

DONE TASK VOL
WORKER

TASK

2024 SPRING WORK LIST

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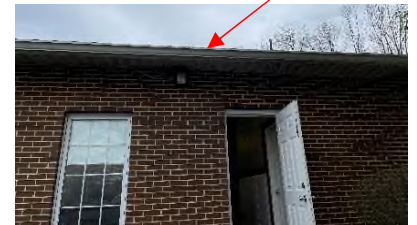
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OUTSIDE FACILITY WORK

CLOGGED GUTTER

Gutter near back Auditorium Door needs to be cleaned. Notice damage to mulch area near steps.

-Water coming down the wall can come into the basement of the building. This repair is VERY IMPORTANT.



HOSE STAND / REEL

Install hose holder near downstairs backdoor hose bibb. A metal stand has been purchased. Need to put together and place.

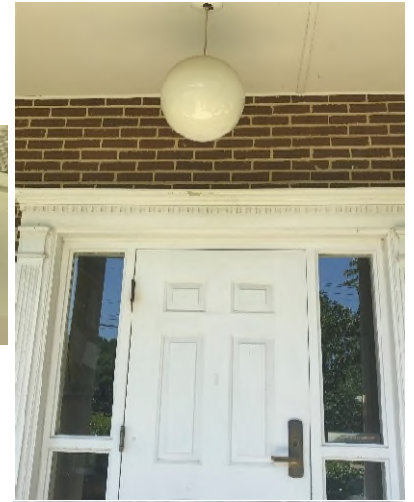
> Also need to install female end on hose and put on a new hose nozzle. Located with holder.



CRACK ON FRONT PORCH TOP STEP

Crack needs to be cleaned, primed and filled with appropriate concrete fill material.



PAINTING FRONT AREA

SIDEWALK REPAIR

Two plus sections front sidewalk need to be replaced due to tree roots to prevent trip and fall.

Question: is it possible to do a root pruning to prevent future damage and "raise" or "jack" current concrete slabs back into operational position?



STEP REPAIR

Base of step need to be sealed to sealed to prevent future water or freeze/thaw damage.



SIDEWALK POWER WASHING

All sidewalks (upper and lower); front steps; front ramp; front porch -- need to be power washed.
REMINDER: Push any water and dirt toward parking lot, not building.



PICNIC TABLE REPAIR

Our picnic tables need new top and/or seat boards as required. Both need to be stained.



STORAGE BUILDING RETAINING WALL

Brick on lower retaining wall needs to be repaired, re-pointed and sealed.



HVAC AREA UPGRADES

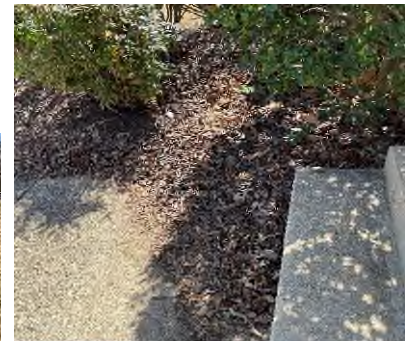
HVAC area needs to be cleaned up. Look at a possible design for screen around HVAC units.



TREES - SHRUBS - TURF MANAGEMENT

RAKE LEAVES

Leaves need to be raked from around front trees and bushes and moved over the hill. DO NOT MULCH. Harmful to the Zoisia Grass.



SHRUBBERY TRIMMING

Shrubbery throughout may need to be trimmed to shape.



INVASIVE VINES

There are invasive vines in the shrubbery along the front of the Church. These need to be cut off AT GROUND LEVEL.



FLOWER BED MULCHING

The upper flower beds need to be mulched. There are 7 bags of mulch near HVAC units on lower level.

REMINDER: PULL WEED before placing mulch. DON'T just wack off with weedeater. They'll just grow back.



Zoysia Grass Spring Work

Our Zoysia grass is coming out of winter hibernation. Being a southern grass, now would be a good time to dethatch, time aerate, and light dose of fertilizer.



WEEDS

Our Zoysia grass has been invaded with a very tough broadleaf weed.
> The best way to remove to prevent re-emergent is to mechanically remove. Cut off at the root.



POOR GRASS AREA

The area on the North and West banks have a very poor quality of grass and weeds.

- Best practice would be to "plug" Zoysia or real grass plot to this area.
- Good interim would be to overseed with a good "Sun" grass seed variety of Fescue and Rye Grass



LANDSCAPING

LANDSCAPE HILLSIDE

The hillside adjacent to the West side of the church building needs to be landscaped to prevent continued soil erosion.

- This will require the addition of a good bit of top soil.
- Look at burming on Parking Lot to divert runoff from area. Either dirt or curb stops.



SEPTIC TANK AREA

Need to fill, seed, and straw low area around septic tank lid to encourage level area for mowing.



HOLE FILLING

There is a hole / low spot on hillside behind storage building. Needs to be filled to assist in mowing area.



HOLE FILLING

There is a large depression on the left of the road to the residence that needs to be filled to enhance mowing of that area.



