

5/5/11

ANNUAL	(Fire extinguisher inspection) (Back flow prevention test) Exit light test Strip and wax floors Trim trees Cut back monkey grass Mulch the Chapel garden Clean brass rails (Termite inspection) Drain air out of radiators (Van inspection) Van license tags Set up Christmas decorations Set up Easter decorations (Boiler inspection every two years) Evaluate cleaning person Sink drain cleaning	4/1/2011 4/14/11 2/16/11 12/15/10 The first cold snap 5/11 5/11 11/28 Ash Wednesday 3/31/11 4/11/11 3/31/11
SEMI-ANNUAL	(Fire alarm and smoke detectors) (Kitchen hood exhaust suppression test) (Elevator inspection) Timers for outside lights (Change filters Comfort Engineers) Turn sprinkler system off on-Building equipment inspection Kitchen refrigerator and freezer condenser coil cleaning Carpet cleaning inspection (clean vent at parsonage)	3/24/11 3/13/11 10/11 10/20/10 4/18/11 4/13/11
QUARTERLY	Weed control Clean pits around church Exterior light inspection on the building and the parking lot Kitchen supplies (Van oil change) Cleaning supplies (Van Inspection) Van Tags Kitchen refrigerator inventory disposal Clean drain in court yard Inspect roof leaks after a hard rain (every six weeks)	2/24/11 3/14/11 4/5/11 4/11/11 4/12/11

MONTHLY	(Insect spraying) Clean vents in the education building Emergency light inspection Clean trash from around church Change batteries hearing device Make recommendations to Trustees for repairs Attend Trustees meeting Building walkthrough Maintain parking lot	4/11/11 2/7/11 2/17/2011 3/29/11 3/2/11 3/1/11 3/14/11
WEEKLY	Toilet and sink leak inspection Program computer Malfunction door inspection Inspect outside for human waist Oversee lawn care Attend staff meetings Cleaning inspection Put chemicals in cooling towers Charge batteries in cordless Microphones Program computer Energy Management Systems Help custodian clean Soul Café Walkthrough before Sunday to check that bathrooms are stocked, entrances are tidy, areas are clean, and lights are not burned out.	After staff meeting 4/11/11 Mondays Wednesday Tuesday
DAILY	Check outside doors Check heat or AC Check calendar for meetings and events	