

Church Maintenance

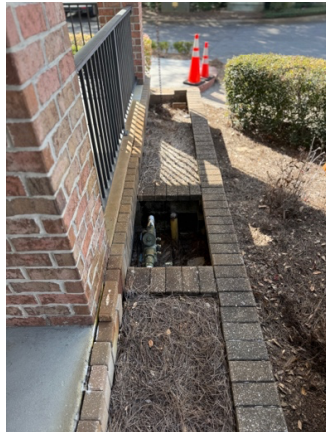
Front of Building:

☒ Remove or replace old Logo from sign out front (World of Signs)

- Call to get estimate of new sign with new logo

☒ Replace bricks on the corner out front (flowerbed)

- Right side as you look at the church
- Extra bricks in flower bed



☐ Plants in flower beds

- New plants need to be purchased
 - Ask Curt Hawn for plant species

☒ Pressure wash front porch

☐ Paint front porch

☒ Paint scrape and repaint sconces

☐ Stripping parking lot

Lobby:

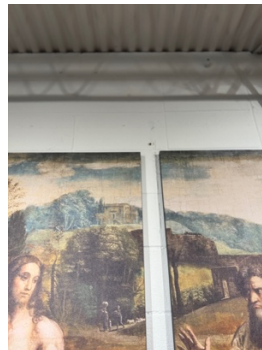
☒ Light switch plate

- Either paint or replace
- Located next to men's bathroom



☒ Touch up paint on walls of entrance

- Left side of lobby if looking into the church near tri-painting



☐ Install fire extinguisher

- Ask Glen about position



☒ Carpet entrance

Dining Area/Coffee Bar:

☐ Replace power strip with 90° plug one

- New power strip with angled male plug for espresso machine

☐ Mount fire extinguisher

- Ask Glen Guarin for location

☐ Clean out servers' cabinets

☒ Clean up patio lighting wires

- Clean up and reorganize.



☒ Move ethernet cable spool into ceiling

- Reposition higher as to be out of sight



☐ Caulk gap of base boards

- Caulk baseboards to fill gap between baseboard and floor



☐ Establish lost and found

- Size of box
- Location of box

Sound Booth:

☐ Replace carpet on sound booth (grey or black)

☐ Synchronize/harmonize thermostats

- Purchase two matching Honeywell thermostats and replace the two thermostats near a/v area (See figure for correct thermostat).



☐ Freshen up outside of sound booth

- Possible carpet or paint on outside wall
- Check with Glen for details

☐ Line inside walls of sound booth with black carpet

- Check with Glen for details

☐ raise desk in sound booth

- Check with Glen for details

☐ Install power strip along back wall

- Power strip to run the length of a/v desk

☐ Rearrange positions of desks

- Combine slides and sound computer

Back of Church:

☐ Reposition cameras to other location corner

☐ Secure ladders to wall

☐ Store partition to cover storage area

- Dispose of white screen

☐ Repaint corn hole game

☐ Dispose TV

☐ Remove window covers

- Remove to see effect.
- Possibly buy new covers

☐ Fix right garage door

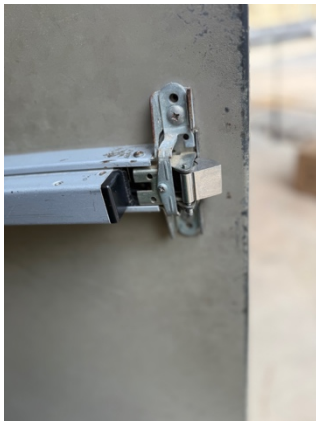
- Look for company to repair door and frame



Out Back:

☐ Dispose pallet

☒ Fix door/handle to food storage area



☐ Paint door and trim

Storage Area:

☐ Dispose Screen

☐ Go through youth and hospitality stuff to make remove space

☐ Get TV cart and mount TV on cart

☐ Replace orange extension cord with shorter cord

- ☐ Paint brick wall with red stain

Stage/Auditorium:

- ☐ Resolve hanging wire in stage area
- ☐ Install carpet on stage drum set
- ☐ Build alter
 - Project for Kieth. Either build one or purchase one.
- ☐ Remove big screen and dispose
- ☐ Lower all can lights (4 feet)
- ☐ Paint pillars

Resource Room:

- ☐ Install new lighting
- ☐ Paint door trim and reorient doors upstairs

Upstairs:

- ☐ Touch up stairs
- ☐ Finishing paint and clean up walls
- ☐ Replace ceiling tile
- ☐ Clean windows music room
- ☐ Replace rubber glove with cap in sensory room



- ☐ Paint trim in multipurpose room
- ☐ Clean up and paint walls in little kids classroom
- ☐ Electrical plate in upstairs music school lobby
- ☐ Paint Stairwell (front)
 - Requesting color
- ☒ Bathroom with shower toilet leak
- ☒ Repaired mortar in little kids room

Nursery:

- ☐ Touch up where TV was installed