

Department of Public Safety & Corrections
State of Louisiana



JOHN BEL EDWARDS
GOVERNOR

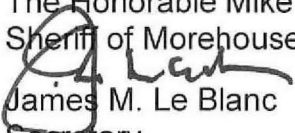


JAMES M. LE BLANC
SECRETARY

June 15, 2023

MEMORANDUM

TO: The Honorable Mike Tubbs
Sheriff of Morehouse Parish

FROM: 
James M. Le Blanc
Secretary

RE: "Basic Jail Guidelines" Monitoring Report

Please see the attached monitoring report regarding the Basic Jail Guidelines (BJG) annual inspection that was conducted at Morehouse Parish Jail/Annex on April 12, 2023. The facility continues to provide a secure, safe, and stable environment for DOC offenders in their custody. At this time DPS&C will continue with annual monitoring visits.

Thank you for your support of the BJJ process.

JML/mwk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Quinten Douglas, Warden, Morehouse Parish Jail/Annex
Seth Smith, Chief of Operations
Jerry Goodwin, Warden, DWCC
James Arnold, BJJ Team Leader



BJG MONITORING REPORT

Annual

Rev. 08/01/2022 mwk

Facility Name: Morehouse Parish Jail/Annex
BJG Team Leader & Monitors: Colonel James Arnold, BJG Team Leader
Facility Warden & Email Address: Quinten Douglas (qdouglas@mpso.net)
Facility Staff: Chief Issac Brown
BJG Inspection Date: April 12, 2023
Previous BJG Inspection Date: July 7, 2022
Operational Capacity: 194 in parish jail / 70 in Annex = 264
Count on Day of Visit: 171 in parish jail / 28 in Annex = 199

Concerns or Issues from the previous BJG Monitoring Inspection:

	# MALE	# FEMALE	TOTAL
Number of DOC Offenders	72	6	78
Number of Local Offenders	111	10	121
Number of Out of State Offenders	0	0	0
Number of Federal Offenders	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	183	16	199

Number of DOC Offenders that are:

Single Bunked 1
 Double Bunked 76
 Triple Bunked 0
Total 77

Number of DOC Offenders that are in Restricted Housing:

Single Bunked 1
 Double Bunked 0
 Triple Bunked 0
Total 1

ASSAULTS: (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Off/Off	Off/Off w/sig inj	Offender/Staff	Off/Staff w/sig inj
Aug/2022	1	0	0	0
Sept/2022	0	0	0	0
Oct/2022	2	0	0	0
Nov/2022	1	0	0	0
Dec/2022	4	0	0	0
Jan/2023	2	0	0	0
Feb/2023	2	0	0	0

SEIZURE FINDINGS: (Please list monthly since the previous BJJ monitoring visit.)

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
Aug/2022	1	0	0	2	0
Sept/2022	0	0	2	1	1
Oct/2022	4	0	2	1	0
Nov/2022	0	0	0	0	4
Dec/2022	0	0	2	2	0
Jan/2023	0	0	1	1	2
Feb/2023	2	0	1	1	0

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY:

Living Area: Living areas were found to be clean and orderly.

- **Dorms** – Dorms were found to be clean and free of unnecessary clutter with personal property stored in offenders assign lockers. Weekly menus were displayed on the bulletin boards along with facility policies, DPS&C rulebook as well as PREA.
- **Cell Block** – During inspection the cells were found to be clean with all property stored neatly.

Culinary/Dining: Each meal is prepared at the Annex and is transported to the Morehouse Parish Jail. The latest retail food inspection was on 4/6/23. All offenders assigned to culinary/dining receives a pre-assessment screening by medical before being assigned. Offenders voiced no complaints in reference to the quality/quantity of food.

Bathrooms: All bathrooms were found to be clean and in good working order on the day of inspection.

Yard Areas: Recreation area was found to be clean and clutter free. Offenders are allowed daily exercise which was reflected in the unit logbook.

Maintenance: There is no maintenance personal on site. Tools are maintained at Morehouse Parish Sheriff's Office and work orders are coordinated through their department.

REVIEW AND COMMENT ON THE FOLLOWING BASIC JAIL GUIDELINES: (Compliant or Non-Compliant)

- I-A-001** **Safety/Sanitation/Inspections (MANDATORY):** Compliant - Logbook documentation reflects periodic inspections are conducted. Last FM inspection was on 2/7/23 for the jail / annex with no deficiencies noted. Last DHH Incarceration was on 4/6/23 with 3 non-critical items list (see attached work order for the non-critical items) Last DHH retail food was on 4/6/23 with 2 non-critical items listed (see attached work order for corrective action).
- I-C-001** **Emergency Plan (MANDATORY):** Compliant - Facility has an approved emergency plan in place. Documentation reflects that all staff have been trained on emergency procedures.

