

LSJ - Island
Punch List/Project List
as of 1/3/2013

PRIORITIZE	PROJECT DESCRIPTION	Laborers	Hours	Labor Cost	Material cost	Total Estimated cost	Start Date	End Date	Notes
	MAINTENANCE								
	1. Equipment and Vehicles								
	Brakes Black Bikes							1/3/2013	- reviewed & adjusted 1/3
	Excess Oil Disposal				\$	3,000.00			- proposal forward to Rich K 12/4, reforwarded to Jeanne 12/29 awaiting direction
	Electric Golf Cart Damage								- forwarded photos to dealer 1/1 awaiting response
	-2. Five Palms								
	Picture Frame (86 x 70)						1/3/2013	1/22/2013	Canvas on site - forwarded to framer 1/3 completion expected 1/22
	3. Dock Boxes								
	Fabricated a lighter lid, still to heavy								- investigating resin/plastic option, up to 4 ft high will forward 1/5
	6. Roads								
	General re-grading of roads - ongoing								
	5. Landscaping - Peter's List								
	Line all Roads with Rocks - ongoing								
	Removed Palm Tree on MC Hill								- replacement JEE to advise
	Black Heli Under Pads - installation to begin 1/10 existing pads to be removed						1/10/2013		
	12. Stone Walls								
	Repair work to replace missing loose stones & complete Heli Pad wall - after Employee Bathroom Project								
	20. Storage Areas -								
	All areas to be organized & inventoried								
	21. AC -								
	Proposing that the 2 nd unit from Kitchen is replaced & relocated to a Hobbits								
	Barge								
	Maintenance contract option								Brice to request proposal from Island Marine
	Paint window frames								
	Danny Projects								
	Move lights on flag pole								
	Chillax bathroom electrical								
	Beach Office - repair outside light								
	Relax Bathroom - rewiring								
	Pool Cabana - change lights parking area								
	Screen Room - repair lamp								
	5 Palms - repair x 2 floor lamps								
	5 Palms - review exposed wires around coconut palms								
	berm - cover Electrical box								
	Info Center - review outside electrical box area								

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	Kite House & Pebble Beach - review solar, relocate solar panel to roof of Pebble Beach House								
	Tiki House – instant hot water system to be installed 1/9							1/9/2013	
	Tiki House - reinstall light cover in kitchen								
	Captains Office – installation new AC (on site)								
	Under Master Bedroom – repair AC unit								
	Lightbulb Replacement – Sarah's Office, Library Blackboard & Ceiling, Master Closet Area,								
	Beach Lighting – section out								
	Water Proof Covers – for all outside electrical areas – hanger, flag pole pool								
	<u>Jermaine Projects</u>								
	Beach Office – no internet/phone								since - 12/14
	Phones Down – master bathroom, room 4, 5 Palms,								
	<u>Various maintenance</u>								
	Bronze Sculpture – base painted same as wall color								
	Gym/Bathroom/Roof – repainted								
	Hanger Area – door resurface & stain								
	- paint concrete block supporting wind sock								
	Tiki Kitchen Roof - replacement								
	Flag Pole Pool - resurface & finish outside table & benches								
	- fridge need to be bolted down								
	MC – replaster/paint rising lawn edging								
	- restrain upper ceiling St John & Courtyard								
	Sarah's Office – repaint air vent								
	Wooden Planters (new & old) - seal								
	Captains Office – plaster/paint interior								
	Thatch – all locations require new sections								
	Fans - Rust								
	Info Center – review drainage in parking area								
	PROJECTS								
	<u>5. Landscaping</u>								
	Loading Dock – requires redesign								Peter 3 days
	Sea Grape/Citrus Fertilizer/Mulch/Plant Material –						1/8/2013		ordered – nursery reopens 1/7 awaiting ETA
	Sunflower seeds						1/8/2013		– ordered – John Deere reopens 1/7 awaiting ETA
	Caribbean Plants with color								Ingrid -Change jasmine qty to 50 plants,100 bright red bougainvillea to order, 3 gal. 1/8/2013 ingrid to work on order
	<u>Dave projects</u>			\$ 13,000.00		\$ 13,000.00		3/2/2013	13 week contract ending 3/2/2013
1	Staff bathrooms				\$ 9,500.00	\$ 9,500.00	12/28/2012	1/18/2013	MSI - bill \$5,318.55 plus \$4000 estimated fit out (no list) – material on site, demo started 12/28 rough in plumbing complete, concrete work to begin 1/4
	Porta potty				\$ 1,000.00	\$ 1,000.00			
2	Pops garden				\$ 3,730.00	\$ 3,730.00		2/15/2013	MSI - \$ 3730 – Demo existing, construct new shade/planter area
	Barge window frames				\$ 1,000.00	\$ 1,000.00			Brice to provide material list - wood and hinges
	Beach Equipment/Toy Rack							2/9/2013	
3	Planter boxes							1/10/2013	4 done 2 to go using materials on site
	Barge chocks								
	Bronze sculpture gym								To be raised

