

**FIRST LUTHERAN CHURCH  
FACILITIES  
ADOPT-A-PROJECT  
June 2020 update**

**Interior**

Task

Sanctuary

- ✓ Remove candle wax from chair upholstery
- ✓ Brush or vacuum chair upholstery to remove lint and dust
- ✓ Tighten screws on backs and sides of chairs
- ✓ Shampoo center carpet runner (Nov 2019)
- ✓ Repair loose wood feature on processional cross
- ✓ Repair damaged wallboard by baptismal pool
- ✓ Remove candle wax from center carpet runner
- ✓ Touch up/repaint wall on repaired drywall by baptismal pool & repaint baseboard
- ✓ Replace burned out spotlights on ceiling track

Outstanding:

- Remove candle wax from chair upholstery
- Wash woodwork on upholstery chairs
- Tighten screws & repair loose backs on chairs
- Dust/wash baseboard
- Dry mop/wash wood floors in chancel area
- Wash interior clear windows in chancel area

Sacristy

- ✓ Re-glue loose baseboard strip to wall.

Outstanding:

- Shampoo carpet in sacristy
- Dust counter tops, walls and baseboard
- Patch wall nicks and re-paint sacristy walls
- Prime and repaint stained ceiling

Narthex

- ✓ Replace two broken glass panes (lower panels)
- ✓ Repaint white ceiling above cross

Outstanding:

- Touch up purple wall between restrooms
- Re-paint tan walls

✓ = Completed

- Heavy duty cleaning of tile floor

### *Restrooms*

- ✓ Wash exhaust fan covers (women's room).
- ✓ Clean fluorescent light fixture plexiglass covers (women's room)
- ✓ Clean fluorescent light fixture plexiglass covers (men's room)

### Outstanding:

- Vacuum and wash exhaust fan covers in men's room
- Wash walls (men's room)
- Heavy duty or steam clean tile floor

### *Lounge*

- ✓ Repair drywall finish on walls and ceiling
- ✓ Repaint lounge walls
- ✓ Repaint pillars

### Outstanding:

- Prime baseboard & doors with oil based primer to prep for re-painting with water base paint
- Repaint baseboards & doors with water-based trim paint
- Replace worn carpet

### Kitchen Hallway

#### Outstanding:

- Install replacement tile & re-grout missing tile piece by kitchen entrance
- Wash walls and baseboard in hallway
- Repaint hallway walls as necessary
- Heavy duty cleaning of tile floor

### *Hallway behind Sanctuary*

- Repair/replace damaged wallboard
- Repaint hallway
- Install corner and wall guards to protect service hallway walls
- Install velcro strap to secure storage of ladders

### Library

#### Outstanding:

- Brush or vacuum upholstery of couch and chairs
- Tighten screws on backs and sides of chairs.
- Clean counter surfaces, dust walls & furnishings
- Dust book shelves
- Clean out and organize library books
- Clean interior window sills
- Wash interior windows

✓ = Completed

- Shampoo carpet

### *Administrative Hallways & Restroom*

- ✓ Trouble shoot noisy exhaust fan in admin. restroom - repair or replace

### Outstanding

- Repair dinged and damaged walls & repaint administrative hallway
- Tighten loose toilet seat

### Chapel

- ✓ ReTrouble shoot and repair non-functioning light fixtures
- ✓ Clean hanging drop light glass shade
- ✓ Dust & brush furnishings

### Outstanding:

- Address white efflorescence stains on concrete floor of chapel
- Repair chipped finish on columbarium
- Dust walls to remove cobwebs
- Sweep floors, wash baseboard, shampoo carpet
- Wash interior and exterior cross window
- Obtain professional wallboard repairs to repair split seams and re-texture
- Repaint interior of chapel walls

### **Exterior**

#### Landscaping:

- ✓ Trim magnolia tree and patio trees
- ✓ Improvements/shrub replacement by chapel
- ✓ Install drip irrigation system at courtyard trees

#### Outstanding:

- Parking lot litter, weeds and debris pick-up (on-going)
- Remove graffiti from utility box fencing gate (Ash St side)
- Power wash steps and landings from/to patio area
- Address overgrown landscaping and soil compaction

#### Patio and Exterior Stairway:

- Scape, sand and repaint handrail along stairway to patio
- Repaint bollard light fixtures along steps

#### Exterior Doors:

- ✓ Sand, re-stain and apply clear coat to peeling wood chapel doors
- ✓ Repaint chapel door jamb and trim
- ✓ Repaint emergency exit door & trim behind chapel

✓ = Completed

Outstanding:

- Repaint white speaker bracket above exterior chapel door

Exterior Woodwork:

- ✓ Re-stain exterior wood entry feature into narthex.
- ✓ Complete repairs of termite/wood rot damaged on entry pergola off Third Ave.
- ✓ Re-stain entry pergola off Third Ave.