

# PROPERTY TEAM TO DO LIST

As of December 1, 2022

## Property Team:

- Order 4' LED fluorescent bulbs and re-wire existing fixtures w/o ballast. Light fixture in front of office is not working. Maybe bad ballast.
- Fix leaking doors on South Fellowship Hall wall with flashing above the doors.
- Thermostat in Gilomen room not accurate. Room is warmer than setting.
- Replace two Exit signs (Upper Narthex and elevator room).
- Identify circuit breakers in panels and document them properly.
- Fix West security lights so they don't turn on during the day.

## Council Approval Projects:

- Consider replacing 4 forced air furnaces. Current furnaces can't be fitted with high MERV performance filters and are at their life expectancy (22 yrs.).
- Get new forced air furnaces fitted with UV modulator for covid purification.
- Replace manual thermostats in Library, Fellowship Hall, and classrooms with thermostats with Fan On/Auto switch for covid.
- Fix large crack on South sanctuary ceiling.
- Repair rotted wood sills and trim on three large stained-glass windows on East wall of sanctuary and fix upper sash stained-glass on South sanctuary wall.
- Paint window trim and add storms on all sash windows.
- Repair/replace rotten shakes.
- Fix Bell Tower hot water loops. The Bell Tower is stuck open.
- Trim/remove SW tree shading solar panels and remove two other high-risk trees.
- Replace AC unit in upper Narthex hallway.

## Completed Items

- ~~Install board behind piano to prevent wall damage~~
  - ~~Install carbon monoxide alarm in boiler room~~
  - ~~Replace light on outside east wall of Fellowship Hall~~
  - ~~Replace 2 Fellowship Hall kitchen sink faucets~~
  - ~~Water leaking into Fellowship Hall South door. Replace sweep and caulk.~~
  - ~~Replace two light switches in sanctuary (right outside and middle)~~
  - ~~Fix broken storm window on sanctuary South side~~
  - ~~Fix/replace range elements in kitchen.~~
  - ~~Directory of all contractors and their contact information for church staff~~
  - ~~South Fellowship kitchen faucet valve not able to close fully~~
  - ~~Roof South of sanctuary missing drain strainers. (JM)~~
  - ~~Remove old paint, replace glazing, prime and paint four sash window in sanctuary. Also, replace four window sash locks in sanctuary.~~
  - ~~Replace church water main valve that doesn't turn off.~~
- Continue to next page →
- ~~Replace sink panels in bathrooms~~
  - ~~Replace men's urinal valve in bathroom~~
  - ~~Install plexiglass storm on South sanctuary sash~~
  - ~~Caulk south gutter and roof vent~~

## PROPERTY TEAM TO DO LIST

- ~~Boiler room furnace exhaust pipe not supported properly. Needs vertical support.~~
- ~~Replace two water heaters. They are over 20 years old.~~
- ~~North exterior entrance door light/sensor~~
- ~~Women's bathroom motion sensor.~~
- ~~Replace emergency light in Fellowship Hall~~
- ~~Fix Library Hallway ceiling light~~
- ~~Replace and paint restroom panels~~
- ~~Install electric timers for both hot water heaters to reduce energy costs~~
- ~~Make extra keys for water main valve box~~
- ~~Fix elevator lights and panels~~
- ~~Label Emergency light panel and exterior light sensor box~~
- ~~Labels on Timers in lower Maint room (front sign) and Boiler room (ext lights)~~
- ~~Move file cabinets from elevator room~~
- ~~Replace Emergency light in Preschool room~~
- ~~Replace sanctuary dimmer switch for alter (head lights)~~
- ~~Fix sagging door in womens bathroom~~
- ~~Replace rope in bell tower~~
- ~~Remove bulletin boards etc from preschool walls~~
- ~~Replace 12 Exit light batteries~~
- ~~Paint daycare/preschools rooms~~
- ~~Replace Narthex Upstairs lights with thinner LED dimmable bulbs (hard to remove)  
Installed bulb extensions~~
- ~~Refit alter lights for LED bulbs- Gary~~
-