

**OTHER COMPLETED REPAIRS DONE WITHOUT A POSTAL
CONTRACT WORK ORDER
12/13/2022**

1. CUT AND REMOVED OLD TREES AND SHRUBS AROUND PERIMETER OF BUILDING AND REAR PARKING AREA. THE AREAS WERE LEVELED AND GRASS WAS PLANTED.
2. PUMPED SEWER TANK AND INSPECTED IN 2021 VIA ENGELHARD SANITARY DISTRICT MAINTENANCE.
3. INSTALLED NEW EXHAUST FAN IN WOMENS RESTROOM 2022
4. EXTERMINATED FIRE ANTS ON THE PROPERTY AND RETREATED AREAS IF IT WAS NECESSARY
5. ADDED FILL DIRT TO EAST SIDE OF YARD, LEVELED THE DIRT, PLANTED GRASS AND PLANTED TREES
6. REPLACED FRONT PARKING LOT LIGHT POLE AND LIGHT
7. REPLACED TWO ELECTRICAL OUTLETS – ROUTINE INSPECTION
8. POWER WASHED AND CLEANED FRONT PARKING LOT 12/11/22
9. SEE ATTACHED FOR OTHER REPAIRS

CGI
P66



July 12, 2022

CERTIFIED MAIL: 70201290000197308003
RETURN RECEIPT REQUESTED
And via FIRST CLASS MAIL

DARK WOODS WILDLIFE MGMT LLC
PO BOX 474
ENGELHARD, NC 27824-0474

SUBJECT: ENGELHARD MAIN OFFICE ENGELHARD, NC 27824-9998
Response Line: Call # 2792154 / Problem # 3357758

ROUTINE MAINTENANCE REQUESTED

Dear DARK WOODS WILDLIFE MGMT LLC :

Our office was notified on 07/12/2022 that ENGELHARD MAIN OFFICE required repairs. As part of an impressive network of over 32,000 post offices nationwide that deliver more than 155 billion packages and pieces of mail annually, your facility's health is critical to keeping our commitment to deliver affordable, universal service to the public.

The following repairs are being requested to keep your building in tenable condition and safe for our customers and employees:

- ✓ 1. Problem # 3357758 : Repair/Replace the light covers for the light fixtures in the P.O. box area. The covers are cracked and brittle. Hours are 730am - 430pm

In accordance with the Maintenance Rider - Lessor Responsibility M-1, (OR OTHER RIDER PARAGRAPH IF M-1 DOES NOT APPLY) of the Lease, as Landlord, you are responsible for the repair(s). Please contact the postmaster, Sharon Williams at 252-925-4671 to schedule a date to complete the repairs. For security purposes, we ask all contractors to show a government issued form of ID to gain access to maintenance closets, workrooms and any *Employee Only* areas.

Repairs must be completed in compliance with all applicable city, state and federal regulations

FACILITIES



Date: 12/12/2022

Facilities HUB Project Manager (if above \$10k)

WORK ACKNOWLEDGEMENT FORM

PROPERTY NAME & ID	ENGELHARD MAIN OFFICE, 362464001
WORK / PROBLEM DESCRIPTION	Repair/Replace the light covers for the light fixtures in the P.O. box area. The covers are cracked and brittle. Hours are 730am - 430pm
CONTRACTOR	<u>JASON LEWIS</u>
CALL # / PROBLEM #	2792154 / 3357758

USPS STAFF MEMBER:

Please review this sheet and verify that the above listed contractor has been on site to address the repair item(s) described in the "Work / Problem Description". Please print, sign and date below on the day that the work was completed.

