

St John Clean up Day

7/25/2015

Job category	Area	Task To Be Done	Assigned to	Completed	Initials
Plumbing					
Area					
Janitor's closet	Main School Building	Either rebuild faucet or install new spray nozzle	Dan Mardell		
Men's restroom	Undercroft	Remount to floor			
Slow Drain	Art Room	Clean out drain or trap to improve flow			
Interior					
Area					
Blackout Shade	2nd Grade Classroom	Install blackout shade over windows near Smartboard			
Broken window	Benedict House	Replace window where gas meter is.			
Cabinet Door	8th Grade Classroom	Need to straighten out after break-in			
Ceiling tiles	Parish office	Replace ceiling tiles in Michelle's office			
Clean Carpets	Mary House	Clean carpets in downstair and upstairs classrooms	Maria Pearl	7/14/2015	MP
Fire Alarms	Entire Campus	Check/replace batteries in all fire alarms			
Fire Extinguishers	Entire Campus	Inspect and Sign off	Dan Mardell	7/14/2015	DM
Floor Tiles	Kitchen	Need to replace several floor tiles in the kitchen			
Floor Tiles	Parish office	Need to replace floor tiles in back entry way			
Gutter	Main school bldg next to church	Re-attach gutter			
Lights	2nd Grade Classroom	replace lights			
Lights	Entire Campus	Check for burnt out lights & replace			
Non slip strips	Art Room	Add non slip tape to steps to exterior door			
Playhouse	Playground	Need to do some minor repairs to the playhouse			
Pre-school chairs	Benedict House	Mrs. Perry would like to have plastic chairs cleaned			
Vinyl Tile	Kitchen	Replace 12x12 floor tiles between sinks			
Weather stip	Art Room	Add weather striping to exterior door			
Weather stip	Benedict House	Add weather striping to exterior door			
White Board	6th Grade Classroom	Install white board in Mrs. Pendelton's Room			
Windows	Entire Campus	Clean all windows			
Electrical and appliances					
Battery backup lights	Entire Campus	Check that all battery backup lights are working on all exit signs and emergency lights.			
Heating and cooling systems	Entire Campus	Clean and replace filters if necessary.			
Janitor Closet	Main School Building	Fan not working			
Need Exit Sign	4th Grade Classroom	Install exit sign			
Window A/C Unit	1st Grade Classroom	Fix condensation leak. Need to remove unit and add sealer.			
Electrical outlet strip	2nd Grade Classroom	Remove outlet strip under TV			
Exterior					
Concrete and asphalt	Parking Lot & Sidewalks	Spray weed killer	Dan Mardell		
Front doors not secure	Main School Bldg	Doors facing Military St not securing properly			
Hand Rail	4th Grade Trailer	Hand rail on back door broken			
Hand Rails	8th Grade Trailer	Hand rails were broken off during last year's ice/snow storm			
Holes & indentations in front yard	Front of Parish office	Fill in with Top soil, reseed and spread straw			
Landscaping	Around School Bldgs	Trim Bushes and spread mulch			
Playground	Behind Parish Office	Rake old chips to level off. Add new chips			
Power Wash outside walls	Both Trailer classrooms	Apply cleaner, scrub & power wash outside walls			
Wooden Window Frames	Mary House	Windows need to be scraped, primed & repainted			

Equipment	Owner	Labor Breakdown	# of workers	Hours	%
20 ft extension ladder	Tom Johnson	Children			#DIV/0!
8 ft ladder	Tom Johnson	Knights of Columbus			#DIV/0!
Air Compressor		Parishioners			#DIV/0!
Power Washer					
Power Washer	Tom Johnson	Totals	0	0.00	#DIV/0!
Trailer / Yard Tools					
Wheel Barrow					