

RCP WORKPLAN STATUS CHECK-IN

Instructions: On at least an every 6 month basis, the Resident Curator Program Manager will send the Resident Curator this spreadsheet with columns A-E completed. Column E (Total Expense (Actual)) will be calculated based on the monthly expenses submitted by the Resident Curator. Upon receipt, the Resident Curator should complete columns F-I. The Status column is a dropdown with four options (Not started, Complete, In progress, Cont. maintenance). Planned Completion Date and Completion Date can be a year or something more specific. Include a Comment for status changes as well as items that have been in progress for more than a year. Example data is included below.

Task ID	Category	Description	Approved Workplan Expense	Total Expense (Actual)	Status	Planned Completion Date (yyyy)	Completion Date (yyyy)	Comment
1001	Exterior Walls	Paint the exterior.	\$13,500.00	\$0.00	Not started	2028		
1002	Foundation	Install French drains and a sump pump set-up depending on need.	\$14,000.00	\$12,485.00	Complete	2026	2026	Finished installation over the summer. Water no longer comes through the north wall during heavy rains.
1003	Interior-Flooring	Remove and replace non-historic linoleum floor tiles with considerable staining or damage. Consider replacing with materials that may have been in place if archival documentation is found.	\$1,250.00	\$750.00	In progress	2026		Have removed half of the tiles. Slowly going through photos and documents in hopes of determining historic floor material.
1004	Grounds Maintenance	Overgrowth removal, grounds improvements and maintenance.	N/A	\$2,840.00	Cont. maintenance	N/A	N/A	Removed invasive plants in the back yard. Cut back bushes against the south wall.