

## **Special Littlefield Township Board Meeting**

**DATE: October 26, 2015    TIME: 5:30 PM**

The Littlefield Township Board met at the Alanson Littlefield Fire Department to view the property and building in order to identify with any maintenance issues that we will need to address. Present for the walk thru from the Township was D. Henning, S. Festerling, & K. Shomin. Present from the Fire Department and Fire Board was Art Drayton.

Inside the hall there are a few cleaning issues that need higher standards. The kitchen appliances need a good cleaning and the stainless needs to be polished with stainless steel cleaner. The sink needs to be cleaned with a product called barkeepers friend, light fixtures need the bugs cleaned out, and the walls need to be wiped down to remove the finger and dirt marks (this needs to be done in multiple locations throughout the hall not just the kitchen). The bathrooms stainless need to be cleaned and polished along with the kick plates on the doors. It was also noticed that the steps leading to the upstairs storage needs to be thoroughly swept down. There are a lot of cob webs and dirt leading upstairs. A Regular cleaning schedule will keep the building looking new for years to come.

Besides the cleaning issues there are also some maintenance issues that need addressing such as fixing the meeting rooms window and drywall issues along with replacing the water stained tile with one of the new tiles that is found upstairs in the storage area. In the storage area there is paint left over that can be used to touch up around the window once it is fixed. Both the bathrooms by the kitchen have light bulbs burned out- please replace them. The drinking fountain by the kitchen has the drywall corner that is chipped off because there is no corner guard. Please fix the drywall, paint it, and place a plastic corner guard like what is on the other corners.

The upstairs storage area needs to be cleaned up and organized. Anything that is not being used now or in the near future needs to be gotten rid of. It is suggested to look into and get prices for heavy shelving to organize the items that is in storage. The shelves would help to protect the items in the boxes that currently are stacked on top of each other.

Art stated that he would like to look into painting the floors out in the garage. The Board said it wouldn't hurt looking into what it would cost to do the garage floors.

The meeting ended at the fire department at 6:15PM

Sondra Festerling, Clerk