

## Properties Committee

	A	B	C	D	E	F	G	H
	STATUS	RANK; DATE COMPLETED	F/C Approval	PROJECT	VENDOR	P/M CYCLE; NOTES	Est. Cost	Proj. Mgr.
1								
2	SUMMER 2009 INSPECTION	1. Urgent		RECTORY INTERIOR: Sink rusting and cracked.				D.C.
3	SUMMER 2009 INSPECTION	1. Urgent		RECTORY INTERIOR: Pastor's Bathroom; repair grout in bathtub				D.C.
4	SUMMER 2009 INSPECTION	1. Urgent		RECTORY INTERIOR: Laundry Room Dryer Vent, Dryer not working well.				
5	SUMMER 2009 INSPECTION	1. Urgent		RECTORY EXTERIOR: Repair hole in foundation near A/C compressors.				
6	SUMMER 2009 INSPECTION	1. Urgent		RECTORY EXTERIOR: Garage Floor Pressure Wash and Reseal				
7	SUMMER 2009 INSPECTION	1. Urgent		RECTORY EXTERIOR: Concrete Repair, including steps to parking lot.	Quotes	<b>TOP PRIORITY</b>		
8	SUMMER 2009 INSPECTION	1. Urgent		MASONRY: Clean white residue from brinks; THEN APPLY SEALER				D.C.
9	SUMMER 2009 INSPECTION	1. Urgent		ELECTRICAL: Replace Lighting Fixtures in Stairways and Side Aisles. Lenses missing or yellowed/brittle on many units.	Dies and Committee			
10	SUMMER 2009 INSPECTION	1. Urgent		ELECTRICAL: Repair bad fluorescent in Hall	Dies			
11	SUMMER 2009 INSPECTION	1. Urgent		ELECTRICAL: Rectory Interior, "Nightlight Plug" bottom of stairway. Check and Replace if Necessary	Dies			
12	SUMMER 2009 INSPECTION	1. Urgent		ELECTRICAL: Rectory Exterior Replace Two GFI's	Dies			

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13	SUMMER 2009 INSPECTION	1. Urgent		ELECTRICAL: Church Interior Lights Out / Bad Breaker in Church	Dies			
14	SUMMER 2009 INSPECTION	1. Urgent		ELECTRICAL: Church Interior Disable Exhaust Fan in Cupola	Dies			
15	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL INTERIOR: Replace door closer at south end of hall.				
16	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL INTERIOR: Dispose of Broken Microwave after checking with Marie	Committee			
17	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL INTERIOR: Construct Storage Facility per Marie's request Possible Eagle Scout Project		<b>TOP PRIORITY</b>		
18	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL EXTERIOR: Repair/Paint Cracked DRYVIT around Gathering Room Repair and Paint Rust from Christmas Wreaths		Rusty bottom edges.		
19	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL EXTERIOR: Remove Debris from Cellar Door Put cap on hole				
20	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL EXTERIOR: New gravel to top off grade-level roofs of stairways to church hall, NE and NW		Combine with cement work?		
21	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL EXTERIOR: Clean Rust from Cement at Gathering Room Entrance	Committee			
22	SUMMER 2009 INSPECTION	1. Urgent		CHURCH/HALL EXTERIOR: Build up top soil by cellar door.	Husney			afc
23	SUMMER 2009 INSPECTION	2. Necessary		RECTORY INTERIOR: Paint Lobby (foyer) and Offices				

