

Facilities

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Regular Maintenance

- Clean Drains - Monthly due Mar 25, 2021
- Clear gutter guards - Monthly due Mar 25, 2021
- Trash Pick-up on Property - Bi-Weekly
 - Monthly - Winter
 - Bi-Weekly - Spring
 - Weekly - Summer

General

- 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)
- Cut to fit -HVAC drain pipe (taken off when roof installed)
- Install mole traps
- MCC or CMT - Remove lost and found items
- Glue carpet - Stairwell at church
- Move hooks right and touch-up paint to give room on desk (Tech Booth)
- 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 lable items (remotes that go to the correct item, automated screen knob - lable 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-adhear rubberized molding to walls (Lower Level)
- Sell/Remove/Recycle olde '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 Mitsubichi tractor.
- Install Copper washer and replace with nut - toilet fixture. Men's washroom. Lower Level. Far stall.
 - Normal washers rust. Need coper 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

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
- Weed and rake beds
- Trim Tree Branches
Best to start in spring before the leaves leaf out or in fall pruning.
- 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

Carpenter

- Laminate - separating Room 103
- Add a weight strategically so that children's riser so that it does not tip so easillya
Kid protection concern
- Repair Hole in wall under eye wash station (kitchen/janitorial room)
There's whole 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

Plumber

- CAP: 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

- Electrical Plugs (behind wall left stage) 4 outlets
Behind left wall (facing stage) to charge batteries, etc.
- Electrical Plug - Tech Booth
- Replace and then Reset parking light timer (downstairs mechanical room)
Richard Friesen (Friesen Electric) scheduled to come back and finish work
- Heater mid-second Floor Not functioning
- Replace damaged side walkway lighting LED - Outdoor nearest middle door
Need to source unique LED light board. not a bulb replacement.

D350C15UNVA-JF POWER SUPPLY to LED light circuit board. Everline Universal. See attached picture.

- Install Outlet in Nursery for TV
- Electrician. Replace fixture (third down - left side)
- Review and fix spot lights on roof - both sides
- Install light above Heat Pump
- FV Fire: Repair leak on sprinkler system
Fraser Valley Fire - On site to fix of Annual inspection items no in working order.
- John Deere Mower annual maint.
George making arrangement for pick-up of tractor and annual service.

due Apr 6, 2021

due Mar 31, 2021