

Wakefield UU Church Property Committee Task List 2/25/2009

Task or Project	One time - ongoing - or research?	Description	Inside or Outside?	Low - Med -or High Priority ?	# of folks needed to complete	Person doing or coordinating	progress update if applicable	other notes	Materials needed
Print out and post directive signs on all appropriate doors	DONE	some doors need to be left closed- some open.	inside	high					
Repair gap between rear entrance and main building	DONE		outside						
Repair holes behind corner radiator in nursery	DONE	hole in wall above radiator	inside						
Repair holes in outer wall of kitchen	DONE	patch holes	inside						
Repair peeling paint around stained glass window	DONE		inside					leak also needs to be addressed	
Secure ceiling tiles over pulpit area	DONE		inside	high				used staging Breton Electric had to rent for another project	
Weather strip kitchen door to outside	DONE		inside						weeather stripping
contain wires crossing pulpit stairs	DONE		inside			Matt Lowry			

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patch with drywall the opening in ceiling in back stairwell	DONE	also and install new light fixture	inside					George will provide drywall seconds from where he works	
Hire professional to replace switching for sanctuary lighting	DONE	to remove threat of fire - fuses are getting too hot	inside	high	one				
Not a task - but...	Don't buy cheap vents for radiators!!	lesson from past experience							
Weather strip front door	in process	may need adjustment as weather changes				Mike Blake			
Block Coal Shoot in boiler room	one time		inside	high					
Block Draft from back door hallway	one time	hang thick curtain across back entrance	inside					okay with fire laws?	
Bondo the Back Door	one time	patch holes on outside of back door	outside						Steve has Bondo
Cover window in back stairwell with plexiglass	one time	to insulate but still provide light	inside						

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Fix air leak in organ	one time	fix so the organ will run more quietly	inside	low		2 Steve Breton			
Fix latch of door between kitchen and stairwell hall	one time	door won't stay closed	inside						
Fix rotted sill by nursery bathroom	one time		both?	high				in the spring	
Install railing on boiler room stairs	one time		inside						
Repair storm windows in nursery	one time	with plastic or plexi - need to research	inside						
Replace back study door	one time		inside	high				all rotted on outside of door	door
Weather strip inner back door	one time		inside						
post broken copier on Craig List or the like	one time and then monitor	someone might want it for parts! We can find another table for the copier.							
Redo Foyer	one-time	need to repair roof leaks, first	inside					need to determine amount of Memorial funds available	

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Hazardous Waste from Boiler Room	one-time	properly dispose of paint and other hazardous waste in back room behind boiler room	inside	Priority - contingent on finding a drop off place and date	two ?				
repair/replace door buzzer/intercom	one-time	this has been repaired before - could be getting old?				Steve Breton			
Hire a professional to fix Water main in boiler room	one-time ASAP	intermittent leak from water blowing off	inside	High		Hire Ed Mathews after estimate is approved	Town guy said we own it and it needs to be rebuilt pronto		
Make hymnal holders more secure	one-time per pew - but ongoing	find way to strengthen support	inside			Steve Breton and Matt Lowry		Steve will check with other churches and GCs	
Lawn Mowing	ongoing	mowing the front and side lawn	outside	high	one	Greg Moulton - Thanks Greg!			
Snow Shoveling	ongoing	shoveling what the plow doesn't do	outside	high	4- 5 on call as needed	Greg Moulton	call Greg if you can be on the list		
drain water from boiler system	ongoing	Need to post directions in boiler room!!!!	inside			1 Steve Breton will do and Wendy Dennis will post directions			

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Research fans for sanctuary	ongoing for now	price high-end and lower end fans	inside	med		1 Commercial remote control about \$350 -400 each, with 3' stems.			
research new way to heat Minister Study	research							baseboard heat blocked by furniture - inefficient and possible fire hazard	
Flush and treat steam heating system	yearly during spring or summer							this will make heat more efficient	
Repair/New Roof	1st CAPITAL Project	fix leaks if roof project will be delayed	outside	HIGH	n/a	Property Committee	getting quotes from Chris Burgess, Ralph Burke, and American Steeple		
Paint Building	2nd CAPITAL Project	after roof	outside	HIGH	n/a	Property Committee			
repair/replace belfry and put permanent roof	3rd CAPITAL Project	or, remove belfry then roof	outside	Low	n/a	Property Committee			