

Annual Safety Review Summary
2005

1. May 2005 Air conditioner was replaced in 632 building by landlord
2. May 2005 Sidewalk was constructed between 624 and 630 building due to stepping-stones becoming worn and raised and presenting a safety issue.
3. July 2005 A dehumidifier was added to the 632 building due to dampness and odor
4. July 2005 Agency furniture was inspected and many chairs were disposed of and replaced due to age.
5. July 2005 Air conditioning unit for front half of 624 building was repaired
6. August 2005 Carpet was replaced in the 624 building in the waiting room, front office, Executive Directors office and entry way. Carpet was also put down in the kitchen that was renovated into an office space.
7. August 2005 Carpets were cleaned in the entire 632 building and in all of the common areas such as waiting room and hallways of the 630 building.
8. September 2005 A receptionist and the Administrative Coordinator cleaned and reorganized all of the shelving areas in the 624 front office.
9. November 2005 All of the agency supply closets were cleaned out and reorganized.