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24	SUMMER 2009 INSPECTION	2. Necessary		RECTORY INTERIOR: Laundry Room Remove refuse, paint walls and floor				
25	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL INTERIOR: N/E Stairway Coving loose				
26	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL INTERIOR: Monitor moisure in NW Basement Corner Pump Room WRAP PIPES, INCLUDE SMALL FAN				
27	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL INTERIOR: Church Stairwells, Thougly clean, tighten and polish rails. Remove Debris NE Church Stairwell				
28	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL EXTERIOR: Replant grass around large Blue Spruce	Calderwood			K.N.
29	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL EXTERIOR: Repair and Paint Portico Columns				
30	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL EXTERIOR: First Energy to Inspect/Replace Rusty Conduit at point of service entry, NE corner.	DIES and/or FIRST ENERGY			
31	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL EXTERIOR: Extend fence around new backup generator	Cardinal			R.A.
32	SUMMER 2009 INSPECTION	2. Necessary		CHURCH/HALL EXTERIOR: Cracks developing, parking lot asphalt Off-year maintenance?	Perrin			R.A.
33	SUMMER 2009 INSPECTION	3. Optional		RECTORY INTERIOR: Repair and Ultimate Replacement of Rectory Windows				
34	SUMMER 2009 INSPECTION	3. Optional		RECTORY INTERIOR: Repaint black metal elements of central stairway.				

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35	<b>SUMMER 2009 INSPECTION</b>	3. Optional		<b>RECTORY INTERIOR: Remodel Rectory Kitchen</b>				
36	<b>SUMMER 2009 INSPECTION</b>	3. Optional		<b>ELECTRICAL: Check status of 220 line in Laundry Room</b>	<b>Dies</b>			
37	<b>SUMMER 2009 INSPECTION</b>	3. Optional		<b>CHURCH/HALL EXTERIOR: Evaluate Heat Loss from Stain Glass Windows/Church; Inspect plexiglas panes and airspace.</b>				<b>D'E</b>
38	9. Preventative Maintenance	<b>1. Urgent</b>		<b>Remove Refuse from Roofs Manually and with Leaf Blower</b>	Dave and Church Volunteers	Four Times Each Year		D.C.
39	9. Preventative Maintenance	<b>1. Urgent</b>		<b>PLUMBING: Winterize exterior faucets each November; Winterize Round Garden Sprinkler System.</b>	<b>Husney/afc</b>	<b>Late Oct. Early Nov.</b>		<b>K.N.</b>
40	9. Preventative Maintenance	<b>1. Urgent</b>		<b>PEWS: Wash Church Pews.</b>	Parish Volunteers	Lent 2009 and Odd Years?	Volunteers	M.M.
41	9. Preventative Maintenance	<b>1. Urgent</b>		<b>PEWS: Ongoing Replacement of Rubber Pew Feet with Gorilla Glue</b>	Dave and Helpers	Occasionally, as needed.		D.C.
42	9. Preventative Maintenance	<b>1. Urgent</b>		<b>Fire Safety Equipment Maintenance, Extinguishers and Kithcen Hood Suppression System</b>	Banfield	Biannual	<b>PUT IN CALENDAR</b>	K.N.
43	9. Preventative Maintenance	<b>1. Urgent</b>		<b>Drain Water from Exterior Plumbing, including Round Garden Irrigation Sys., and all external sill cocks.</b>	Husney	Early November Each Year	<b>PUT IN CALENDAR</b>	K.N. a/c
44	9. Preventative Maintenance	2 Necessary		<b>Drain <u>ALL THREE</u> Hot Water Tanks annually in order to extend their life.</b>	Voulunteers	May of Each Year	<b>PUT IN CALENDAR</b>	J.P.
45	9. Preventative Maintenance	2. Necessary		<b>Wheelchair Lift (Elevator) Maintence and Certification</b>	Ohio Dpt. Of Commerce, Gable	<b>Annual, but when?</b>	<b>PUT IN CALENDAR</b>	K.N.

