



Masters Maintenance Team To-Do List

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” Colossians 3:23

Safety

- Safety signs such as emergency exit are in good condition and bulbs replaced.
- Smoke detectors are functioning properly and batteries are fully charged/replaced regularly.
- First aid kits in public areas are fully stocked, including eye wash bottles, respirators, and disinfectants.

Lighting

- Check all interior and exterior lighting for bulbs that are not functioning.
- Clean light fixtures of dust and debris and confirm that they light the intended areas.
- Investigate incentives and credits offered by the local electric utility for converting to energy-efficient lighting.
- Replace Ballasts Occasionally
- Replace Ark Room lighting panels.

HVAC

- Heating and air conditioning systems should be inspected twice a year before summer and winter begin. - Fulfilled
- Test the operation of interior and exterior units, including all safety controls. - Fulfilled

- Clean or replace air filters quarterly. - Fulfilled

Plumbing

- Plumbing systems should be inspected according to a regular schedule, such as before periods of heavy summer use or preventive maintenance prior to the start of winter.
- Inspect the interior and exterior water pipes for leaks that could contribute to excess water use and structural building damage.
- The Men's urinal in the Sanctuary needs to be repaired.
- Plumbing in kitchen needs investigated for future dishwasher install.

Church Grounds

Interior

- Inspect electrical outlets and light switches for missing or damaged receptacle covers.
- Prep & paint Red and Orange rooms.
- Prep & paint childrens office.
- Painting the church kitchen and cabinets in the kitchen.
- Install two range hoods in the church kitchen.
- Install shelving in the surveillance room.
- Install shelving in the copy machine room (Church Office).
- Painting the Baptistry changing rooms.
- Lay carpet tile in the children's hallway.
- Cabinet built for the Green room.

Exterior

- Remove weeds and debris from around the building. (Weekly)
- Spray for weeds around air conditioners.
- Examine the condition of sidewalks, driveways, and the parking lot, including storm drains and removal of any broken glass or accumulated trash.
- Inspect the roof, clean drains and gutters and verify they are securely anchored, and test downspouts by flushing them with water.

- Sand and seal deck in front of childrens playhouse.
- Remove weed blocker from the playground yard and plant new grass.
- Research and purchase new playground equipment.
- Install gates at the Dollar General entrance.
- Bush Hog the woods behind the Dollar General.
- Paint the mailbox.
- Raise gate by the cafe side entrance.