Name: Sharon D Williams

Signature: [Handwritten Signature]

Date: 12/12/2022

Comments: Light Covers - Complete

7500 E. 53rd PLACE, #1108
DENVER, CO 80222
FAX: 1 (888) 286-4453

Note - Supplier Labor \$486.00



July 12, 2022

CERTIFIED MAIL: 70201290000197307983
RETURN RECEIPT REQUESTED
And via FIRST CLASS MAIL

DARK WOODS WILDLIFE MGMT LLC
PO BOX 474
ENGELHARD, NC 27824-0474

SUBJECT: ENGELHARD MAIN OFFICE ENGELHARD, NC 27824-9998
Response Line: Call # 2792154 / Problem # 3357786

ROUTINE MAINTENANCE REQUESTED

Dear DARK WOODS WILDLIFE MGMT LLC :

Our office was notified on 07/12/2022 that ENGELHARD MAIN OFFICE required repairs. As part of an impressive network of over 32,000 post offices nationwide that deliver more than 155 billion packages and pieces of mail annually, your facility's health is critical to keeping our commitment to deliver affordable, universal service to the public.

The following repairs are being requested to keep your building in tenantable condition and safe for our customers and employees:

- ✓ 1. Problem # 3357786 : Investigate and repair the water pressure at that location. The caller stated that the water pressure is very low. Hours are 730am - 430pm

In accordance with the Maintenance Rider - Lessor Responsibility M-1, (OR OTHER RIDER PARAGRAPH IF M-1 DOES NOT APPLY) of the Lease, as Landlord, you are responsible for the repair(s). Please contact the postmaster, Sharon Williams at 252-925-4671 to schedule a date to complete the repairs. For security purposes, we ask all contractors to show a government issued form of ID to gain access to maintenance closets, workrooms and any *Employee Only* areas.

Repairs must be completed in compliance with all applicable city, state and federal regulations where applicable to provide all practical protection against harm to persons and reasonable protection for property and operational continuity. All work must be completed in a professional and workmanlike manner, utilizing the best practices of the trade.

FACILITIES



copy
marked in
8/12/22

Date: _____

Facilities HUB Project Manager (if above \$10k) _____

WORK ACKNOWLEDGEMENT FORM

PROPERTY NAME & ID	ENGELHARD MAIN OFFICE, 362464001
WORK / PROBLEM DESCRIPTION	Investigate and repair the water pressure at that location. The caller stated that the water pressure is very low. Hours are 730am - 430pm
CONTRACTOR	JASON LEWIS
CALL # / PROBLEM #	2792154 / 3357786

USPS STAFF MEMBER:

Please review this sheet and verify that the above listed contractor has been on site to address the repair item(s) described in the "Work / Problem Description". Please print, sign and date below on the day that the work was completed.

Name: Sharon O Williams

Signature: [Handwritten Signature]

Date: 7/26/2022

Comments: SINK SCREENS WERE REMOVED. FOUND TO BE CLOGGED FROM YEARS OF NOT CHECKED. SCREENS WERE CLEANED AND REPLACED RESTORING ADEQUATE PRESSURE TO BOTH FIXTURES.

7500 E. 53rd PLACE, #1108
DENVER, CO 80222
FAX: 1 (800) 296-4453

Note - O.P. mgs + labor \$100.00



July 13, 2022

CERTIFIED MAIL: 70201290000197308126
RETURN RECEIPT REQUESTED
And via FIRST CLASS MAIL

DARK WOODS WILDLIFE MGMT LLC
PO BOX 474
ENGELHARD, NC 27824-0474

SUBJECT: ENGELHARD MAIN OFFICE ENGELHARD, NC 27824-9998
Response Line: Call # 2792428 / Problem # 3358013

URGENT MAINTENANCE REQUESTED

Dear DARK WOODS WILDLIFE MGMT LLC :

Our office was notified on 07/12/2022 that ENGELHARD MAIN OFFICE required URGENT repairs. As part of an impressive network of over 32,000 post offices nationwide that deliver more than 155 billion packages and pieces of mail annually, your facility's health is critical to keeping our commitment to deliver affordable, universal service to the public.

The following repairs are being requested to keep your building in tenantable condition and safe for our customers and employees:

1. Problem # 3358013 : Front entrance door has a gap at the top and side of door, door is out of alignment and needs repair. This is a reoccurring problem and is allowing bugs and small animals t enter the building. Hours are 7:30am-12 and 1-4:30

In accordance with the Maintenance Rider - Lessor Responsibility M-1, (OR OTHER RIDER PARAGRAPH IF M-1 DOES NOT APPLY) of the Lease, the Lessor is responsible for the repair(s). Please contact the postmaster, Sharon Williams at 252-925-4671 to schedule a date to complete the repairs. For security purposes, we ask all contractors to show a government issued form of ID to gain access to maintenance closets, workrooms and any *Employee Only* areas.

