

Volunteer To Do List - ordered by Area of Expertise needed (kind of) as of March 3, 2018

Category	Number	Location	Description	Comments	Volunteer
Electrical	E.1	Through-out	Safety caps needed on outlets that small fingers could get to		
	E.2	Office 213	technology wiring is a mess. Needs to be secured/hidden.	Can easily get unplugged	Dale & IT Staff rep. Laura
	E.3	Office 213	Overused wall plug - needs to be reconfigured	May be a fire hazard	
	E.6	Balcony	Sound system wiring is a trip hazard	Needs to be secured	
	E.8	Choir Loft	Wiring needs to be secured		
Plumbing	P.1	Storage room (Upper)	has pipes exposed - a sink used to be there.	Should these be capped or enclosed or both?	
	P.3	Downstairs Sunday School Wing	Round cover loose by fountain		
Carpentry	C.1	Pews - chapel & sanctuary	Significant water spots and nicks due to diffusers falling	Needs filling / sanding / polyurethane	
	C.2	Copy Room	Veneer is missing on drawer		
	C.4	Closet door inside storage attic	Damaged door and door rubs	Replace?	
	C.5	Balcony	Door has no kickplate		
	C.6	Memorial Garden Stairwell	Suspended ceiling cornerbeads are damaged		
Flooring	F.2	Copy Room	Floor tile missing		
	F.3	Copy Room	Mat has a hole in it		
	F.4	Stairway to upper room	Linolium backs on stairs are loose		
	F.5	Stairway to upper room	Cracked tiles on stairs		
	F.6	Upper Room	Carpet dirty	Needs cleaning	
	F.7	Narthax	Carpet has significant bubble	Needs to be replaced, moved to Building Maintenance Budget	
	F.11	Stairs by Dan's room	Back of stairs are cracked		
	F.13	Library	Spot clean carpet		
	F.15	Hubbard stairwell	Replace tiles at replaced steel door		
Paint & Drywall	P.1	Copy Room	Ceiling is uneven and dirty		
	P.3	Chapel	Water damage on ceiling in front		
	P.4	Back Stairs	Scarred walls		
	P.5	Balcony hall stairway	Ceiling water damage		
	P.7	Fellowship Hall / Fairfield exit	Stairway needs repainting		
	P.8	Back of Stairs by Dan's room	Peeling Paint		Ron & Sandy completed 2/24/18

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	P.9	Chancel	Stain wood panel by choir loft	Needs a stain that matches adjoining panels	
	P.12	Both west stairwells	Paint stair nosings where new treads were installed		Ed completed 2/15/18
	P.13	Narthex by elevator to street level	Stain-kill ceiling and paint walls where water stained	Need wall paint	
	p.14	Lower level outside elevator to Fellowship Hall	Paint wall where water stained	Need wall paint	
	P.15	Replaced steel flush doors - outdoor storage & Hubbard stairway	Primed, needs to be painted	Possibly use bathroom panel paint?	
	P.16	Lower level under drinking fountain between bathrooms	Paint water stained wall		
Laminate (countertops)	L.1	Copy Room	Laminate is scratched and chipped		
	L.2	Communion prep area	Backsplash laminate is popping	Re-secure	
Cleaning	CL.2	Choir Loft	Pews, floors, stained glass, shelves	Generally dirty and has cobwebs	
Special / Masonry	SP.2	Downstairs Sunday School Wing	Cracked blocks near Kangaroo (and water fountain)		Ron is working on
Miscellaneous	M.1	Sanctuary	Missing communion cupholders	Where to purchase?	
	M.3	Chapel	The pew chair on the alter is on top of a heater/blocking it.	Remove the pew chair	
	M.4	Mechanical Atrium across from offices	Install conduit & pipe straps fasten to cement pavers	Need a hammer drill, straps and blocks are purchased	
	M.5	Upper classroom / Storage	Add wall insulation	Need to purchase insulation	
	M.6	Upper classroom / Storage	Add fireblocks between roof rafters	Need to purchase blocking materials	
	M.7	Lower level outside elevator to Fellowship Hall	Replace water stained ceiling tiles	Ceiling tiles are stored in the Narthex short closet	
	Landscape	LS.2	North side of education wing	Repair and or replace clean-out caps in lawn to make level to grade so mowers don't hit them	Need caps and couplings
LS.3		Landscape beds	Replace damaged edging	Need new edging, stakes and connectors	

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