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46	9. Preventative Maintenance	2. Necessary		Tuckpointing	VENDOR?	As needed upon inspection.		All
47	9. Preventative Maintenance	2. Necessary		Tony to touch up painting annually.		Jim to talk to Tony in the Spring		J.P.
48	9. Preventative Maintenance	2. Necessary		Service Well and Well Pump	Randy	Rarely, only as needed.		All
49	9. Preventative Maintenance	2. Necessary		Reseal and Restripe Parking Lot, summer of 2011	Perrin	Every Three Years?		R.A.
50	9. Preventative Maintenance	2. Necessary		Regular Weed-Whack and Spray around HVAC Units	Calderwood	Growing Season		K.N.
51	9. Preventative Maintenance	2. Necessary		Professional Window and Screen Cleaning.	Unknown.	Annually in Spring		M.M.
52	9. Preventative Maintenance	2. Necessary		PEWS: Temporary refinishing of bare wood areas.	Dave and Jim	Light wipe-on finish as protectant.		D.C. J.P.
53	9. Preventative Maintenance	2. Necessary		Lawn Applications; Includes Grass and Weed Kill within HVAC fenced area <u>AND FRONT LOTS (Dave, 5/09)</u>	Calderwood	Every Late Fall or Early Winter		D.C.
54	9. Preventative Maintenance	2. Necessary		Landscape Maintenance Including Plantings and Irrigation System with Timer	Husney	Growing Season		M.R.
55	9. Preventative Maintenance	2. Necessary		Inspect and Clear Drains and Lines to Prevent Ongoing Flooding in Church Basement and Elsewhere	Dynamerican	Immediately, then as rec.		K.N. J.P.
56	9. Preventative Maintenance	2. Necessary		EXTERIORS: Perennial Checking and Calking Voids and Cracks, prohibit and repair insect damage, e.g., wasps, hornet, bee's nests.				

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57	9. Preventative Maintenance	2. Necessary		Clear debris from two culvert drains at south end of parking lot (by driveway and by SW corner).	Voulnunteers	Several times in Spring and Fall		E.R. and All
58	9. Preventative Maintenance	2. Necessary		CHURCH/HALL INTERIOR: Wax Linoleum Floors as Needed				
59	9. Preventative Maintenance	2. Necessary		CHURCH/HALL INTERIOR: Monitor Moldy Smell in G/R Kitchette/"Bride's Room"				
60	9. Preventative Maintenance	2. Necessary		CHURCH/HALL INTERIOR: Monitor Moldy Smell in Confessional (Old Baptistry)				
61	9. Preventative Maintenance	2. Necessary		Carpet Cleaning Gathering Room and Carpet Cleaning in Rectory/Admin Bldg	Arslanian	Every Year in G/R, Rectory as needed.		M.M.
62	9. Preventative Maintenance	2. Necessary		Biannual Walk-Around Inspection of all Properties and Facilities with Lunch	Properties Committee	Twice Each Year		All
63	9. Preventative Maintenance	2. Necessary		Biannual Electrical Maintence including Overhead Light fixture replacements, R/R of Electrical Components	Dies	Twice Each Year, or as needed.		K.N.
64	9. Preventative Maintenance	3. Optional		Tree Service as Needed for Saftey (Also, ongoing discussion regarding removal 2 blue spuces.)	K. J.'s Tree Svc	<i>Mary, Ed, Jeff, et al. to discuss 2 pines.</i>		All
65	9. Preventative Maintenance	3. Optional		EXTERMINATING: Consider annual or monthly service due to building damage from insects				afc
66	8. Under Review	1. Urgent	03/26/2009	Inspection and Leveling of Exterior Sidewalks, particularly the bottom step from rectory to parking lot.	Perrin or Other			
67	8. Under Review	2. Necessary		Eventual Replacement of Gathering Room Carpet		<i>Felt-like nap is very hard to keep clean.</i>	approx. \$2K	