OUTSIDE LIGHTING

Walt

FRONT POST LIGHT

Unfortunately light has been hit several times by lawn mowing. Junction box and conduit need to be re-attached to post. RECOMMEND: replace quartz spotlight with an LED unit to reduce power consumption.

LED Fixture as a possible pole light replacement.



STREET LIGHT - North-East Corner of Lot

This light is not working. Unknown reason but we would suspect the bulb is out.

Instead of replacing bulb, we should look at replacing with an LED light fixture to reduce utility cost. Bring cost recommendation to Walt.



STREET LIGHT - North-West Corner of Lot

This light is currently working, but protective globe has been broken away from light fixture. Would recommend replacing this with LED fixture from above when changing North-East fixture.



LIGHT ON REAR OF BUILDING

This light is not working - Unknown reason. Could be bulbs, motion detector or light switch.

> INSTALL: Solar LED lights over both downsairs doors. Lights are available at the building.

>Walt has a key to turn the existing electric lights off inside building.



STORAGE BUILDING

POWER WASH BUILDING

Storage building needs to be cleaned and power washed on outside.



CHURCH PROPANE GRILL

Clean and check-out grill for summer use. Propane tank is located in kitchen. Check on quantity of gas



CLEAN STORAGE BUILDING

Storage building needs a good cleaning / sweeping w/ materials and cabinets straightened.



FRONT SIGN WORK

SIGN REPLACEMENT

Someone to take charge of replacing the sign that was damaged. This would include contacting the company for pricing; contact P&Z on lighting regulation; and installation. See Brother Walt for company and original purchase info.



SIGN REPAIR

Pop-rivets on rear of sign have "popped" in the wind. These need to be replaced.



SIGN PAINT & CLEANING

The black trim paint is starting to come off sign. Scraping and painting this trim is needed. The glass on sign front needs to be cleaned inside and out.



SIGN SUPPORT

We would recommend either angle bracket or vertical support post be placed under each end of sign to provide vertical support instead of just relying on anchor bolts that are through aluminum body to brick column.



CAUTION ON ALL LIGHTING WORK: Remember to make sure power is off to the light before changing any fixtures or switches.

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INTERIOR - UPSTAIRS

LIGHT BULBS OUT - FIXTURE CLEANING

There are several of the flame candelabra bulbs currently out in the foyer and auditorium fixtures. Replacement bulbs will be available. All of these fixtures need to be cleaned - good time to do while changing bulbs.



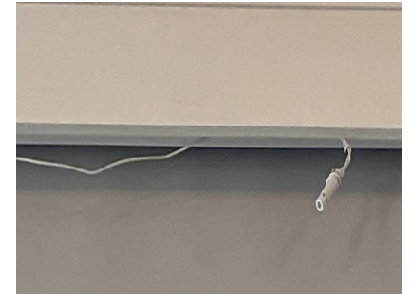
BAPTISTRY LIGHT FIXTURE

The light fixture over the baptistry is NOT operating. This could be the switch, bulb or ballast. If the ballast is out, DO NOT replace. We will replace with LED bulbs. Let Walt know. > Clean fixture while open checking bulbs. **NOTE:** Walt has a fluorescent bulb/ballast tester that can be used here.



MICROPHONE WIRE NEEDS HIDDEN

Use plastic clips (available at building) to hide the exposed wire on backside of projector screen.



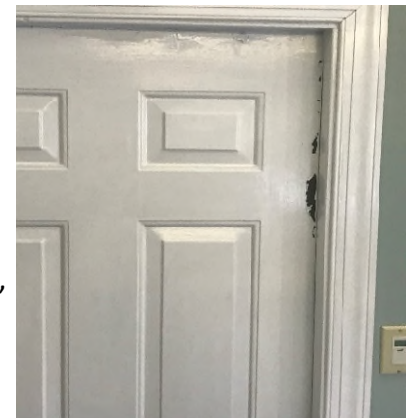
OUTSIDE DOOR PAINTING

Jeremy

The outside door at the front of the auditorium needs to be scrapped and painted both inside and out.

Jeremy

The outside door into Kitchen needs to be scrapped, primed, and painted both inside and out.



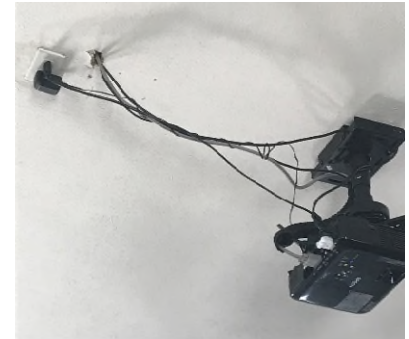
WATER STAINS

Water stains need to be painted. Special aerosol paint is available, along with plastic to cover pew below while painting.



PROJECTOR CORDS

Install white plastic sleeve to encase and hide the overhead projector electric and A/V cords. Plastic sleeve is available in the building.



