

# Facility Mgr's Report - Mar 1, 2011 Trustee mtg

Put in a new receptacle in the main office and in the Sanctuary

Replaced seal strip first floor between the middle building and education building

I took off on the third but still came in and opened up for the painters

On the 8<sup>th</sup> I set up 13 round tables and 3 8ft for the police graduation I stayed at the church until 10.00pm to lock up the church.

I took all the tables down in Whitford hall and set up for the Friday night function. I moved all chairs out of Bradshaw room for WDS fitness after fitness was over I put 3 8ft tables and 24 chairs around them. On the second floor classroom I set up 3 8ft tables and 24 chairs.

Friday the 4<sup>th</sup> I came in and opened up for the painters and set heat for the funeral that was on Saturday. I had to call and have the elevator repaired there was a power surge the night before that shut the elevator down.

I came in on Saturday to open up for the funeral and set up for the reception I was here from 10.00am until 3.30pm

I changed out lights for WDS and PMO and I painted and hung the last banner pole second floor education building.

Moved large cabinet from PMO hallway into the baby room and reattached it to the wall. I removed 8 cabinets from three PMO class rooms.

I drilled holes in the stumps in the back parking lot and put stump kill in them.

I took the van home to take the inside apart there was a loud noise that was bothering people who road in the van. I put foam in between the wood and removed a broken panel on the door the noise is gone. While I had the van at home I cleaned it out. The best way to clean shag carpet is with an air blower and a shop vac.

Set up Soul Café for children's meeting

I cleaned out second floor closet middle building so that PMO could have some storage.

Comfort put some copper pipes in the boiler room on the outside and someone tried to break in to get them. The next day we moved them in the boiler room in the education building. I had to temporarily reinforce the door so they could not enter.

I replaced a broken window pane in whitford hall that was broken out during the Friday night event. I had the replacement glass on site.

I Painted stripes in the front of Sanctuary steps and at the handicap ramp.

I put cleaner in all the floor drains. I cleaned intake vents in the education building. I did preventive maintenance on three vacuums cleaners

I meet with a tree service at the parsonage about several trees that need to come down. I called and left a message to get another estimate he returned my call on Sunday .

I moved a large cabinet from a PMO teacher's car to her room

On the 26<sup>th</sup> I had to come in and unlock a door for the scouts program

I cut back all weeds on the side walks around the church and cut back all the monkey grass.

I worked on my job description.