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68	8. Under Review	2. Necessary		Construct Additional Table and Chair Storage SW corner of Parish Hall. Add shelving near sump.		Fall/Winter 2009		D.C. J.P.
69	8. Under Review	3. Optional		Remove section of pews in church to allow for improved wheelchair access.				
70	8. Under Review	3. Optional		Remodel Rectory Kitchen				
71	8. Under Review	3. Optional		Rectory Windows	Pella/Other	Some windows are beyond repair.		
72	8. Under Review	3. Optional	Extensive consultation required.	PEWS: Complete refinishing of pews. (Temporary repairs to be done by Dave and Jim.)	Several vendors on file for this.		\$65,000	
73	8. Under Review	3. Optional		Install City Water		Existing well pump system is ok.	\$17,500.00	
74	8. Under Review	3. Optional		Eventual Replacement of Church Sign on Everett Road	B.S.	Prior to 2014 50th Anniv.		All
75	8. Under Review	3. Optional	Extensive consultation required.	Asked to consider sale of some property to neighbors.		F/C says "open to considering."		All
76	7. Approved	1. Urgent	10/11/2007	Painting of the Dryvite ("Stucco") of the Gathering Room. Would also paint-to-repair aluminum trim on G/R skylight. (HAS THIS BEEN DONE ALREADY?)	Tony's Painting, Wayne Hose	Maybe started or completed. Unknown.	\$4.5K? No, this is way off.	J.P.
77	7. Approved	2. Necessary	Under \$1K, approved by afc	Replace Chandelier in Rectory Living Room due to current unit being to dim.	Whitmers or Online			afc and K.N.
78	7. Approved	2. Necessary	02/15/2007	Facility Signage, Restrooms, etc.	Consult with Becker's Signs	afc would like a uniform singage style	UNKNOWN	

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79	1. Completed	10/07/2005		Sign in Front of Church		\$700.00	\$740.00	R.A.
80	1. Completed	11/25/2005		Water System, Preventative Maintenance		\$1,500.00	\$600.00	
81	1. Completed	02/06/2006		Air Conditioning Rectory	Wooster	\$12,265.00	\$13,500.00	J.P.
82	1. Completed	05/01/2006		Painting Exterior Wood Trim	Tony's Painting	\$9,000.00	\$8,760.00	J.P.
83	1. Completed	05/01/2006		New Hood for Kitchen Hall, "Phase One"	Hobart	\$15,500.00	\$15,500.00	
84	1. Completed	02/15/2007		Windows, afc Living Room	Kindness of Dave Carlos		GRATIS	D.C.
85	1. Completed	03/01/2007		Gathering Room Trim Painting by Tony's @ \$550.00	Marchetta, Wilmot, Guardian, Handyman	\$1360, \$1600, \$1600, \$2400	\$2,000.00	J.P.
86	1. Completed	08/01/2007	10/11/2007	Gathering Room Skylight Anodized Aluminum Painting	Tony's Painting		Unknown	
87	1. Completed	09/11/2007	06/07/2007	> Moisture at NE Corner, N End of Church, chimney and basement.	Scolardo Excavation/Residential	\$2420, \$650, afc N.B.	Reported above also, \$3070.00	
88	1. Completed	09/16/2007	6/7/2007	Improved Ventpipe for Sacristy Water Heater.			\$90.00	D.C.
89	1. Completed	09/25/2007	02/15/2007	Gathering Room Drive Through Beams	D.S.Const.	See afc	\$28,650.00	R.A.

