

# PROPERTIES MANAGER REPORT TO COUNCIL

4th Quarter, 2010

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As Council has only recently requested the Property Manager submit reports on a quarterly basis, this report will touch base on activities that have occurred since January, 2010.

## **Custodians**

A request by Play & Learn's custodians and the church's custodians to switch jobs offered a good opportunity to revisit their job descriptions and update them if necessary. We did so in conjunction with Brenda Weilbacher, Play & Learn's Director. She and I then meet with the custodians to review with them their responsibilities and clarify any concerns they had.

## **Facility Use Policy**

The congregation's Facility Use Policy has been reviewed and rewritten. The Policy was expanded into three parts, 1) Policy Administration, 2) User Application Form, and 3) Guidelines for Use. User fees were also updated for the first time in about 10 years.

## **Kitchen Coordinator**

Seeing the need for someone to take oversight of the upstairs Kitchen and the Atrium coffee counter, the position of Kitchen Coordinator was established. Jan Davis has graciously agreed to accept the responsibility, with a warning that this could be a "lifetime appointment". A brief outline of responsibilities has also been developed.

## **Lawn Care**

This Spring, our long-time lawn maintenance man said that he needed to reduce his work load and that he could no longer maintain the church's lawn. It was he who planted the seed of having volunteers cut the lawn. The idea had special merit given the tough economic times our budget was in. So a self-propelled lawn mower was purchased and a sign-up sheet posted. We had volunteers for about 2/3 of the weeks. The long dry spell which put the lawn to sleep for a while also helped. Having saved about \$1,100, we'll try this approach again next year before evaluating its viability for the long run.

## **Insurance**

We are in the final stages of negotiations and will most likely be changing the carrier of our property and liability insurance to Church Mutual insurance Company. Church Mutual is endorsed by the ELCA and has worked with them to develop recommendations for consideration by congregations in their search for appropriate insurance coverage. Of particular interest are the resources and educational materials Church Mutual provides congregations regarding loss prevention management and best practices. It appears that we will be able to acquire more comprehensive coverage for the same, if not less, cost than our previous carrier. Most helpful is that their proposal is written in English.

## **Attic Insulation**

Last year, volunteers completed a number of preparations in the attics of the church in anticipation of adding insulation. This Fall, Edwards, Mooney & Moses confirmed their \$3,540 proposal of last year for insulating the attic and, with the receipt of the necessary funds from several contributors, 8" of blown cellulose was installed last week - just in time for the cold weather.

## **Environmental Stewardship Team**

With the formation of the Environmental Stewardship Team, we have begun discussions with them regarding their goals for the church property and the viability and implementation of some of their ideas. We are open to their ideas and conversations will continue.

## **Sanctuary Dimmers**

Reworking of the Sanctuary dimmers is required as the existing installation has proven substandard. Various solutions have been explored and priced, but the ideal or appropriate solution has not yet surfaced. The latest scenario was to cost upwards of \$10,000. A viable solution needs to be pursued and implemented. Our budget has anticipated this expense.

## **Jobs**

Last Spring and again this Fall, a group of 4 to 6 volunteers meet several days a week for a total of about six weeks to accomplish a variety of projects around the church. This also turned out to be a good opportunity for fellowship. For your information, included below is a list of 'Jobs Completed' as well as 'Jobs Remaining'. The big project coming up is the Painting Party planned for a weekend this coming January. Play & Learn has asked for all of their classrooms and toilet rooms downstairs to be painted. Keep your ears open for more information and do plan to help out, if you can.

## **Volunteers**

Given the extensive list below of jobs completed and with the weekly efforts to groom the lawn and flower gardens, it is evident that a lot has been accomplished over the last year. None of this could have been possible without the generous efforts of a loyal group of volunteers who regularly give of their time for the benefit of us all. If you would like to join in the fun, please let your wishes be known to the Property Manager.

