

Work Day

August 10, 2013

Items are listed in order of *approximate* priority.

1. Main Sanctuary
 - (a) Vacuum pews and carpet
 - (b) Restock visitor cards and pencils into pews.
 - (c) General cleaning (remove old bulletins...)
2. Bathrooms: Regular cleaning and restocking
3. Annex carpet estimate
 - (a) We haven't committed to carpeting the Annex, but it would be really beneficial to have a cost/work/style estimate.
 - (b) If unexperienced with carpeting rooms, you may want to consult someone who does or the internet first.
 - (c) Determine amount of carpeting needed to cover annex dining room.
 - (d) Visit Lowe's (811 E Arques Ave) and choose around 3 carpet samples.
 - (e) Also, obtain cost estimates for each of the samples.
 - (f) Hopefully we can plan on a carpet to install next month.
4. General restocking of needed items
5. Re-organize the janitor closet

- (a) Feel free to throw away what does not appear useful (e.g. bottles with only a little solution remaining).
- 6. Annex
 - (a) Sweep floors
 - (b) Clean and restock bathroom (including better solution for hand soap)
- 7. General outdoor cleaning
 - (a) Leaves in front of main church entryway.
 - (b) General weeding in the lawn area between the main building and annex.
- 8. Annex soundproofing
 - (a) Research creative, cost-efficient ways to add soundproofing to the Annex dining room.
- 9. Remove or grind down the metal peice protruding from Annex.
- 10. 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.
- 11. Finish trimming hedges around the parking lot.