

Pastor Appreciation Task List Manual

Approximate Time of Completion

A: Less than 1 hour of work

B: About an hour of work

C: Between 1-3 hours of work

D: Between 3-6 hours of work

1. Spray and Weed-eat Around Church (B)

Supplies needed

- Weed-eater
- Weed Killer and Sprayer

Description

- Use weed-eater to clear all weeds around the church area, particularly around the buildings and parking areas that are unreachable by lawnmower.
- Use weed spray to eliminate weeds. The backpack sprayer and weed killer are in the storage room behind room 104.

2. Place Concrete out Front at the Drives where they are Rutted (D)

Supplies needed

- Sackrete
- Materials for mold (check what we have around the church for scrap material)
 - 1x4 boards
 - Stakes
- Shovel

Description

- Scope out parts of our driveways that need to be hit with more concrete (areas that are rutted by school busses and trailers pulling through our driveway).
- Measure the total cubic feet of the area to be repaired in order to ascertain how much Sackrete is needed. Holes must be about 1 ft in depth.
- Form a mold out of 1x4s and stakes that will hold the concrete mix in place while it dries.

3. Repair / Replace Sign (B)

Supplies needed

- Two top panel for sign (get with Mark on details for ordering)
- Design to make for vinyl (consult Harris)
- Vinyl (Mrs. Alicia)
- Ladder, tools

Description

- Check with Steve Trosclair to get with the sign expert. He will also repair the blinking and provide quote to upgrade lighting on parking lot. Report to Mark with the quote.
- The main section of the sign has already been replaced. The top section must be replaced. Alicia and Harris will begin working on getting the top panel ordered and made.
- Using a ladder, access the bolts keeping the sign in place and remove the old panel, then replace it with the new panel
- Repeat this on the other side.

4. Trim Crepe Myrtles (B)

Supplies needed

- Hedge clippers
- Powered Saws

Description

- Trim Myrtle trees to look uniform and controlled. Remove dead limbs and pick up clippings to be thrown away or burned.

5. Pressure Wash Parking Lot (C)

Supplies needed

- Pressure Washer Unit(s)
- Ground attachment for pressure washer (Contact Mark or Lee Kent)

Description

- Use pressure washer to spray dirt off of parking lot concrete. Use another hose to wash dirt into the grass so that it doesn't dry on the concrete.

6. Stripe Parking Lot & paint bumpers (B)

Supplies Needed

- Paint
- Striping Machine (from Robert Carroll)
- Handicap Stencil: Sherman Williams

Description

- Do not start until after the parking lot has been pressure washed (5).
- In the concrete parking lot, paint the bumpers yellow and the handicap bumpers blue.
- Using the striping machine, paint the lines, using yellow for all lines except for the handicap spots, where you will use blue (handicap parking is found on the left and right of the main entrance)

7. Pressure Wash T-Buildings (C)

Supplies needed

- Pressure Washer Unit(s)
- Ladders

Description

- Using a ladder and pressure washer, spray all dirt and stains off the T-Buildings.

8. Paint columns to match building (B)

Supplies needed

- Paint, which is in the storage room behind Room 104
- Deep Nap Paint Roller(s)
- Long Bristle Brush(es)
- Ladders
- Drip Cloth
- Painter's Tape

Description

- Tape off the lights on the columns
- Paint the two columns at the front of the church to match the color of the Stucco. Use the Deep Nap Paint Roller initially, then touch deeper spots with the long bristle brush.

9. Paint East Side of Fellowship Hall to match building (D)

~~Punt~~

10. Paint T-Building to match building (C)

Supplies needed

- PTM (Paint to Metal), matching the color of the stucco. Do not use leftover paint that is not specifically for metal surfaces.
 - Use stucco color for the main surface; use bronze color which matches the sign for the gable ends.
- Painter's Tape
- Paint Sprayer (Ask Mark for his)
- Ladders

Description

- Carefully tape off sections that will not be painted (doors, windows, etc.)
- Paint the metal section of the T-Buildings from top to bottom. Do not paint over skirting. Avoid the wood walkway as much as possible but it will be painted over later regardless.

11. Paint all Gutters and Metal Trim on Building (C)

Supplies needed

- Paint that matches the color of the sign. The bronze paint is on file at Stine's under South Walker's account.
- Paint rollers, brushes;
- The tall ladder at the church
- 2 sets of baker scaffolding (Ask Mark, or borrow from someone else.)

Description

- To reach all parts, strap the tall ladder to 2 sets of baker scaffolding.
- paint all of the gutters and metal trim on the main building.

12. Paint Side Entrance Door (A)

Supplies needed

- Door Paint, same color of paint as the trim (probably in storage room behind 104)
- Painter's Tape
- Paint Brushes
- Drip Cloth

- Side Door key

Description

- Unlock side door before starting.
- Tape off handle and window on both sides to ensure it does not get painted.
- Place drip cloth under the door on both sides to protect floor
- Allow to dry before pulling off tape

13. Paint Wood Walkways (D) (To be completed after [9])

Supplies needed

- Paint: Perhaps white, but could also be any color that accents the stucco. Use primer or paint with primer.
- Paint Sprayer (ask Mark)

Description

- Location: From the church back door, all the way up to T1 and steps; and toward T2 down toward the T2 ramp. Paint inside and outside where wood is visible, but leave the underside unpainted.
- First clean all dirt and debris from the handrail and floor of the walkway.
- Cover the surface of the trailers so that it doesn't get painted on (the trailers should already be painted).
- Spray the floor of the walkway, allow it to dry undisturbed
- Return later and spray the handrails.

