

**Volunteer To Do List - ordered by Area of Expertise needed (kind of) as of February 3, 2020**

Category	Number	Location	Description	Comments	Volunteer
	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		
<b>Plumbing</b>	Pl.1	Storage room (Upper)	has pipes exposed - a sink used to be there.	Should these be capped or enclosed or both?	
<b>Carpentry</b>	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.5	Balcony	Door has no kickplate		
	C.6	Memorial Garden Stairwell	Suspended ceiling cornerbeads are damaged		
<b>Flooring</b>	F.2	Copy Room	Floor tile missing		
	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.11	Stairs by Dan's room	Back of stairs are cracked		
<b>Paint &amp; Drywall</b>	Pt.1	Copy Room	Ceiling is uneven and dirty		
	Pt.3	Chapel	Water damage on ceiling in front		
	Pt.4	Back Stairs	Scarred walls		
	Pt.7	Fellowship Hall / Fairfield exit	Stairway needs repainting		
	Pt.9	Chancel	Stain wood panel by choir loft	Needs a stain that matches adjoining panels	
<b>Laminate (countertops)</b>	L.2	Communion prep area	Backsplash laminate is popping	Re-secure	

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<b>Cleaning</b>					
<b>Special / Masonry</b>					
<b>Miscellaneous</b>	M.4	Mechanical Atrium across from offices	Install conduit & pipe straps fasten to cement pavers	Need a hammer drill, straps and blocks are purchased	
<b>Landscape</b>	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	

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