

Norwood Inn

11333 W Silver Spring Drive Milwaukee WI 53225

April 23, 2026

To,
City Of Milwaukee,
Department of Neighborhood Services
Attn: Jennifer Anderson,
841 N Broadway
Milwaukee, WI 53202

Re: Inspection Report dated 3-17-26

Dear Ms. Jennifer Anderson,

With reference to the above-mentioned inspection report, kindly note the following updates for each item.

1. Correct By Date: 04/23/2026 – Provide monthly test log for in room smoke detectors.
Action: I have attached it in the attached file with this email. The monthly test logs are attached for April and going forward they will be available in file for each month of the year for future inspections.
2. Correct By Date: 04/23/2026 – Fire escape is due for critical exam. Provide an engineer's report.
Action: We have contacted three different companies who have schedules running 2 to 3 weeks behind. We will be providing a report soon in coming weeks. Once we have a definitive date, I will inform you about this item. We request an extension for few weeks related to this item.
3. Correct By Date: 04/23/2026 – Post current occupancy permit
Action: The current occupancy permit has been posted in the front side. I have attached a picture of the same in the attached file.
4. Correct By Date: 04/23/2026 – Post current license.
Action: The current License has been posted in the front side. I have attached a picture of the same in the attached file.
5. Correct By Date: 04/23/2026 – Post emergency assistance sign at the frontdesk.

Action: The emergency assistance sign has been posted in the front side. I have attached a picture of the same in the attached file.

6. Correct By Date: 04/23/2026 – Clean all the hallway walls, carpet, remove trash, clean Lint behind guest dryer.
Action: We have cleaned and steam washed the carpet. The Lint behind the guest dryer has been cleaned. All hallway walls have been painted new, all lobby walls have been painted new. We have attached pictures for the same.
7. Correct By Date: 04/23/2026 – Repair hole over canopy in the front entrance.
Action: The hole in the canopy has been repaired. We have attached pictures for the same.
8. Correct By Date: 04/23/2026 -Emergency fire drills will be conducted quarterly and records shall be maintained and furnished to the fire code official for review when requested.
Action: The emergency drill for second quarter is scheduled for May 6 and we will be keeping record for any future verification.
9. Correct By Date: 04/23/2026 – Fire evacuation plan.
Action: A fire evacuation plan has been attached with details. There is also a fire evacuation plan with marked location and exits in every room behind the door.
10. Correct By Date: 04/23/2026 – Empty your garbage container and order more containers.
Answer: The garbage container has been in order and we have now schedule 3 days pick up per week. Previously the pickup was 2 days per week.
11. Correct By Date: 04/23/2026 - Functional testing of emergency lighting systems shall be conducted at 30-day intervals for not less than 30 seconds. Functional testing shall be conducted annually for not less than 1-1/2 hours if the emergency lighting system is battery powered.
Action: Cintas has performed all the test related to fire emergency lighting systems on March 26. We have attached a report for the same. Going forward we will be conducting monthly test.
12. Correct By Date: 04/23/2026 – Provide carbon-monoxide detector test log.
Action: Cintas fire services have done this testing on March 26. Going forward we will be conducting monthly test and maintain test logs for the same.
13. Correct By Date: 04/23/2026 – Reattach vent to guest dryer.
Answer: The vent for guest dryer has been reattached.
14. Correct By Date: 04/23/2026 – Remove furniture near dumpster.
Answer: The furniture by dumpster has been removed. We have attached pictures of all clean areas near dumpster.
15. Correct By Date: 04/23/2026 – Damage door knob by middle first floor door.
Answer: The door knob has been fixed and new plate added. We have attached picture for the same.

16. Correct By Date: 04/23/2026 – Third floor window cracked by north end of hallway.
Action: The cracked window has been replaced. We have attached pictures for the same.

Should you have any questions, please do not hesitate to contact me on 651 468 5621 or our manager Carlin Canady at 504 710 6719.

Thanking You,

Sincerely,

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