

Work Day

September 14, 2013

Items are listed in order of *approximate* priority.

1. Main Sanctuary
 - (a) Clean carpet using a carpet cleaner
 - (b) Clean pews using Pastor Josh's carpet/upholstery machine
 - (c) Vacuum pews and carpet
 - (d) General cleaning (remove old bulletins...)
2. Bathrooms: Regular cleaning and restocking
3. Tree trimming
 - (a) Trees between sidewalk and parking lot
 - (b) Trees near sign at parking lot entrance
 - (c) Hedges around the parking lot
4. Annex
 - (a) Sweep floors
 - (b) Clean and restock bathroom (including better solution for hand soap)
5. Replace fluorescent lights in pastor's office
 - (a) Bulb type is F50, soft white (may need to purchase at Lowe's)
6. General outdoor cleaning

- (a) Leaves in front of main church entryway.
- (b) General weeding in the lawn area between the main building and annex.

7. Annex soundproofing

- (a) Research creative, cost-efficient ways to add soundproofing to the Annex dining room.

8. Remove or grind down the metal peice protruding from Annex.

9. Purchase and install rubber ring-boots for vent flashings (pipes sticking out of roof) near the roof by the main entrance of the main building.

- (a) Diameter of pipes (flashings) and approximate degree of roof need to first be measured in order to purchase the correct rubber boots.
- (b) Rubber boots then need to be installed.