

Facilities

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Regular Maintenance

- John Deere Mower annual maint. due Jan 31, 2022
Annual Maintenance - Next scheduled winter 2022
- Weed and rake beds due Jul 15, 2021
Rake and remove debris in plant beds
- Clean Drains - Monthly due Jul 15, 2021
Monthly:
Brush: Take long handle brush and dislodge around drain
Blower: Blow to the sides
Vac: Suck up debris along the sides
See office for equipment and rope to pull it up the hatch.
- Clear gutter guards - Monthly due Jul 15, 2021
Brush off sticky build-up material with long handled brush.
Ask office for Rope in order to pull brush up the ladder.
- Trash Pick-up on Property (Bi-Weekly) due Jun 23, 2021
Monthly - Winter (November - March)
Bi-Weekly - Spring (April - May)
Weekly - Summer (June - October)
Use tongs, gloves (found in garage - inside wall cupboard as you turn right entering from the garage door), and **garbage bags** (found under the gloves cupboard).
- Blow Roof and clear away debris in bags - monthly due Jul 15, 2021
Best to bag...otherwise, do the job again by needing to clear off the metal roof - lower drain - sidewalk.
Use battery operated Vac system. Ask office for Rope to pull in up the hatch.
- Blow Patio-Driveway-Parking and remove debris (weekly) due Jun 25, 2021
- Hand Water - Soaker hose border plants
Without a functioning irrigation system - watering now done by hand and soaker hose.

General

- Move hooks right and touch-up paint to give room on desk (Tech Booth)
- Replace garage light bulbs or light fixture as needed.
- Find place to hang ladders (2)
- Attach soap container to cupboard - office kitchen
- Missing metal cap (left roof sandwiched interior of HVAC layout)
- Install mole traps
- Glue carpet - Stairwell at church
- Hang Bulletin Board Tech space
- Attach storage to wall - free up desk space
- Attach bookshelf to wall
- Purchase cart wheel and pin and install
In the garage to be worked on
- Write-on pipe - By-Pass-Valve for easy recognition
- Wall phone repair re-attach
- Purchase 2 more Industrial-tables for youth room
Project of finding tables at HAC or other - given to Youth Ministries to find. Greg and his van made available for pick-up

- Label Sound Booth and provide location for remote + label
Find label maker
Take to sound booth
Organize and label items (remotes that go to the correct item, automated screen knob - label to ID which one, cables, drawers, etc.)
- Replace internet/phone outlet cover in room 106
- Remove broken TV from youth Community Room
- Reverse door hinge on 'Green Room' fridge (behind stage) to open toward the wall rather than into the room.
- Paint wall next to resource room door where bigger item has been removed
- Re-adhere rubberized molding to walls (Lower Level)
- Sell/Remove/Recycle old 'photo stat' machines upstairs in office
Per Jim Davenport: Prairie Coast to see if they can sell tractor. Over 30 years old and parts are no longer available in Canada for Mitsubishi tractor.
- Install Copper washer and replace with nut - toilet fixture. Men's washroom. Lower Level. Far stall.
Normal washers rust. Need copper to replace at base of toilet.
Copper Washer found.
- Count good folding tables (Number of 2" thick vs. 1" thick tables. Purchase replacements. Toss old
- Clean and Organize janitor closet off of kitchen
- Move Missions Committee Items to basement closet next to Activity Room
There are a number of Missions related items that should be moved together in one place. That place is the new Missions storage area downstairs closet off the Activity Room. Must build storage space first.
- Door Mat Cleaning
Pick gum and wrappers out of door mats at far end of hall - downstairs.
- Nail down heater vent - Office
- Apply leather cleaner-protection to Foyer furniture
- Install Cover Plate - Front of stage
Mouse Hole cover.
- Replace Stage holder with 4x4 wood
Remove Books and install lumber to hold up stage 1/4 round
- Wire Brush Rust & Then paint HVAC metal pipes. (4)

Landscape Maintenance

- Power Wash outside of Church Building
- Apply the solution to remove broadleaf weeds from the lawn (primarily swing set area)
- Prune Trees
- Trim hedge along fence - Mt Lehman side of road
- Remove landscape tree ties from trees
- Lay down bark mulch - planters - prep grounds for restart
- Weed killer on walkway
- Weed Killer Parking lot
- Powerwash Patio and East side of church
- Rake and remove debris from hill below patio