I-C-003 Fire Safety/Code Conformance (MANDATORY): Compliant - Last FM Inspection was on 2/7/23 with no deficiencies noted.

II-A-006 Staff Log (MANDATORY): Compliant - Staff logs pertinent information shift activity, daily events, security staff/ supervisor rounds etc. were reviewed and found in good order. Logs were on file.

II-A-007 Counts (MANDATORY): Compliant

- How many formal counts are conducted each shift? 7 on day shift, 7 on night shift
- How many counts are conducted each day? 14
- **Stick outs counts**
 - How does the facility accomplish this? Staff conducts visual counts according to policy.
 - Does this process ensure accountability and safe/secure operation of the facility?
YES

II-A-008 Offender Population Management System: Compliant - Written policy and procedures are in place for offender case management. Offender files are transferred with offender to local and or DPS&C facility.

II-A-010 Admissions: Compliant - All required admission forms are completed and on file.

II-A-012 Classification System: Compliant

Does this facility have any trustees that work outside the secure perimeter? YES

If yes,

- What is their classification process to determine who is eligible for trustee status?
Facility utilizes the same criteria set forth by DPS&C.
- Does their classification process meet DPS&C, Corrections Services' criteria? YES

II-A-016 Photo Identification (MANDATORY): Compliant - Offender's receives a photo ID upon intake into the facility.

II-A-018 Offender Drug Testing (MANDATORY): (List monthly since the previous BJJ monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
Aug/2022	32	91	35%	0
Sept/2022	46	85	54%	1
Oct/2022	25	52	48%	0
Nov/2022	35	61	57%	0
Dec/2022	45	61	73%	0
Jan/2023	32	61	52%	0
Feb/2023	42	73	58%	3

- II-A-019 Offender Transfers:** Compliant - Policy and procedures are in place and facility logs are maintained to reflect offender transfers.
- II-A-020 Cell Checks (MANDATORY):** Compliant - Policy and procedures are in place and were on file. Cell checks are conducted and are within the guidelines.
- II-B-002-1 Use of Restraints for Pregnant Offenders:** Compliant - Facility has policy and procedures in place and documentation reflects the use of restraints on female offenders.
- II-C-001 Procedures for Searches:** Compliant - Policy and procedures are in place. Documentation of shakedowns of dorms and cellblocks are on file.
- II-D-001 Key, Tool, and Utensil Control (MANDATORY):** Compliant - Review of keys, tools and utensils were found to have an accurate accountability in place with inventories and a good check-out system in place.
- III-A-001 Rules and Discipline (MANDATORY):** Compliant
- Does the facility's offender orientation include the application process for applying for restoration of good time? YES
 - What is their restoration of good time application process for the offender population? Offenders request through classification, classification will review offenders request to ensure all information is correct and accurate and then forwarded to the Warden for his review. If all information is accurate it is forwarded to DOC for processing.
 - Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? YES
- IV-A-003 Food/Dietary Allowances (MANDATORY):** Compliant - Cycle menus are reviewed and approved by a registered Dietitian. A tray/plate and utensil is provided for each hot meal.
- IV-A-006 Food Services Management (MANDATORY):** Compliant - Offenders are provided 3 hot meals per day. Ample time is permitted for each meal consumption and time lapse between meals is in compliance within the guidelines.
- IV-B-001 Plumbing Fixtures – Toilets & Washbasins (MANDATORY):** Compliant - All offenders have access to toilets/washbasins with temperature controlled hot/cold water at all times.
- IV-B-002 Plumbing Fixtures – Showers (MANDATORY):** Compliant - All offenders are able to shower daily. Water temperatures logs indicates full compliance with the guidelines.
- IV-B-005 Personal Hygiene (MANDATORY):** Compliant - Indigent offenders are provided with personal hygiene items if they are not able to purchase such items.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant - co-pay is approved by DPS&C. All offenders are seen regardless of their ability to pay facility co-pay.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant
- IV-C-005 24 Hour Care (MANDATORY):** Compliant - When offenders medical needs are not meet at the facility Morehouse General Hospital will be utilized along with Ochsner LSU Health-Monroe, La.

