

Report from Joe 3/6/2012

We put 20 chairs in the attic from new PMO classroom
I loaded the van with the gifts for the welcome baby and delivered the gifts to them.
I met Harriet in the parking lot and unloaded the train table from her car.
I put together Thomas train table
I am in the process of tracing a wire from second floor to basement of the education building waiting on Hoffman estimate on running the wire
I checked the sanctuary attic for leaks 1-12-12
I did preventive maintenance on the vacuums cleaners
I cleaned the lobby area and cleaned the altar guild room
I attached to cabinets to the wall in a PMO classroom.
I attached a baby gate to PMO classroom
I cleaned the Soul Café
I repaired two door knobs for WDS
I went and bought cleaning supplies and light bulbs
I changed lights for PMO and WDS
I attached a clipboard to the wall for PMO
I put on a new latch for outside garbage container
I repaired a pull on a bathroom door
I met with John Allen at the parsonage and installed the screens
I did touch up paint on the exterior of the parsonage
I took the hooks of a wall board and attached a new wall board with a shelf and painted it and attached the 12 hooks
I did a setup in Whitford hall for Stephen Min 9 table's projector and sound system
I did a setup for YODURHAM 7 long tables in the Brad Shaw room
I scraped the paint of a door jam in the basement of the sanctuary building and started priming the baseboards
I moved a changing table up from the basement for PMO and reinforced the bottom of it
I made the Lullaby room ready for a Staff retreat
I primed the soul café door and painted one coat on it
I moved all the round tables from in front of the stage and put them back by the windows
I removed the long tables from the Bradshaw room and put the chairs back
I repaired a six foot cabinet door for PMO I had to replace two hinges
I set up 10 round tables and chairs for 2/13/12
I took all tables down on 2/14/12
We scraped 4 inches from baseboards in the basement of soul café
I painted the base boards and doors and trim
I painted the ladies bathroom door and trim and the stalls
Changed the lights in the work room office
I put in a temporary code in for IHN
I with the help of Marshals lock service put in a time delay code in the soul café door for choir free of charge

I met with Ben Wolf to remove the cordless sound system from the sanctuary and use it in Whitford sound system

I repaired a door for open door class

I came in on Saturday the Feb 18th to clean the tracks out on the elevator

I caulked the base boards outside of the soul café and scraped the dirty wax away from the baseboards and primed on door mens bathroom and the water fountain I took all the tables out of the whitford hall so Olivia could clean the floors after IHN use.

Olivia out sick so I took care of her duties for that day

I had to scrape the paint off of all the door jams in the basement of the sanctuary

I calked the baseboards outside the soul café

We scraped the floor of the Soul café and I calked the baseboards

Olivia scraped the corners of the steps going up to the choir and I waxed the stairs

We put 7 coats of wax on the Soul café floor the halls and the men's and women's bathroom.

We removed two organs and a piano and the other furnishing out of Spence Kale room

We cleaned the carpet in the Spence Kale class I am taking down the AC vents and cleaning the rust off of them and repainting them.