Repairs must be completed in compliance with all applicable city, state and federal regulations where applicable to provide all practical protection against harm to persons and reasonable

Mailed 7/26/22

Date: _____

Facilities HUB Project Manager (if above \$10k) _____

WORK ACKNOWLEDGEMENT FORM

PROPERTY NAME & ID	ENGELHARD MAIN OFFICE, 362464001
WORK / PROBLEM DESCRIPTION	Front entrance door has a gap at the top and side of door, door is out of alignment and needs repair. This is a reoccurring problem and is allowing bugs and small animals t enter the building. Hours are 7:30am-12 and 1-4:30
CONTRACTOR	
CALL # / PROBLEM #	2792428 / 3358013

USPS STAFF MEMBER:

Please review this sheet and verify that the above listed contractor has been on site to address the repair item(s) described in the "Work / Problem Description". Please print, sign and date below on the day that the work was completed.

Name: _____

Sharon Williams

Signature: _____

Sharon Williams

Date: _____

7/20/2022

Comments: _____

Door has been aligned and is in working order.

Note - AAA b.11



2513 W. 5th St.
Washington, NC 27889

POST OFFICE

Phone # 252-946-2396
Fax # 252-946-1429

tripleaglass@embarqmail.com

Invoice

Date	Invoice #
7/19/2022	52950

(Pd) 8/12/22
#5921
FMS MEMO
\$803.29

Bill To:
Rebecca Gibbs
P.O. Box 177
Engelhard, NC 27824

Job Location:
Engelhard Post Office
Engelhard, NC

FRONT DOOR

Customer Phone	P.O. No.	Terms	Project	AAA Workorder No.
252-946-8922	Mr. Charles Gibbs	Due on receipt		59923

Qty	Service	Description	Rate	Amount
		Door was not lining up in the door frame correctly. Closer was keeping the door ajar. Door was slamming as well. Work was urgent. <u>Replaced the overhead door closer. Repaired the threshold and adjusted the door.</u>		
		Overhead Concealed Closer	204.00	204.00T
		Insulation / Service Call	548.50	548.50T
		TOTAL JOB (excluding applicable sales tax)		752.50
		North Carolina State Sales Tax 6.75%	6.75%	50.79

Thank You for your business. Federal ID # 01-0568125

Balance Due \$803.29

PAY BY INVOICE.



EMCOR Customer Solutions Center
USPS Landlord Maintenance Program
C/O EMCOR Facilities Services/JLL
4050 East Cotton Center Blvd, Suite 40
Phoenix, AZ 85040
Fax: 866-705-3094

7/12/2022

DARK WOODS WILDLIFE MGMT LLC
PO BOX 474
ENGELHARD, NC 27824-0474

CERT# 70201290000197307990

RETURN RECEIPT REQUESTED
And Via FIRST CLASS MAIL

SUBJECT: ENGELHARD MAIN OFFICE ENGELHARD, NC 27824-9998
Response Line: Call # 2792154 / Problem # 3357787

NOTE

- THIS IS A OPEN WORK ORDER. THERE WAS NO FRIABLE ASBESTOS IN THE
Repairs involving Asbestos Containing Building Materials (ACBM)

FLOORING. FLOOR HAS BEEN ENCAPSULATED WITH NEW HEAVY DUTY VINYL TILE.

Dear Landlord:

WORK SHOULD BE COMPLETED WITHIN TWO WEEKS.

The following is an itemized list of needed repairs at your facility:

1. Problem # 3357787: ****ASBESTOS**** Repair/Replace the floor tiles through out the building. The tiles are cracked and broken, causing a tripping hazard. Hours are 730am - 430pm ****Possible asbestos****IF DECLINED ASSIGN TO SEVE SCARANO****

In undertaking this work you must coordinate your efforts with the United States Postal Service (USPS) as it involves disturbance of confirmed ACBM.