- IV-C-006-1 Pregnancy Management (MANDATORY):** Compliant - Policy and procedures are in place to accommodate pregnant offenders.
- IV-C-008 Annual TB Testing:** Compliant - TB testing is conducted on all offenders annually at no cost to the offender. Documentation was on file to show compliance.
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant - Only offenders who are stable through use of medication are housed at this facility. All other offenders are transferred to a DOC facility upon approval from DOC.
- IV-C-012 Access to Sick Call (MANDATORY):** Compliant - Sick call is accessible to all offenders 3 time a week. Offenders have access to 24 hr. emergency care by the on call nurse.
- IV-C-013 Infirmary Care:** Compliant - Provisions are made to provide 24 hour care with physician, dentist and mental health professionals.
- IV-C-013-1 Medical Releases (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release):** Compliant - Policies and procedures are in place related to medical releases according to DPS&C guidelines. Documentation of any such occurrences is maintained.
- IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant - Policy has been approved by Dr. Michael Smith. Documentation is on file to support staff training on prevention and intervention.
- IV-C-015 Offender Deaths (MANDATORY):** Compliant - No deaths to report this rating period.
- IV-C-016 Notification:** Compliant - Policy and procedures are in place related to notification of family and visitation with an offender admitted to an ICU or trauma center according to DPS&C guidelines. Documentation of any such occurrences is maintained.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Compliant - Quarterly meetings are conducted and documentation is on file.
- IV-D-004 Confidentiality of Health Information/Individual Health Record:** Compliant - Completed and signed consent forms are in place in all offenders file.
- IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY):** Compliant - Policy and procedures are in place. Facility utilizes Narcan and staff training is on file.
- IV-D-007 Internal Review/Quality Assurance (MANDATORY):** Compliant - Facility has a policy in place that has been approved by a health care authority. Documentation is on file.
- IV-E-001 Alleged and Substantiated Sexual Assaults:**
- Is this facility required to be PREA compliant due to contract language? No
 - Is this facility PREA compliant? (Yes or No) N/A
 - If yes, date compliance received:

- If this facility is required to be PREA compliant due to contract language, and has not done so, what is their plan of action for compliance? N/A

V-A-004 Religious Programs: Volunteers are utilized for religious programs.

V-A-005 Exercise & Recreation Access (MANDATORY):

V-B-001 Programs and Services:

- List all Certified Treatment Programs (Attach Form IS-B-8-b) N/A
- List all other Offender Programs- AA/NA

V-B-002 Educational Programming: A written policy and procedure is in place.

GED Program

Number of GED Slots	0

Number of Participants	0

YTD Number of Completions	0

V-B-003 Substance Abuse Programs: Compliant - AA/NA class is conducted once per week.

V-C-001 Releasing Offenders: Compliant - Personal property of offenders is returned with a form of ID. Available community resources and a 5 day supply of current medication.

V-C-002 Regional Reentry Programs (Are offenders releasing with two valid forms of identification?): Yes

V-C-004 Parole Board Procedures: Compliant - Written policy and procedures are in place. Documentation shows facility Warden or designee are present during parole boards.

VI-B-002 Grievance Process (MANDATORY): Compliant

- Does grievance process include at least two levels of review? Yes
- Who is the designee at each level of review? 1st level Warden, 2nd level Chief Brown
- What is the specified time period for response at each level? 1st level 40 days, 2nd level 20 days.

VII-A-002 Weapons Training: Compliant - All corrections staff members receives initial and annual training on weapons and chemical agent. Sgt. Jerry Deville conducts training.

VII-B-010 Monthly Reporting: Compliant - Monthly reports are submitted in a timely manner with no significant reporting issues noted.

VII-B-012 Proposed Expansions: Compliant - No plans for expansion at this time.

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

Staff morale at Morehouse Jail/ Annex deemed to be good on the day of inspection. Staff were dressed appropriately and each staff member had identification on their person. Staff members were very knowledgeable of their job duties and aware of the emergency procedures. All staff that I came into contact with were eager to assist with the audit as needed.

OFFENDER COMMENTS/MORALE/QUALITY OF LIFE:

Offender's morale and quality of life deemed to be good. The offenders that were interviewed during the walk-through voiced no negative comments. Each offender stated they were aware of the sick call process and how to file a grievance.

RECOMMENDATION:

Warden Douglas and his staff continually strive to remain compliant with the Basic Jail Guidelines. The facility operates in a smooth and efficient manner. Based on my walk-through inspection of the facility and review of the BJG files, it is my recommendation that Morehouse Jail/ Annex remains on an annual monitoring.



