

SVPC Buildings Grounds TO DO List
Pick a Project

Category	In/ out	When	Task #	Task Description	Leader
Misc	In	own time	13	Weather strip the doors...	Cathy& David Reisch
Organizing	In	own time	14	Map out storage areas – mark with labels...	Robin Brackett
Paint	In	own time	22.1	Program the painting of walls throughout the church. F&D will schedule colors. Facility Use and B&G will prioritize the work; B&G will execute the painting plan.	Carol Beaty
Misc	In	own time	24	Document a procedure for any changes made to the use of the building.	F&D Committee
Misc	In	own time	25	First Responder Training Guidance	Ted Rausch
Misc	In	own time	26	Develop a comprehensive set of operating manuals and instructions	Ted Rausch
Misc	In	own time	38	Facility room to be passage set, need key access to preschool office.	
Misc	In	own time	42	Install opaque film on the window in room 213..	
Cleaning	Out	own time	10	Clean mildew off north exterior and outside kitchen and session room.	Jay Gore
Organizing	Out	own time	23	Improve the appearance of the area outside the senior pastor's office	F&D Committee
Electrical	Out	own time	37	Landscape lighting repairs in memorial garden.	
Electrical	Out	own time	43.1	Fountain in Memorial Garden - Rework electrical for pump	Matt Sherman
Misc	In	workday	1	Add/adjust insulation above ceiling in 200 Wing to save energy	Merril Cliff
Cleaning	In	workday	8	Clean up and paint walls in mechanical room behind old kitchen	Ted Rausch
Cleaning	In	workday	29	Cleaning of all the cloth chairs, approximately remain.	
Organizing	In	workday	32	Check --repair --throw out broken folding chairs stored in closet across from the session room----clean up storage room	
Electrical	In	workday	33	Lights out in stairwell to loft -	Lee Brackett
Electrical	In	workday	34	Chandelier bulbs out in all three towers -- identify ballasts required	Lee Brackett
Irrigation	Out	workday	4	Install new irrigation pipes at memorial garden.	Howard van Dijk
Cleaning	Out	workday	5	Clean out tool shed	
Carpentry	Out	workday	6	Replace roof on tool shed	Tom Margel
Paint	Out	workday	7	Paint portico ceiling off of atrium	
Cleaning	Out	workday	11.1	Pressure wash and clean exterior doors alcove outside room 213...	
Paint	Out	workday	11.2	Paint exterior doors at alcove outside room 213 and old mechanical room	
Cleaning	Out	workday	19	Clean exterior windows and sills with soap and brush ...	
Carpentry	Out	workday	27	Replace missing boards on fence between church and apartment complex.	
Paint	Out	workday	30	Clean & paint door entry door to classroom & storage room behind old kitchen	
Organizing	In	workday	48.1	Organizing closets and space	Robin Brackett
Paint	Out	workday	45	Paint exterior doors at entrance by lift	
Electrical	In	workday	50	Rebulb the sanctuary chandeliers and high flood lights (need lift and expertise)	Lee Brackett
Plumbing	In	ASAP	51	Put linseed oil in floor drain p-trap men's room new wing to stop smell	Ted Rausch
Carpentry	Out	workday	52	Fix ceiling / roof of the extension at the front entry to the old sanctuary	

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Carpentry	Out	own time	53	Install gutters at alcove by side entrance to sanctuary	Lyle Hutter
Cleaning	Out	workday	54	Clean all white tables with pressure washer	Tracy Barnes
General	In	End May	55	Set back thermostates at end of preschool term	Ted Rausch
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