## **JOBS COMPLETED**

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- Painted:
  - Upstairs bathrooms
  - Hallway to upstairs bathrooms
  - Sacristy bathroom
  - Downstairs men's bathroom—spot touchup
  - Atrium stairway and adjoining wall
  - Children's library
  - Church sign upright posts
  - Support structure for benches
  - Exterior door in areawell to basement of IT House
  - 2 steel ladders on the roof
  - Spackle and paint corner in Multi-purpose room
  - Multipurpose room
  - Door & frame, inside & out, of the exterior alley door leading from the Sacristy / Great Hall stair
  - Touch-up gray paint on bottom of beam at repaired drywall above Atrium window
- Repaired upper level kitchen faucet at 3-tub sink. Addition of a spray hose attachment is too costly
- Washed down Sanctuary walls
- Repaired counter in downstairs men's bathroom
- Purchased & installed new cooktop in downstairs kitchen
- Trimmed bushes along back property line in play area
- Trimmed flowering trees west of Sanctuary
- Insulated roof-top condensate lines with 1/2" thick closed cell polyethylene and paint white to help protect against UV degradation. ( Materials available at Westwater Supply Corp, 2945 Silver Drive, 261-6014 )
- Disposed of damaged ceiling tile stored in closet under back stair
- Organized / consolidated all paint supplies in closet under stair at west end of education wing
- Striped excess mulch from Play & Learn playgrounds and spread on church's plant beds. (saved cost of buying new)
- Replaced incandescent bulbs in cans above stair by office w/ fluorescent bulbs
- Replaced damaged ceiling tile. "Catch pans" placed on top of tiles to keep water from getting to tiles.
- Reinstalled "No Smoking" sign on parking lot entry door—on inside this time.
- Removed vines/weeds from west side of IT house around compressor and window well.

- Cleaned cabinets where coffee is made and served (Jan Davis).
- Cleaned kitchen (Davis/Spring/Hagerdorn/Koch Care Group)
- Planted flowers in containers by parking lot door
- Purchased cigarette butt / ash container outside door to parking lot .
- Replaced light fixture above IT basement exterior stair.
- Eliminated trip hazard from front sidewalk by grinding high section.
- Cleaned out garage – disposed of extraneous materials stored above rafters and on shelving
- Cleaned out / organized mechanical room across from lower level kitchen
- Cleaned out / organized upstairs Janitors Closet
- Cleaned up around dumpster
- Installed sheet metal drip edge above back stair exit door to alley
- Dusted Narthex ceiling and applied ‘wood restorer’ with some success.
- Cut down excessively high posts on neighbor’s fence south of parking lot
- Replaced rotted wood trim at front canopy
- Closed holes around church to prevent entry by birds
- Built “toy coral” in Great Hall storage room
- Built additional storage shelf in Great Hall storage room
- Hung (2) Anita Miller paintings

#### **JOBS REMAINING (2011 ??)**

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- Repair wall below upstairs drinking fountain.
- Install “rims” on can lights in upstairs office hallway. Two are in storage room on old cans.
- Clean out / reorganize Janitors Closet downstairs by old Boiler Room (advise Bob Edwards)
- Install chimney cap on church.
- Repair back pew (leg unstable)
- Repair finish on Sanctuary furnishings
- Repaint back stair exit door frame
- Paint lower level classrooms and their bathrooms. (Weekend Project)
- Paint Pastor’s Office
- Clean out / organize closet behind double doors in Multi-Purpose Rm storage area
- Replace (2) storm doors on east side of IT House
- Replace deck on east side of IT House
- Reduce level of mulch in play areas south of classrooms next year. Spread on plant beds.
- Seal & restripe parking lot
- Paint light pole, parking lot (at least as high as can be reached)
- Refurbish main church sign
- Paint/stain exterior wood trim on 1995 Building Addition. ( Stain has been purchased and is with other paint )
- Paint fences around playgrounds. ( Wire brushing has been started )
- Make garage secure with necessary locks and keep locked.
- Lock trailer (or store in garage).
- Rejuvenate finish on choir loft floor
- Replace/repair stair tread from parking lot entry

Submitted By:

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