

## **Church Property Maintenance Task List**

March 23, 2024

For members who wish to help with maintaining the Church property we have compiled a list of tasks that need to be completed. Please review the list and pick a task which you can help with. Then let the Property Manager know which task you would like to complete.

When the work is finished please inform the Property Manager so that the task can be removed from the list.

### **Short Term Projects:**

- The sheds at the back of the Church have wood trim on the doors that needs to be replaced and painted.
- One of the windows on the street side of the Sanctuary needs the metal molding replaced.
- The white canopies in the Women's shed need to be cleaned and put together with their support poles so that we can put them up for sale.
- Some of the window latches in the Sanctuary need to be replaced; we have purchased the new latches. These now need to be installed on the windows.
- There are always large weeds on the outside of the Church that need to be constantly taken care of.

### **Future Long Term Projects:**

- Two of the overhead track lighting in the Sanctuary are not working and several other lights with burned out bulbs that need to be replaced. We need to get an electrical or lighting contractor to perform the work.
- Need to think and inquire about resealing the parking lot. This is not a priority but the last time this was done was March 2019.

Please contact the Property Manager to notify them which task you will be helping to complete.