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



Daniel H. Wallis
FIRE MARSHAL

Inspection Report

Report # CB-22-022469-4

No Deficient/Cautionary Codes cited.

Location Information			
Inspection Type	Compliance Building Inspection	Inspection Date	2/7/2023 8:07:33 AM
Structure ID	94000	No. of Buildings	1
Capacity	194	Facility Code	J167
		Year Built	1998
		Construction Type	Type IIB / (000)
Building/Trade Name		Address	
MOREHOUSE PARISH JAIL		250 EAST WALNUT, BASTROP, LA 71220	
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
Municipal Project	MOREHOUSE PARISH POLICE JURY	(318) 281-4141	QDOUGLAS@MPSO.NET
Address			
117 NORTH FRANKLIN STREET, BASTROP, LA 71220			
Tenant Information			
Name	Suite Number	Floor Number	Square Footage
Occupancy Details			
Occupancy Type	Details		
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 5		
Comments			
NO APPARENT DEFICIENCIES AT TIME OF INSPECTION. ACCEPTABLE FOR OCCUPANCY.			
Inspector Information			
Name: Jeremy Defee	Badge Number: 707	Inspector Signature:	
Person to whom requirements were explained			
Name:	Title:	Signature:	

For questions regarding the contents of this report, please call:

R. S. 40: 1621

Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of court.



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Retail Food
Notice of Violations**

Routine/Renewal

Permit Number 34-0001132-1	Permit Name MOREHOUSE PARISH JAIL ANNEX RESTAURANT		
Name of Establishment MOREHOUSE PARISH JAIL ANNEX		Owner Name MOREHOUSE PARISH JAIL	
Address 4729 EUGENE WARE BLVD BASTROP, LA 71220		Date 04/06/2023	Time 09:50 AM

LAC TITLE 51 PART XXIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.


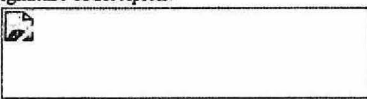
Category	Code Reference	Description of Violations
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3505	103 - 3505.1 - Openings are not protected against the entry of rodents or insects. Back door screen is damaged.
STRUCTURAL/DESIGN/MAINTENANCE/PLUMBING	3701	105 - 3701.5 - Floors are not clean. In corner of wash room.

Comments:

Report emailed to PIC.
vmcdonald@mpso.net

NOTICE RS 40:31.38 (ACT 66)

RS 40:31.38 (ACT 66) authorizes the Louisiana Department of Health to charge a fee of \$150 to any permitted facility that fails to correct the necessary sanitary code violations to be in compliance at the time of its follow up inspection (1st re-inspection). Re-inspections are required when there are five or more uncorrected non-critical violations and/or one or more uncorrected critical violations remaining at the conclusion of an inspection. The fee is only charged if the necessary violations are not corrected before the 2nd re-inspection and other subsequent re-inspections. Facilities can avoid this fee if the violations noted on the routine inspection report are corrected by, or during, the follow up inspection. If a fee is assessed, the \$150 fee is payable within 30 days' notice, and failure to pay shall result in revocation of the permit.

Sanitarian Name/Print Jonathan Eagles	Phone # 318-283-0806	Sanitarian Signature 	R.S. # 2083
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to			
Correct Critical Violations by		Correct Non-Critical Violations by	
Name/Title Warden Quentin Douglas	Signature of Recipient 		



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

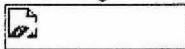
Permit Number 34-03-224	Permit Name Morehouse Parish Jail-224		
Name of Establishment Morehouse Parish Jail-224		Owner Name	
Address 250 E Walnut ST Bastrop, LA 71220		Date 04/06/2023	Time 08:10 AM

LAC TITLE 51 PART XVIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.		
Category	Code Reference	Description of Violations
Handwashing Lavatories	101	16 - The hand lavatory is in disrepair. Dorm 2- 2x handsinks in disrepair.
Approved Bathing Facilities	101	24 - There is chipped tile in the shower area. Dorm 3 Dorm 2 [Repeat]
Matresses and Pillows	103	49 - The mattresses are cracked and in poor condition. Exam table surface in poor condition.

