

4/18/2021

## Things to Do List

### INSIDE

1. Replace a duplex electrical outlet at the north end of the hall in the upper story of the Education building (outside room 204) The current outlet is worn out and will not retain a plug well. The circuit breaker is in the electric panel across the hall.
2. Paint the steel pole that the exterior doors latch against at door #1 with rust preventive paint. It is exposed to salt during the winter and is rusting.
3. Damage was being done to the wall in electrical room 116 due to the material being stored in there. The material has now been relocated. Repair the wall with spackle and sand it when dry. Then touch up the wall with Eggshell Woodruff tan paint. (in 5-gallon bucket)
4. Touch up the east wall of room 110 (youth room) just above the tables along the wall with woodruff tan eggshell paint.
5. In the room 111, adjacent to room 110 there is damage to the wall under the light switch. Clean the wall with Mr. Clean pads, then fill in the gashes with spackle. Let it dry. Sand the area and then touch up the wall with Eggshell Woodruff paint
6. At the bottom of the carpeted steps there are multiple ceiling tiles damaged by moving the tiles to turn valves above the ceiling. Spray the damaged tiles with special ceiling tile white paint.
7. Touch up the ceiling tile on Mercer Hall with special white spray paint, and the ceiling at the bottom of the carpeted steps.
8. The front of a coat rack in Mercer Hall is missing some of the laminate material. Try to touch it up with paint that matches the wall so it is not so noticeable.
9. Replace the ballast in the round light at the south end of the Narthex. Sometimes when the light switch is turned on, it doesn't light
10. Remove the dead flies in the round light fixtures in the Narthex. Do not attempt to remove the flies from the rectangle lights in the narthex as the plastic is very brittle and it will crack if moved.

### OUTSIDE

1. Relocate the piles of leaves along the north side of Sanctuary into the woods south of the parking lot. Possibly use a tarp to transport them.
2. Rebuild the wood frames under the aluminum caps on top of the retaining wall behind the dumpster with new pressure treated wood. Re install the existing caps secured with stainless steel screws into the new frames.
3. Rebuild the cover over the air intake for the boiler room. Currently the roof slopes to the north and slightly to the west. Due to the west slope, water runs down the wall of the air shaft into the boiler room when it rains hard. Install an aluminum L channel where the roof meets the entrance wall to make the joint watertight.
4. Paint the gas pipes on the **flat roof over the entrance area (Door #2)** with yellow paint as they are rusting. CAUTION when working on the flat roof, the roof is a 1/4 in thick membrane that has a rubber base, therefore it is soft and a hole can be made in it easily with sharp objects, resulting in a leak. Make sure someone else is within the sound of your voice in case you need help for any reason. There are five heating units on this roof, therefore five spurs of the gas line to be painted.
5. On the west end of the CLC roof, over the kitchen, the copper trim has come off in several places. Re attach the copper trim with tap con masonry screws into the brick. The trim was initially held in place with small nails secured into the edge of the plywood supporting the roof. The hardest part of this job is getting an extension ladder onto the flat roof in order to reach the areas that need to be repaired. Two people are needed for this job for safety and to manage the ladder up to the roof.
6. Remove the grass that is under the furnace exhaust vent on the west end of the CLC close to the dumpster. Place black plastic down and then cover the area with some of the patio block that are in the dumpster enclosure to prevent grass from growing in the area. Hopefully this will stop the damage to the vent pipe by the lawnmowers.
7. There are several taller dead trees close to the power lines on the south border, just east of the playground area. Carefully cut the dead trees down and have them fall away from the wires. Cut up the dead trees and dispose of the remains in the woods to the south.
8. Install a 4" "drain pipe" from the north west end of the CLC downspout to the drain on the kitchen flat roof. This should direct the water directly to the drain, rather than having it flow across the roof.

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Attach pressure treated wood at several places along the pipe to keep it from rolling. Look at the gas pipes on the roof for methods of stabilizing the pipe in place. Do not damage or pierce the rubber roof membrane, or it will leak.

9. Weeds are popping up in the parking lot and islands, spray them
10. The rope along the driveway needs to be replaced as it is old and becoming brittle
11. The tree growing under the fire escape must be removed. Caution it has thorns on it and one must wear leather gloves to work on it.
12. Remove all the weeds growing in the play area south of the Education Wing. (try to pull them up including the roots), collect them in a bucket, and then dispose of them in the woods about 80 feet west of the dumpster.
13. Trim limbs around fire wood box close to the new camp fire ring.
14. One section of the sidewalk around the belltower is settling, install red tape where the elevation changes to attract attention so people don not trip over it.
15. Dispose the contents of the three yard waste bags close to the bell tower in the woods, about 80 feet west of the dumpster enclosure.
16. Install a screen on the end of the 6" PVC pipe in the woods to prevent animals from crawling into it and possibly plugging it up.
17. Install a screen under the grate on the drain in the recessed stairway to prevent debris from entering the storm drain system.
18. Install a screen at the west end of the recessed stairway to keep leaves and other debris from entering the stairway, and possibly plugging up the storm drain.