

2026 SPRING WORK LIST

DONE TASK VOL
WORKER

TASK

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OUTSIDE FACILITY WORK

_____ | _____ **PUT AWAY WINTER ICE SUPPLIES**

Store winter supplies in storage building. Place excess salt in covered buckets for use next season.



_____ | _____ **CRACK ON FRONT PORCH TOP STEP & RAMP**

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



_____ | _____ **REPAIR ELECTRIC CONDUIT**

Open ended conduit needs to be adjusted or covered to eliminate water from entering conduit. Located on South end of front porch.



_____ | _____ **STAIN FRONT LIGHT POLE**

Stain brown front sign pole.



INSTALL 2 GUEST PARKING SIGNS

Install Guest Parking Signs. Sign Posts behind storage building. Signs in Foyer. See Walt for bolts. Use 2 parking spots to right of H/C parking.



PAINT FRONT BUILDING END AROUND LETTERS

This front area needs to be painted. Clean first. Use appropriate paint for siding type.



PAINTING FRONT PORCH AREA

This area needs to be cleaned and painted.



SIDEWALK REPAIR

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



CHECK THAT DOWNSPOUT & DRAINS ARE OPEN

Check that gutters are running free; that downspouts are open; and that drain lines are running open.



REPAIRS TO DOWNSPOUT & STORM DRAIN

Rebuild connection between downspout and underground drain line. Use a design similar to Southwest corner. Make sure downspout and gutter is running clear. Make sure underground drainline is running clear.



REPLACE DAMAGED OR ERODED CURB STOPS

Remove and dispose of damaged curb stops. Replace with new on same design as old.



PARKING LOT SEALING AND STRIPING

We need someone to coordinate and manage this project of sealing the parking lot and re-striping. This would include finding vendor at best price and coordinating work to completion.



TREES - SHRUBS - TURF MANAGEMENT

SPRING LEAF REMOVAL

Leaves still need to be removed from around the building and grass areas.



FLOWER BED MULCHING

The upper flower beds need to be mulched. **REMINDER: PULL WEED** before placing mulch. DON'T just wack off with weedeater. They'll just grow back.



TRIM SHRUBBERY FOR SPRING GROWING SEASON

Trim all shrubbery to shape.



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.

> Will be poor candidate in future for Zoysia due to shading from the South.

> Good alternate - overseed with a good "SHADE" grass seed variety of Fescue and Rye Grass



MOW FRONT HILLSIDE FOR SPRING

Mow down winter overgrowth on front hillside.

Spread Growth Regulator on hillside to deter growth over the summer.



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.



LANDSCAPE WALL

Area adjacent to wall needs to be landscaped so that water runs away from the wall, not being trapped there.





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.



PARKING LOT BURM

Burm needs to be constructed along edge of parking lot to keep water from running into this shaded grass area and eroding the hillside.
> Instead of a dirt burm which becomes a maintenance problem, would suggest a row of curb stops from sidewalk to around top edge of curve.



OUTSIDE LIGHTING

FRONT PORCH LIGHT

Change light bulb in front porch light. Use a LED bulb for this project.



STREET LIGHT - North-East Corner of Lot

This light is not working. Unknown reason but we would suspect the bulb is out.
> Replace fixture with LED fixture in storage building.



STREET LIGHT - North-West Corner of Lot

This light is not working. Unknown reason but we would suspect the bulb is out.
> Replace fixture with LED fixture in storage building.



NOTE: Retain any instructions or paperwork from lighting packages. Give to Walt for future reference.

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

STORAGE BUILDING

POWER WASH BUILDING

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



CLEAN STORAGE BUILDING



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INTERIOR - UPSTAIRS

_____ | _____
BAPTISTRY LIGHT FIXTURE

The lense on the light fixture over the baptistry needs to be cleaned.



_____ | _____
OUTSIDE DOOR PAINTING

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

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



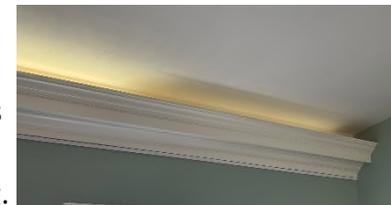
_____ | _____
#7 RIGHT PEW CARD HOLDER

This card holder is loose and bends out with song books. Needs to be glued and secured in proper position.



_____ | _____
CHANGE 8' LIGHT BULBS

Change his flourescent fixture with LED. New bulbs are in storage building. This will require removing ballast system and some rewiring in fixture housing.



_____ | _____
CHECK OUTSIDE LIGHT TIMER SETTINGS

Timer should be set to turn lights on 1 hour before dark, and turn off at 11:00 PM. See setting book in right closet for instructions.

> Ask Walt for instruction bood for timer.



CLEAN / SPOT CLEAN CARPET AND PEWS

Various spots and stains have occurred throughout the auditorium. Clean throughout accordingly.



CLEAN BASEBOARD SCUFFS

Clean baseboard scuffs around the auditorium



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. They need to be replaced. New units are in storage area to left of bapistry.



CLEAN GROUT

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



CLEAN RESTROOM VENTS (3)

Pull vent cover down, vaccume around motor and discharge area. Wash clean the vent cover.

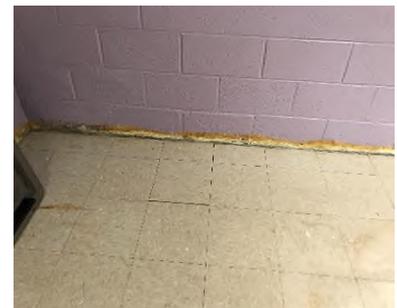


INTERIOR - DOWNSTAIRS

FLOOR STRIP & 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.



CLEAN CLASSROOM CARPET

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



FLOURESCENT LIGHTS OUT 4x4

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.

Replace the 2 fixtures at bottom of stairs.

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



FLOURESCENT LIGHTS OUT 2x2

Replace two 2x2 light fixtures in Main room with 2x2 LED panels. These are available in the building. Old units to go to recycling.



TAKE DOWN AND STORE CHRISTMAS DECORATIONS

Take down and store away these Christmas decorations.



CONSTRUCT BOOKCASES IN CLASSROOM #1

Construct bookcases to fill open space in #1 classroom. Use design of current bookcases to new one. Stain to match.



DOWNSTAIRS BACK DOOR

This door needs to be stripped, primed and painted both inside and out. Weather stripping around door need to be replaced and upgraded



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
- > Parking Lot Resurfacing & New Striping
- > Repairs to Refrigerator Ice Maker
- > New Basketball Goal