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90	1. Completed	10/01/2007		<b>HVAC SITE PREP: Fence, Excavating-Waterproofing, Retaining Wall, Concrete Pad, Elect. Repair, Gasline Repair</b>	<i>Cardinal, Residential, Scolaro, Sasak, Perrin, Dies.</i>	\$983, \$3070, \$5100, \$3310, \$206, \$1100.	\$13,769.00	R.A.
91	1. Completed	10/01/2007		<b>Fit/Finish/Wxstripping Ch. Doors</b>	Dave/Don/Jim	\$100.00	\$100.00	D.C.
92	1. Completed	10/01/2007	02/15/2007	<b>Church/Hall HVAC replacement</b>	Wooster	\$54,250.00	\$52,250.00	J.P.
93	1. Completed	10/28/2007		<b>Backfilling/Landscaping</b>	Sasak	\$7,750.00	\$7,750.00	
94	1. Completed	11/13/2007		<b>New Fencing HVAC Units</b>	Cardinal	\$3,300.00	UNKNOWN	R.A.
95	1. Completed	11/18/2007	10/11/2007	<b>Round Garden in Front of Church (Not yet approved, probably will be approved.)</b>	Sasak		\$7,235.00	
96	1. Completed	12/08/2007	10/11/2007	<b>Replace Old Aluminum Windows in Sacristy</b>	Pella		\$2,510.00	J.D'E.
97	1. Completed	02/02/2008		<b>Repair Zone Heating, PSR Office, Various Zones have been repaired over time.</b>	Wooster, Comunale	\$625/725, \$420/500	\$725.00	J.P.
98	1. Completed	03/23/2008	09/01/2008	<b>Reseal and Restripe Parking Lot, summer of 2008</b>	Perrin		\$4,750.00	R.A.
99	1. Completed	04/01/2008	02/15/2007	<b>"Phase Two" of Hall Kitchen, including storage and sink.</b>	Committee	\$11K pledged	UNKNOWN, < \$15K	
100	1. Completed	05/01/2008		<b>Church Bell System</b>	Verdin, Schulmeric	Unknown	\$13,000.00	D.M.

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101	1. Completed	10/01/2008	10/11/2007	<b>Basement Hall Restrooms. Now urgent due to health reasons. Incl. Heating issues.</b>	<i>Project Completed</i>	UNKNOWN	\$65,000.00	R.A.
102	1. Completed	06/01/2009		<b>Rectory Deck, Inspect and Paint (Added by Dave 5/09)</b>		<b>BETWEEN 6/22 and 7/3 2009</b>		D.C. and J.P.
103	1. Completed	06/01/2009		<b>CHURCH/HALL INTERIOR: Repair and Refinsh Little Servers' Chairs</b>				<b>D.C.</b>
104	1. Completed	07/01/2009		<b>RECTORY EXTERIOR: Paint and Repair Wooden Deck</b>				
105	1. Completed	07/01/2009		<b>CHURCH/HALL EXTERIOR: Level Gathering Room A/C compressors</b>	<b>Wooster</b>			<b>afc</b>
106	1. Completed	08/01/2009		<b>RECTORY EXTERIOR: Caulk cracks where bee's/wasp's nests have been found.</b>				
107	1. Completed	08/01/2009		<b>CHURCH/HALL EXTERIOR; Especially Confessional: Repair Rotted Wood around Windows Caulk cracks around Windows and Doors</b>		<b>Include "Antique" Stainglass</b>		
108	1. Completed	08/01/2009		<b>CHURCH/HALL EXTERIOR: More Handicapped Parking Places</b>				<b>R.A.</b>
109	1. Completed	08/01/2009	10/11/2007	<b>&gt; Electical Generator for Sump Pumps (To be addressed along with dampness control at north end of building.)</b>	Broadview Heating and Cooling.	<i>An ongoing, complicated issue.</i>	\$5K	D.M.
110	1. Completed	08/09/2009		<b>RECTORY INTERIOR: Wet behing Washing Machine Washer supply valves.</b>				
111	1. Completed	08/09/2009		<b>RECTORY INTERIOR: Weatherstripping Religious Education Office Door</b>				

