

Wish List for March 8 Clean Up Day

(in order of importance)

NURSERY

In preparation for carpet cleaning on Tuesday 3/10, we need to

- move toys on the floor to the FDS room
- empty the wooden shelves so that when it is moved everything does not fall
- remove all items on the floor of the closet

SITTING ROOM

Again, in preparation for carpet cleaning we need to

- move small chairs into the FDS room
- remove all items on the floor of the closet
- remove books from bottom shelves for sure, and decide if we need to remove them all

MEETING HOUSE

Again, in preparation for carpet cleaning we need to

- store all hymnals, bibles, etc on the stairway to the balcony
- remove foot rests and the piano bench
- move books on the bottom shelf in the foyer to protect from water damage

BASEMENT

Book Fair items need more storage space. In order to provide this, other items need to be reorganized.

- assemble new metal shelves
- move **rolling metal cabinet** and tent poles (where?)
- stock new shelves with paint supplies currently on the wooden pallets
- **make a plan (or do it) to reorganize the nail, etc supplies Branden has offered to help. I will get the 2nd set of shelves up in the next week.**

ROOM BY THE STAGE

To eliminate approximately 30 minutes of physical work done by Gretchen every week we need to

- switch Women's Club and Exercise Class shelves.
- make signage for these
- organize chairs and small tables in such a way that it is obvious and workable to all users of the building
- make signage to indicate this system
- spot clean fabric chairs
- **identify chairs that are scratching the wooden floor and determine a solution Steve C suggests getting plastic tubing, slicing it, and slipping it onto the bottoms.**
- **replace rubber tips on long table legs as needed The tables on the bottom were not checked.**

KITCHENS

- wash insides of both refrigerators

OTHER SPECIALIZED JOBS (AGAIN, IN ORDER OF IMPORTANCE)

- Room off the stage Door lock needs redone; first job will require repairs to the wood.
- Door Transition Strip between the Community House Hall and the hallway by the bathroom/kitchen is coming up and needs re-secured.
- Gutter downspout on northwest corner of Community House needs secured.
- Additional outlet and light fixture installed in the basement. **BUDDY**
- The inner door on the south side of the foyer going into the Meeting Room was damaged this winter on the upper corner.
- Install new door sweep strip to large wooden door between CH foyer and the main hall

These could be done by Branden or Clyde. Just need to coordinate with them, etc.

If not done by next Property Committee meeting, I suggest the committee consider whether we should just hire Chet for one day to do these things and others.