

7.16.23 updated **Trustees Work List**

Updated by Robert Godsey

Church Work List

Painting

1. Complete hallway painting, ~~replace damaged wood.~~ (Kelly Saylor, Robert Godsey +)
2. Paint fellowship hall walls, Need door/floor stop going into kitchen so it does not require garbage can to hold doors open.
3. 3 split (1/2) Doors in the nurseries need painting and repaired.
4. Need to take down bulletin boards in hallway before painting, the Daycare do not plan on using due to cost to update.

Security

1. New 4 cameras added 07.14.23 Robert (Approved by Robert, Rod, & Keith)

Sanctuary

1. Update the doors to emergency exit locks
 - a. Panic Bar - Push Bar for Exit Doors & Locking Lever with Keys.
2. Fix or replace door going outside by sacristy and check other doors for same issues.
3. Add emergency exit/lights sign to all 3 doors.

Scout Hut

1. Add over hangs for side doors
2. Getting estimate from Koorsen for emergency exit sign and lights (We will need to run power for the lights)
3. Update the doors to emergency exit locks? Check how doors open push bar exit.
4. Need cut off water valve and a water Spicket outside.
5. Plan on moving items stored at Carnes Ace Hardware to church storage building Friday 21st.

Daycare/Office Entrance

1. Update the doors to emergency exit locks
 - a. Panic Bar - Push Bar for Exit Doors & Locking Lever with Keys
2. Entrance door for office /daycare needs repaired or replaced (Robert getting estimate to replace)
3. Electrical box needs replaced for the light outside the office/daycare entrance.
4. Some of the Nursery windows looks as if they need of repair or replaced
5. ~~New locks for NLCA office or find key and fix issue with locks so office can be locked~~ (RJG done 6.1.23)
6. ~~Glass in broken windows was replaced~~ – (RJG done 6.1.23)
7. Update flooring nursery either strip and wax or replace.

Storage Building

1. Roof repair or replace with other repairs that are needed to outside of building.
2. Water damage on wall near entrance door on side.

Signage

1. Put sign back up that was hit by vehicle.
2. Remove sign at HOC (youth house)

Other Lighting

1. Continue updating Lighting to LED's Worked on kitchen lights 7.10.23 got

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2. working next day they no longer work (Rod-Robert)
 - a. Some New Lights have been purchase for the kitchen arriving Wednesday 19th, will need to install.
3. ~~Nursery lighting replaced~~ need to complete painting (Robert)
4. Repair or replace lighting at nursery doors going to play area, note there is a dust to dawn sensor obn one of the lights.
5. Put up lighting at HOC dawn to dust (have light just needs to be installed connect to outlet on 2nd floor) Robert and Stan)

Storage building

1. Clean-up inside of Storage building
 - a. Then Move items out of HOC/Youth House and in Fellowship Hall to storage building.

HOC (aka Youth House)

1. Glaze windows or replace
2. Need to address other issues inside the HOC
3. Need to repair garage and deck flooring.

Rock House

1. Update handles for 6 doors on rock house and added another emergency exit sign.
2. Outside fix erosion around fence for toddler spaces.
3. Add small fence or structure that keeps the children from touching wires.
 - a. Clean rocks around same space
4. Drain spout on rock house should be fixed
5. In electrical box behind stage we have an open space that's uncovered needs to be filled.

Emergency Exit Signs & Lights

1. ~~Fire extinguishers updated and emergency exit lights where updated with new batteries by KOORSEN FIRE & SECURITY that they installed.~~ (Done 7/14/23 Robert)
 - a. Getting estimate for emergency exit lights in scout hut. 7/14/23 Requested
 - b. Getting an estimate to update, fire system in kitchen. 7/14/23 Requested (Required if we are to use)
2. Exit signs and lights not done by KOORSEN need to be checked.

Other issues around the Church

1. Clean bathroom and kitchen floors, see about getting them steam cleaned or clean with boric acid and sealed.
2. Bathroom stalls should be replaced need someone to look at cost
3. Clean up rocks around play ground look installing steps or other structure to prevent rocks from coming into parking lot, children are slipping on rocks.
4. Update Wi-Fi for church (Robert)
5. Playground fence needs repair (around basketball court)
6. ~~Trim Bush on both corners on Main Street.~~ (Keith Done)
7. ~~Edge grass on curb on Main Street.~~ . (Keith Done)
8. ~~Clear dead tree limbs near basketball court around scout hut.~~ (Keith & Rod Done)
9. Address gutter issues on main sanctuary Need estimate of cost.

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10. Fix drainage issues at church entrance when we have heavy rains
11. Clean out and organize maintenance closet (Move some items to building)
12. In flower beds clean out weeds/grass.