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	Tiki House – Propane Stand								
	Lattice Panels Installed – tunnel								
4	Nap House/Staff Cottage – Replacement of all Screens								
	Audio equipment kitchen								
	Captains Office – AC Frame								
	Pergola Construction – High Road Benches								-- require design details/numbers from JE
	Redesign & install all new beach signs								
	Cleaning, Organizing & Inventory of Wood Shop								
	17. Pools –								
	- Installation of x 2 variable speed pumps per pool						1/12/2013	1/10/2013	
	- Flag Pole Pool – steps to be installed – require JE direction								
	- MC Pool – steps to be installed to pool pump room								
	Heater						1/2/2013		
	14. Solar –								
	- Solar Vendors – Toshiba reps on site 1/7. Toshiba have postponed on site visit. Awaiting final proposal								Question Toshiba on new meter to measure line loss and solar batter life in salt air
	7. Library								
	- Chiller – estimate forwarded 12/24 to JE for review. 12 week lead time for equipment. 2 to 3 weeks installation					\$ 130,000.00			Bid from Atlanta refrigeration (contact Kent) alternative bids to be obtained
	9 Steel Shed								
	Structure					\$ 43,140.00	1/18/2013	2/28/2013	Paid in advance Buck steal ; 2nd building shipped 1.2.2013 ETA 1.5.2013 on STT ; Roll up door ETA at Tropical 1.4.2013 sailing 1.9.2013 ETA STT 1.12.2013
	Shipping and trucking					\$ 7,554.55		12/19/2012	- On site. Container emptied on LSJ & stored until installation crew on site. Construction crew ETA 1/18
	Fit out					\$ 6,500.00			- Lights, Switches, Electrical Equipment order – Danny to finalize 1/5
	Tools					TBA			
	Accommodations					\$ 7,920.00	1/18/2013	1/29/2013	\$ 200/nt 3 units 11 nts plus @20%
	Air					\$ 2,401.90			Paid in advance spirit
	Food					TBA			
	Existing shed								
	Reskin					\$ 12,008.00	1/18/2013	2/28/2013	- Refit Existing Shed – sheeting etc ETA 1/5 roll up door to sail 1/9
	Fit Out lights					\$ 1,500.00			
	13. Cisterns.					\$ 13,200.00	1/11/2013	2/13/2013	Bid approved 11/8 Material on site. Start to empty cisterns 1/3. Work to start 1/11 Expected completion by 2/13 \$8,500 deposit made - All furniture in rooms 1 & 2 needs to be removed or covered before work begins - After repair complete - Laundry, Hobbits, Bathroom, Pump Rm, Tech Rm all require repair/plaster/paint
	8. Hangar								
	Fuel Containment Pad								- Plan ready for submission Plans sent out for new bid
	18. Roads –								

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	- Other solutions to be investigated								
	22. Fire System –								
	- Pipe that feeds the 300,000 gal system needs to be replaced. Draining of tank started 1/3 Will forward complete costing once pipe is inspected & scope of work determined						1/3/2013		
	<u>Derust and Paint equipment</u>								Hire individual to paint equipment - one month time
	PURCHASES/SALES/DELIVERIES								
	4. Boats								
	Lady G – sell – will remain at Nanny Cay until sold.								
	Midnight Express - sell							1/15/2012	– buyer on site 12/21 will make contact by 1/15
	Purchase Yacht Tender								– options forwarded to JE awaiting direction
	Purchase New Boat to replace Midnight L46								– require budget
	Repower Little C								– Jeanne investigating
	10. Equipment/Household Purchase and Delivery								
	Italian Deck Chairs						12/20/2012	1/23/2013	– shipped from Italy 12/20 ETA STT 1/23
	Pool Towels								– on site – JE not happy with “feel” prefers previous towels. Sarah investigating other op
	Pace Clocks x 2 units								– shipped to incorrect address – reordered – again delivered 12/28 to incorrect address. Daphne trying to track down awaiting ETA
	Ride on Mower – with bag option.					\$ 9,500.00			Brice to provide commercial invoice JE approved. Rick K to finalize
	Fuel Truck								– repair work estimate \$15K. Larry to get quote Review purchasing new unit.
	Tool Boxes – will forward options ASAP								
	Pool Ladders – ETA 1/11							1/11/2013	
	Outside Lanterns								– unable to get replacements, investigating other options
	Media Center – Relax Room –								Copenhagen unit selected, Sarah will forward options
	Desk - Flagpole Pool Cabana								– still in Paris awaiting ETA
	Rug – Flagpole Pool Cabana								– ordered ETA mid Feb
	Portable Electric Oven						12/26/2012	1/8/2013	– shipped to FL 12/26 ETA FL 1/8
	Small Refrigerator (4 to 8 bottles) five palms								
	11. Containers – RO & Generators in remaining container						1/5/2013		– possible offer due 1/5
	15. Media –								
	Stewart Screen					\$ 15,500.00			Larry investigating purchase
	Blue Ray DVD Player(Screen Rm)								
	Sub and Mini System (Kitchen)								Move existing system to NY
	16. Cell Repeater & Broadband –								
	YAGI and repeater					\$ 2,200.00	1/8/2013		JEE approved Jermaine to order
	Hangers for Life Jackets								Carlos to purchase 8

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	GENERAL DIRECTIVES								
	1. Equipment and Vehicles								
	- No equipment or vehicles etc off the island unless approved								
	19. Moorings –								
	- Request inspection from USCG – Darren								Dempsey had requested inspection - Hodge preparing letter to DPNR(JP Oriel) and is completing army corp certification form
	8. Hangar/Fuel depot								
	Fuel Containment Pad – Plan ready for submission,								
	Permit status								Permit has been reviewed awaiting P. Smiths signature
	Bolke and fuel availability								LV to discuss with Bolke
	Lease							1/8/2013	Lease to be submitted on Tuesday, Jan 8, 2013
	Cell towers								Draft letter for review with DKI re ATT real estate division requesting tower
	Internet service								Option to install Broadband VI at one location (\$99) a month 10 meges Continual - 5 up t
	Personnel								
	Full time house keeper								
	IT Support								
	Big N Barge Captain								
	Land scape supervisor - once a week								