Comments:

Report emailed to PIC
vmcdonald@mpso.net

Number Licensed For	Number in Attendance 171	License Anniversary 04/30/2023
Sanitarian Name/Print Jonathan Eagles	Phone # 318-283-0806	Sanitarian Signature 
		R.S. # 2083

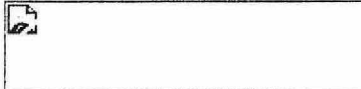
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by

Correct Non-Critical Violations by

Signature of Recipient

Name/Title
PIC V. McDonald



STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month APRIL				
Name of Establishment MOREHOUSE PARISH JAIL-224	Mailing Address				
Address 250 E WALNUT ST					
City, state, Zip Code BASTROP LA 71220					
Type of Facility JAILS 171					
Parish Morehouse	Date Inspected 04/06/2023				
The above establishment has been inspected by a representative of this section, and: <input checked="" type="checkbox"/> License is Recommended; <input type="checkbox"/> License is Not Recommended; <input type="checkbox"/> License is Pending Reinspection; from the standpoint of sanitation.					
JONATHAN EAGLES	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table>	2	0	8	3
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**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Detention or Incarceration
Notice of Violations**

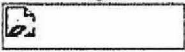
Routine/Renewal

Permit Number 34-04-224	Permit Name Morehouse Parish Jail Annex-224		
Name of Establishment Morehouse Parish Jail Annex-224		Owner Name	
Address 4729 Eugene Ware BLVD Bastrop, LA 71220	Date 04/06/2023	Time 10:15 AM	

LAC TITLE 51 PART XVIII

Comments:

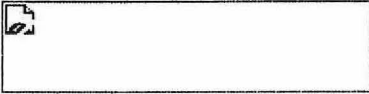
Report emailed to PIC.
vmcdonald@mpso.net
Zero violations noted.

Number Licensed For 70	Number in Attendance 28	License Anniversary 04/30/2023
Sanitarian Name/Print Jonathan Eagles	Phone # 318-283-0806	Sanitarian Signature 
		R.S. # 2083

The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by

Correct Non-Critical Violations by

Name/Title PIC V. McDonald	Signature of Recipient 
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STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH INSTITUTION REPORT					
Agency License No. N/A	Anniversary Month APRIL				
Name of Establishment MOREHOUSE PARISH JAIL ANNEX-224	Mailing Address				
Address 4729 EUGENE WARE BLVD					
City, state, Zip Code BASTROP LA 71220					
Type of Facility JAILS 70 28					
Parish Morehouse	Date Inspected 04/06/2023				
The above establishment has been inspected by a representative of this section, and: <input checked="" type="checkbox"/> License is Recommended; <input type="checkbox"/> License is Not Recommended; <input type="checkbox"/> License is Pending Reinspection; from the standpoint of sanitation.					
JONATHAN EAGLES	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table>	2	0	8	3
2	0	8	3		
LHS 48 (R 7/99) D 1014					

MAINTENANCE WORK ORDER

DATE: 4-11-2023

TIME: 1000

LOCATION OF WORK TO BE DONE: Dorm 2 + Dorm 3

DESCRIPTION OF PROBLEM OR WORK REQUESTED: Chipped tile in the shower area,

SGT'S SIGNATURE

Quent Doyle
WARDEN'S SIGNATURE

-----FOR MAINTENANCE USE ONLY-----

WORK PERFORMED BY: Keith [Signature]

DATE & TIME WORK COMPLETED: 4/12/25

MATERIALS PURCHASED FOR THE JOB: Planned own Removing old Tile

COMMENTS: _____

MAINTENANCE WORK ORDER

DATE: 4-11-2023

TIME: 1000

LOCATION OF WORK TO BE DONE: Medical

DESCRIPTION OF PROBLEM OR WORK REQUESTED: The cover on the exam table needs to be fixed.

SGT'S SIGNATURE

Quentin Douglas
WARDEN'S SIGNATURE

-----FOR MAINTENANCE USE ONLY-----

WORK PERFORMED BY: Keith Hammond

DATE & TIME WORK COMPLETED: 4/12/23

MATERIALS PURCHASED FOR THE JOB: COVER For Table ordered

COMMENTS:

MAINTENANCE WORK ORDER

DATE: 4-11-2023

TIME: 1000

LOCATION OF WORK TO BE DONE: Dorm 2

DESCRIPTION OF PROBLEM OR WORK REQUESTED: The sinks in Dorm 2
need to be repaired.

SGT'S SIGNATURE

Quentin Douglas
WARDEN'S SIGNATURE

-----FOR MAINTENANCE USE ONLY-----

WORK PERFORMED BY: Keith Hammond

DATE & TIME WORK COMPLETED: 4/12/23

MATERIALS PURCHASED FOR THE JOB: Sink Parts ordered

COMMENTS: