

Work Day

June 8, 2013

Items are listed in order of *approximate* priority. We probably won't come close to doing everything, that's okay. You can ask me (Jesse) for clarification, if I'm not around my cell is (408) 568-9356.

1. Main Sanctuary
 - (a) Apply wood polish to pews
 - (b) Vacuum pews and carpet
 - (c) General cleaning (remove old bulletins...)
 - (d) Replace pens with pencils
 - (e) Restock visitor cards (remove old ones which have been written on)
2. Refinish exterior wood doors and paneling of main building (see Jesse for more details)
 - (a) Remove doors from hinges
 - (b) Sand using electric sander, then by hand
 - (c) Apply finish to top and bottom
 - (d) Re-hinge doors
 - (e) Apply finish to remaining surfaces
3. Bathrooms: Regular cleaning and restocking
4. Replace Air Filters of AC system (for both AC systems)
 - (a) New filters likely need to be purchased.

5. Supply run
 - (a) Colored paper for Sunday bulletins needs to be purchased
6. Annex
 - (a) Sweep floors
 - (b) Clean and restock bathroom (including better solution for hand soap)
7. 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.
8. Roof gutters in main building
 - (a) Clean gutters of debris
9. Park strips
 - (a) Check the park strips both at the front and back of the church for weeds and litter.
10. Water heater in main building
 - (a) Purchase and install seismic restraint for the water heater of the main building
 - (b) Purchase and install piping in order to route the Temperature/Pressure Relief valve (TPR valve) of the water heater to the adjacent floor sink.
11. Electrical Panel for main building
 - (a) The electrical panel (located around the corner from main entrance) has openings in it, which need to be covered.