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112	1. Completed	08/09/2009		RECTORY INTERIOR: Recover Floor Drain and Chimney hole from old Incinerator				
113	1. Completed	08/09/2009		RECTORY EXTERIOR: Repair insect damage all around; particularly garage doors.				
114	1. Completed	08/09/2009		RECTORY EXTERIOR: Repack faucets and valves, including interior of rectory garage				
115	<i>1. Completed</i>	<i>?</i>	<i>?</i>	<i>Wheelchair Lift Installation</i>	<i>Gable</i>		<i>Approx. \$ 65</i>	<i>All</i>
116	1. Completed	11/12/05 and 12/23/06		Tree/Shrub Removal/W.proof	K. J.'s Tree Svc		\$1,335.00	D.C.
117	1. Completed	2005 and 2006		Relevel Uneven Sidewalks - Three Visits	Level-It	\$1,200.00	\$1,205.00	R.A.
118	1. Completed	<b>Date Completed?</b>		Replace Roofs on All Buildings			<b>LARGE</b>	D.C. D.M.
119	1. Completed	<b>Date Completed?</b>		Remove Fence around gas meter	Dave and Jim		Volunteers	D.C.
120	1. Completed	<b>Date Completed?</b>		RECTORY INTERIOR: Pastor Bathtub Wall and Tile Replacement, Pastor Bathroom Sink Replacement				D.C. D.M.
121	1. Completed	<b>Date Completed?</b>		Mold Abatement, Rectory				
122	1. Completed	<b>Date Completed?</b>	02/15/2007	Hand soap dispensers and paper towel dispensers	Parishioners and Donors		Gratis	D.C.


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123	1. Completed	Date Completed?		Hall Storage Units	Tom and Dave		\$3,000.00	Dave Jim
124	1. Completed	Date Completed?		GFI, Sacristy Sink				
125	1. Completed	Date Completed?	02/15/2007	Correct G/R Skylight Trim (Exterior)	Tony's Painting	Jim to get from Tony and others.	Unknown	
126	1. Completed	Date Completed?		Complete Trim in Narthex	Dave/Don/Jim	\$100.00	\$100.00	Dave Don Jim
127	1. Completed	Date Completed?		Backsplash Slopsink G/R	Dave			D.C.
128	1. Completed	Occasional		Church Sanctuary Lighting Maintenance	Dies	\$800.00	\$1,100.00	
129	1. Completed	Occasional		Church Roof Accent Lighting Maintenance	Dies	\$400.00	\$400.00	
130	1. Completed	Summer '02?		Parking Lot Paving: Included Drainage System, Fabric Underlayment and Two Layer Asphalt	Perrin		Approx. \$50K	R.A./ D.C
131	1. Completed	Summer '09		Roof Repairs: Downspouts and Leaks, Chimney Tuckpointing	Larry Coffee		\$2K	D.C.
132	1. Completed	Summer '09	06/07/2007	> Moisture at NW corner, Water softener room, dampness, debris and plumbing. Include Power Backup for Water and Sump System.	Unknown. Need to reseach this.	Install small fan in pump room.	Unknown	afc
133	1. Completed	Summer 2009	03/26/2009	Leveling of Floors in Gathering Room, G/R Women's Restroom and Church Office Foyer		Scheduled for Summer, 2009	\$2,685.00	R.A.

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134	1. Completed	Summer 2009	approved by afc due to urgency	<b>Inspect, Repair and Reinstall Roof Drains and Downspouts (BEGIN WITH NE corner of church)</b>	Coffee	<i>Roof drains need reseated to downspouts.</i>	incl. Below	D.C. afc
135	1. Completed	Summer 2009	approved by afc due to urgency	<b>Inspect and Repair Skylight Leaks near "Cellar Door" <u>(IS THIS IN THE BID?)</u></b>	Coffee	<i>Skylight is leaking.</i>	incl. Below	D.C. afc
136	1. Completed	Summer 2009	approved by afc due to urgency	<b>Inspect and Repair Leaks in Church, may involve roofing AND cupola screening and sills <u>(SCRAPE AND PAINT)</u></b>	Coffee	<i>Water leaking on church pews.</i>	approx. \$2K	D.C. afc

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137				<b>KEY TO CODES:</b>  				
138					RANK	STATUS		
139							<b>SUMMER 2009 INSPECTION</b>	
140					1. Urgent	9. Preventative Maintenance		
141					2. Necessary	8. Under Review		
142					3. Optional	7. Approved		
143					Date Completed	6. Next few years		
144						5. Within the year		
145						4. Sched to begin		
146						3. In Process		
147					2. Almost Completed			

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148								