

St. Francis of Assisi - Building and Grounds Status report through August 2020

Projects - 2020
 Committee: David Bain, Mike Byrd, Rudy Buchholz, Walt Glowacki, Dave Hohler, Fred Holtz, Mary Ann Nagy, Steve Raabe
 By: Joe Schurger *Three Pages*

Item	Project	Category	Status
Annual Maintenance Projects (Out side contractors used)			
1	Lawn Mowing	Landscape/Grounds	Turner Lawn Services was selected to be our contractor. They charge \$85 per each time to do the church and rectory grounds.
2	Shrubbery Trimming	Landscape/Grounds	Turner Lawn Service, was selected as our contractor to trim the bushes around the church and rectory.
3	Spring/Fall Cleanup	Landscape/Grounds	Turner Lawn Service was selected as our contractor for both spring and fall clean up.
4	Lawn Fertilizer	Landscape/Grounds	Feed-a-Lawn was selected as our contractor for fertilizer and weed control. The cost is \$215 per event for a minimum of four times. Mike Byrd to inquire if four times is adequate.
5	Lawn Irrigation system Maintenance	Landscape/Grounds	Haller's Landscaping Service installed the system in 2017 and is contracted to service the system in the spring and fall at a cost of \$250 per visit. Mike Byrd to arrange scheduling. B & G to evaluate the sprinkler head directions and activation times.
6	Weeding	Landscape/Grounds	B & G will be responsible for weeding and any dead shrubbery removal around the church and rectory perimeters on an as needed basis. The \$100 is an estimate for the cost of chemicals.
7	Pest Control	Maintenance	In the past two different contractors were used. Joe Schurger to obtain quotes from both Cook's Pest Control and Advance Termite Control for this service.
8	HVAC Maintenance	Maintenance	It was decided that B & G will service the filters and belts on the HVAC units in all buildings. Servicing is planned for three times per year. The cost of the filters and belts is to be determined. The estimated cost of the filters and belts is \$1200. (Crossville HVAC's quote was \$2,376 for four filter changes per year). Our new member, Walt Glowacki will be in charge of this project.
9	Office Building de-humidifier	Maintenance	The de-humidifier in the office building is not now being serviced by Crossville HVAC. B & G will need to change out that filter.
10	Fire Extinguisher Maintenance	Maintenance	The 9 fire extinguishers on the church buildings are serviced annually by Algood Fire Extinguisher Sales and Service.

Projects Completed Thru 8/30/2020

Item	Project	Category	Status
1	Rectory Planter	Landscape/Grounds	The new planter installed last fall on the front side of the rectory has been backfilled by B & G with top soil for Father Wood's new flower bed. He's even got the flowers in.
2	Mechanical Room	Building Improvement	Additional overhead LED lighting has been added to the mechanical / pantry room
3	Janitor's Closet	Building Improvement	Additional overhead LED lighting has been added to the janitor's closet off the Narthex
4	Electrical panels	Building Improvement	The current fasteners on the front of the electrical panels in the maintenance room need to be replaced. The current / original fasteners in some cases have been damaged.
5	Electrical panels	Building Improvement	All breakers in the four electrical panels have been identified and labeled. Also, Crossville HVAC was called and has replaced several breakers that should have been replaced when the new HVAC units were installed in 2018 at their cost.
6	Office Conference Room TV	Convenience Improvement	A new TV monitor has been installed in the office conference room to monitor live streaming.
7	Rectory deck egress and basement ground water seepage	Rectory Repair	The new concrete stairs to the deck and driveway pad was completed in July by Andy Hood and B & G added the new stair banister. The work has eliminated the problem of water getting into the rectory basement. Andy Hood was also contracted to re-trench the area immediately North of the new driveway pad to control the rain water running off the West parking lot and the hillside leading from the woods between the rectory and the condos. Stone and gravel will be added to the new trench to prevent erosion.
8	Church front entrance issue	Safety Improvement	Sections of the yellow curbing have been painted with a black edge to better see the curbing at the front entrance of the church to avoid any mis-steps.
9	Rear Narthex lighting	Building Improvement	The two exterior lights at the rear, (office side), of the church have been replaced with new LED units.
10	Rectory deck	Rectory Improvement	The TREX deck floor along the back side of the Rectory has been cleaned and power washed.
11	Rectory Basement Driveway	Grounds Improvement	The overgrown trees and brush have been removed along the West side of the Rectory basement driveway and the West exit of church where it intersects Villiage Drive.
12	HVAC Maintenance	Building Maintenance	New filters were replaced on all church, office and rectory HVAC units in June by B & G personnel in June. The filters are scheduled to be replaced again in December.
13	Grandparents Room	Building Maintenance	A new de-humidifer was installed in the grandparents room replacing the failed, three year old unit.

Projects Planned for 2020

Item	Project	Category	Status
1	Pump house and tool shed	Grounds Improvement	The proposed plan is to paint the two buildings with the same brown paint color that has been used on the rectory and the office building exterior doors. The red roof on garden shed would also be painted to match the color of the pump house roof. We are proposing this project at the suggestion of FFG ACC to make the two buildings a little less noticeable.
2	Church Roof	Building Repair	The church roof is scheduled for replacement in 2021 in the meantime there are occasions when the roof requires shingle repair due to wind damage. A \$1000 is estimated primarily for contingency.
3	Narthex Roof Decking	Building Repair	The decking of the flat roof covering the main Narthex was damaged over the years due to the leak originating from the now corrected Tower drainage system. The decking and flat roof drain is damaged to the extent that it leaks during heavy rains. A quote will be obtained from a couple of sources to replace that decking. The cost shown is an estimate.
4	Power washing the church	Building Improvement	An investigation is going on as to how to remove the white streaks that have run down on to the brick work from the aluminum façade along the church roof. It has not been determined yet what is necessary to make this building appearance improvement. Dave Hohloer to investigate a possible solution with Sherwin-Williams.
5	Station Backlighting	Building Improvement	We are proposing to add extensions to the fixture bases to better focus the lights on the stations images. One section has been done and is a big improvement.
6	Sheehan Hall Landscape wall	Landscape/Grounds	The field stone wall that installed by an outside contractor last year was not done correctly and is falling down in areas. Proposed is rebuilding the wall to create a better and level foundation.
7	Rectory Garage Lights	Safety Improvement	Two of the outside lights over the rectory garage are not working. B & G to investigate.
8	Church Steps and Railing	Building Improvement	The railing leading to church entrance on the office side is to be re-painted and the leading edge of the steps are to painted in safety yellow.
9	Rectory Foundation / Entrance	Building Improvement	The front porch and adjacent foundation wall is sinking. As soon as the rummage sales items are cleared out of the basement B & G will try to determine the source of the problem.

Unplanned Completed Projects for 2020

Item	Project	Category	Status
1	Replace Electrical Panels	Building Repair	B & G personnel coordinated the electrical, roofing, firealarm, and irrigation contractors that were used to repair the damage caused by the TDOT crew when the power lines leading to the church were pulled down. The power as you remember was out for nine days.