Experienced or Skilled help required

- Re-stripe parking in front of church office...but measure correctly for size requirements.
- Add sand and even out dips in walkway cement paving stone - re-pave stonework.
- Attach Wheels to Desk for Library Cart
- Install pipe to hang stage lights - side closet Worship Center near chairs

- Missing Screen around vents (to keep bats - birds out)
- Haul old fridge away (Garage)
- Add kick stops to all remaining exterior doors (7)
People have been using cement blocks to hold doors open. Hurts both door and walkways. Kicks purchased. Need installation.

Issue. Some of these doors are fire doors and need to connect to fire system. Specialty door holders required.

- Replace ceiling fixture lighting to LED - Nursery
Ask Rien - Change out to LED?
- Fix grout around baptismal
- Remove non-working oven top microwave and replace.
Building a shelf is required. Recycle non-working microwave currently installed directly under the cupboard.
- Broken cupboard in room 103
- Touch-up Paint Activity Room floor
Ask Heather for paint colour - may have some left over.
- Repaint turn arrows and lane markers on the entranceway + Stripe blacktop parking
Note: Existing handicap parking spaces not regulation and need to be larger.
- Hang new ladder in table/chair storage area upstairs
hangs too low for 6 stack of chairs to fit
- Hang stage lighting and move off the floor in the table/chair storage room in worship Center
- Affix small ladder to wall - downstairs janitor closet
- Replace office steps with non-slip decking. Front Stairs Lynn fell and broke her arm.
- Plug hole in wall under dishwasher.
Insulation and construction tape are falling off/visible under the dishwasher in the kitchen. Repair hole and any plumbing problems that might arise from this.
- Finish installing door kick-stops outside doors
- Glue & Repair chair
Located in Garage
- Re-glue tile to wall

Carpenter

- Laminate - separating Room 103
- Add a weight strategically so that children's riser so that it does not tip so easily
Kid protection concern
- Repair Hole in wall under eye wash station (kitchen/janitorial room)
There's hole in the wall under the eye wash station in the kitchen.
- Find new hardware and fix cabinet door room 103
- Repair chair cart + Build two more
Cart in the garage - needing repair. Need two more for the black chairs recently purchased. Total of three.
- Build second layer storage area in 'Green Room' behind stage to stack equipment/music stands
- Build storage shelving for Missions items (small room off the Activity room)
- Add traction to bridge to prayer walk - too slick when cold
- Tech Booth: Construct work desk in back - High counter so that 'bar stool' can fit. Editing suite.

Electrician

- Install High-up Pot lights (North and West corner)
Requires dry hard dirt surface, lift, and maybe plywood road to drive equipment on. Lift needs to get up 30+ feet from ground.

Plumber

- CAP off pipe and seal: Broken water pipes to irrigation system
Fall Project (Greg recommend ok to delay until next summer when we need irrigation again)

Recommending putting a cap on the system. Close down. Too expensive to repair with little value in doing so. Will hand water mature growth during stress heat periods. Closing task.

Contract Out

- HVAC duct repair - clean out mold - Maint Contract
To be reviewed by HVAC Maintenance team Fraser Valley Refrigeration.
- HVAC - Source of Water Leaks - Temp fix - need long term fix
Issues: Depression in HVAC sheetmetal (likely someone stood on vents to get up or down from second level roof)- regardless, we have had created puddling. = Rust through = water seepage into church building. In addition, the welds around the connected venting hav rusted through. Water follows went down and creates leaks. Roofer has been caulking, but proper sheetmetal work needs to be done. See pictures
- Measure/Order/Replace vinyl letters on glass with revised wording - Baptismal & Front Door of the church building
This task with Terry and Decorating Committee

In Process - Assigned

- Trim Tree Branches
Best to start in spring before the leaves leaf out or in fall pruning.
- MCC or CMT - Remove lost and found items
- Weed and Landscape center island in parking lot
Weed + Landscape Fabric + Install bark mulch in center island (parking lot)