14. Build wood skirting around walkways (D)

~~~Punt~~~

### **15. Place more crushed limestone in parking lot (B)**

#### Supplies needed

- Call Clint Johnson (225-777-4866) for material. He has a lightweight material for a cheaper price that is good.
- Shovel/tractor to spread

#### Description

- In parts where the limestone is low, add additional limestone. Use tools to spread it evenly along the parking lot.
- Do this after the limestone has been sprayed and bumpers have been placed.

## **16. Finish playground including placing rubber mulch (C)**

### Supplies needed

- More mulch (funds needed)
- More playground border

### Description

- We need to pull up a portion of the playground border and use those along with the ones yet to be placed and ring the swing sets into the playground area.
- We will then need to begin raising money to get more mulch to place under the swing sets.

## **17. Finish placing parking bumpers in limestone parking area (B) (To be completed before 15)**

### Supplies Needed:

- Parking bumpers & Pins (Outside the fellowship hall)
- Hammer of some sort (sledge hammer)

### Description

- The bumpers which remain unplaced should be pinned down, going alongside the fellowship hall. Once that space is full, continue placing bumpers into the grassy area of the parking area closest to the playground (the line of bumpers west of the one that is adjacent to the fellowship hall).
- Drive the stakes into the ground through the holes in the bumpers, matching the measurements of those already placed.

## **18. Remove all material and clean up around back shed (C)**

### Supplies needed

- Trailer
- Dolley

### Description

- Determine what is worth keeping and what is scrap that needs to be discarded. According to Mark, everything out back is trash except for the blue barrels (yes, all of those toilets are trash, unless you want them)

- Pull trailer around to back church and load up all scrap in trailer/truck bed. Bring scrap to the dump.
- Whatever remains, organize and/or place in shed or other place where it can belong.

## **19. Clean out and organize storage room (C)**

### Supplies needed

- Labels
- Trash Bags

### Description

- Take inventory of what is in Room 104 (Storage)
- Designate boxes or buckets of where things should belong.
- Look through all bottles and items on shelves, sort, and discard what is expired or unusable.

## **20. Weed & Repair Water Fountain (B)**

### Supplies needed

- Hedge clippers, other tools to remove weeds and such.
- Water pump: Somewhere at the church is a pump that goes in the outside garden fountain. If someone can help Mark find it, he will be glad to go install it.

### Description

- Use tools to remove all unwanted weeds in the fountain area, being careful to leave wanted plants intact.
- Look for the pump for the fountain and ask Mark for assistance with installing it.

## **21. Clean out and organize all upstairs areas (C)**

### Supplies needed

- Labels

### Description

- In the old youth room (adjacent to the JAM room) and the purple room, consult church leaders and reorganize the contents to be accessible again.
- Look for contents which may need to be trashed or donated, but don't discard anything without approval.
- Be especially careful when handling and discarding Christmas and Easter decorations, as we will need them soon.

## **22. Finish Sheetrock Work in T2 (B)**

~~~Harris~~~

23. Clean out and Organize back area of T2 (C)

~~~Harris~~~

## **24. Organize pantry area and utilize pantry closet in kitchen (C)**

Supplies needed

- Labels

Description

- Inspect all boxes and contents in the pantry, check expiration dates, discard any expired food.
- Wipe all surfaces with surface cleaner
- Note any items that need to be refilled.
- Organize any clutter that gets overlooked.

## **25. Fix rubber trim at doors in fellowship hall. (B)**

Supplies needed

- Liquid Nail, or two-sided carpet tape.

Description

- Everywhere that the carpet meets hard floor needs to be assessed and fixed with liquid nail if it is loose. A lot of the rubber trim and carpet is loose.

## **26. Tape some of the carpet squares (C)**

Supplies needed

- Two-sided carpet tape.

Description

- Tape down enough carpet squares to ensure that the carpet squares are not constantly shifting. By taping the carpet squares closest to the wall, you should be able to remove any looseness of the interior squares.
- If the floor has a major gap and needs a piece of carpet, consider finding the carpet tiles and cutting out a matching shape with a box cutter, then fixing it with tape.

**27. Fix downspouts, including where the one was removed and is staining the stucco by the fellowship hall entrance door (B)**

~~~Description coming soon~~~

28. Concrete drain where the downspouts enter the limestone parking area (B)

~~~Description coming soon~~~

**29. Wash all A/C Compressor units, including T-buildings (C)**

Supplies:

- A gallon or two of the green condenser coil cleaner from Coburns. \*\*\*Do not use any color other than green.

Description:

- Use the green condenser coil cleaner as directed to clean the AC units around the building, including the ones on the T-Buildings.

**30. Fit a filter grill for T1 (B)**

~~~Description coming soon~~~

- Measure for proper grill. May have to modify opening to get one to fit.

31. Fix floor in T2 so that it not longer buckles. (A)

~~~Harris~~~

**32. Fix siding for T1 and T2 (B)**

~~~Harris~~~

33. Clear out all old trees and move them behind the concrete pile (C)

34. Clear property lines for overgrowth, fallen trees, and any other debris (B)