DRAIN AND CLEAN BAPTISTRY

- > Determine if this needs to be cleaned at this time.
- > Remove cover. Hose and clean outside to remove any dried water scale.
- > Backwash filter
- > Turn off power to pump and to hot water tank .
- > Using outside hose, drain hotwater tank
- > Using valve under floor (access from downstairs), drain the baptistry.
- > Scrub and clean. Use short hose attached to fill nozzle.
- > Close underfloor valve. Close hot water tank drain. Make sure filter is on "filter" not backwash.
- > Refil and replace cover



EMERGENCY / EXIT LIGHTING

The 3 upstairs Emergency / Exit lighting units are not currently working. We need to look at replacing the internal batteries (if possible) or look at replacing the units.

Evaluation before replacement.



CLEAN GROUT

Grout in upstairs restroom floors needs to be cleaned (not suppose to be black) and re-sealed.



INTERIOR - DOWNSTAIRS

FLOOR CLEAN & WAX : REPLACE BASEBOARD MOLDING

The linoleum floors in the downstairs need to be stripped and waxed.

Throughout downstairs, various section of vinyl baseboard molding needs to be replaced.



CLASSROOM CARPET MOLDING

Many pieces of classroom carpet molding needs to be re-glued to walls in the rooms.



FLOURESCENT LIGHTS OUT

Two light fixtures in Main Room down stairs need to be replaced with LED 2 x 4 panels. These are available in the building. Old units to go to recycling.

CAUTION: Make sure power is off to fixtures before changing lamps or ballasts.



DOWNSTAIR RETURN AIR DUCT

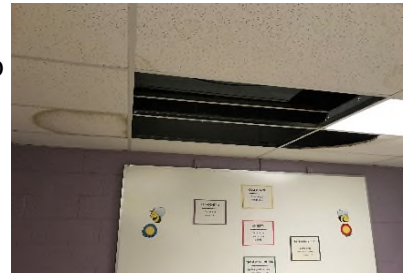
The downstairs return air duct, located in the kitchen, needs to be replaced. New duct is available downstairs.

> Replace stained and damaged ceiling tiles around this return air duct.



CEILING TILE REPLACEMENT

Ceiling tiles through out the downstairs may need to be replaced in both Fellowship Room and Classrooms. Check all rooms

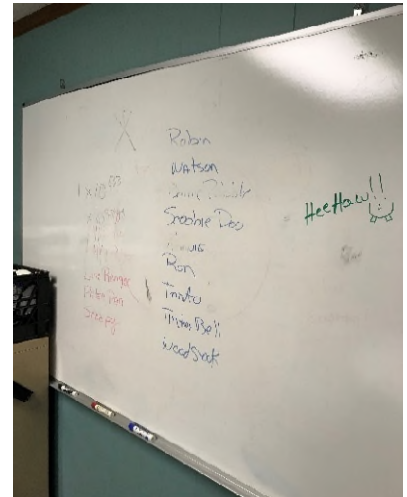


CLASSROOM WHITE BOARDS

All the whiteboards in the various classrooms need to be "deep" cleaned in preparation of upcoming Sunday School Classes. Cleaning solution is available in building.

> Move smaller white board from 1st class room to last classroom and mount on interior wall nearest kitchen.

> Mount larger whiteboard in 1st classroom with one already in storage in that room.



EMERGENCY / EXIT LIGHTING

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Evaluation before replacement.



DOOR AIR VENT

Install door air vent in lower section of door to back storage room to increase air flow to that back room.



STORAGE ROOM STORAGE CABINET

Replace storage cabinet in back storage room with metal / plastic shelving located in outside storage facility.

> This old storage cabinet is to go to County recycling.



REPLACE METAL CHAIR LEG CAPS

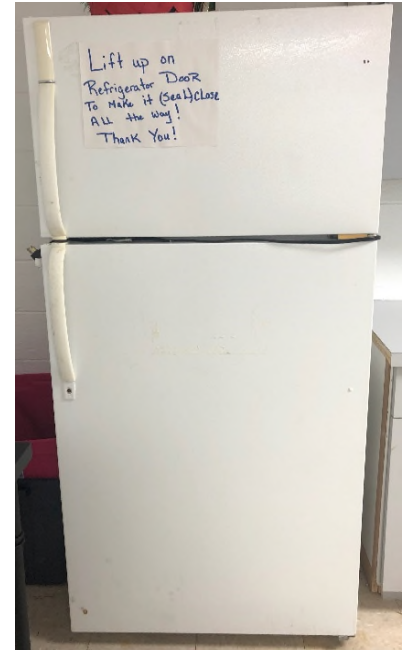
Check metal chairs and replace caps as needed. 2 sets of caps are available at the building.



OLD REFRIGERATOR TO LANDFILL

Remove old refrigerator from classroom to Lusby Landfil for recycling.

> NOTE: There is a \$10.00 fee for refrigerant removal



FUTURE ADDITIONAL PROJECTS

- > Work on Upgrading Water Coolers Upstairs and Down
- > Possible Insta-Hot Water Heaters for Restrooms & Kitchen.
- > Upgrade to Building Water Filter System
- > Clean Steeple
- > Remodel and Upgrade 1st Classroom
- > Parking Lot Resurfacing & New Striping
- > Repairs to Refrigerator Ice Maker
- > New Basketball Goal