[Postal Disclaimer: Every effort has been made to give accurate and reliable information, however the Postal Service is not responsible for any errors or omissions herein. All information is provided "as is," without warranty of any kind. The Postal Service makes no representations and specifically disclaims any express or implied warranties to buyer, its users, or any third parties, including but not limited to, warranties as to accuracy, completeness, or fitness for any purpose. You are advised to exercise independent judgment and review in evaluating the condition of the property.]

In accordance with the maintenance provisions of the Lease as well as General Conditions 9, Hazardous and Toxic Conditions Clause, the Landlord is responsible for the subject repairs which include abatement of ACBM in accordance with EPA and/or State regulations. As per federal 'Asbestos Hazard Emergency Response Act' ('AHERA') requirements, asbestos 'abatement' includes encapsulation, enclosure, repair, and/or removal of ACBM.

Gibbs Store, LLC
PO BOX 39
EngelhardNC 27824
252-925-4511

Date: 08/20/20
Time: 4:36 PM

Inv # 0390688
Station: 1

Brand	Description	Size	Qty	Price	Ext \$
633-2423	4GAL W 4 GAL WATER HE		1	215.89	215.89

RV P.O. Building
CR# 5206
HOT WATER HEATER

Number of items: 1

Sub-Total \$ 215.89
Sales Tax \$ 14.57
Total \$ 230.46

Paid by Cash \$ 230.46
Change \$ 0.00

17649 US Hwy 264
 Swan Quarter, NC 27885
 Phone: (252) 943-7582
 Sales & Service
 License #30488

Both
Gibbs Heating & Air Conditioning
 #5587 #6,027.94

Job No.: **6383**
 7/25/19

Name: Charles Gibbs
 Address: US Hwy 264 Engelhard
 Nature of Call: Post office

NOTE - NO REPAIR ORDER TURNED INTO P.O. CONTRACTING
- WE REPLACED IMMEDIATELY

PART NO.	MATERIAL DESCRIPTION	UNIT	E.	TOTAL HOURS	RATE	TOTAL
	S Ton ICP HP					
	S Ton AHU 6/5KW Heat Stand					
	Copper					
	1/8" wire					
	Insulation					
TOTAL MATERIAL						

MECHANIC:	TIME OUT	TIME IN
	MILEAGE OUT	MILEAGE IN

LABOR TOTAL	\$1000
MATERIAL TOTAL	\$4400
N. C. SALES TAX ___ %	\$364.50
TOTAL MILEAGE ___ MILE	
MISC CHARGES	Permit \$130
TOTAL	\$5894.5

REMARKS:
Change-out
Thank Marcus
 A/C

NEW
7/25/19

I hereby authorize the above work to be done along with the necessary parts and materials. An express mechanic lien is hereby acknowledged on the above equipment to secure the amount hereof.

ACCEPTED: _____ DATE: _____

17649 US Hwy 264
 Swan Quarter, NC 27885
 Phone: (252) 943-7582
 Sales & Service
 License #30488

Gibbs Heating & Air Conditioning

Job No.: 7214
 Date: 8-17-20

Name: Charles Gibbs / P.O. Phone No. _____
 Address: Post Office 34668 US 264
 Nature of Call: ENGELHARD, N.C. 27824

PART NO.	MATERIAL DESCRIPTION	UNIT	EACH	TOTAL	SERVICEMAN	TOTAL HOURS	RATE	TOTAL
	T6 Pro			\$185				
TOTAL MATERIAL								

MECHANIC:	TIME OUT	TIME IN	LABOR TOTAL	\$86
	MILEAGE OUT	MILEAGE IN	MATERIAL TOTAL	\$185
REMARKS:			N. C. SALES TAX %	\$17.89
<div style="background-color: yellow; padding: 5px; border: 1px solid black;"> Changed T-Stat Due to Damaged Screen. Looks Like A Mail Cart did the damage - WE REPLACED ANYWAY </div>			TOTAL MILEAGE MILE	
			MISC CHARGES	
			TOTAL	\$282.89

I hereby authorize the above work to be done along with the necessary parts and materials. An express mechanic lien is hereby acknowledged on the above equipment to secure the amount hereof.

ACCEPTED: _____ DATE: _____