (pre-loaded with funds)
- provide smaller-size linens when smaller bed arrives

PUNCH LIST  
ISLAND HOUSE, APARTMENT 4-5  
DATE SUBMITTED: 7/12/2015

KITCHEN

- repair "kick" in lower cabinet
- install ell-shaped shelf-supports along back wall of cabinet under hob
- R+R silicone caulking
- provide microwave

MAIN ROOM

- remove double bed
- repair legs on dresser
- R+R window blinds

SUPPLIES

- provide card for laundry (pre-loaded with funds)
- provide smaller-size bed-linens when smaller bed arrives