

**January 2022**

**Building Maintenance Division of the Building Department List of Files Maintained**

- Budget
- Automobile Information
- Purchase
- Personnel/Time and Accruals
- Employee/Applications
- Training
- Insurance
- Contracts
- Inspection Reports
  - Fire
  - Safety
  - Sprinkler
  - Extinguishers
- Building Maintenance Project (Improvements / Repair)
  - Town Hall
  - HRCC
  - EYCC
  - Clearfield Youth
  - Northtown Youth
  - Bldgs A,B,C
  - Museum
  - Williamsville Youth & Family Center
  - Senior Center

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