

INDOORS

JOB	DESCRIPTION	WILL COME BACK & DO	DONE
Clean out the kitchen fridge.			
Put the Bishop's chair inside the sacristy.			
Take extra microphone stands upstairs and put with the instruments and other stands	There are some up front and back by the sound booth. Don't move the ones that have Microphones attached.		
Polish Pews			
Polish Baptismal Stand			
Polish the wood around the four doors that lead into the sanctuary. Do both sides.			
Straighten up the children's books in the library	There are boxes with a sticker on them indicating which box the books go in		
Clean and organize the Nursery			
Clean and organize the counters in the youth room			
Take the changing table and VCR & remotes in the back room, along with the shredder in the office hallway to the recycle center	In the back double room (AA room), there is an old wooden changing table with a VCR on top of it. The changing table does not meet code, so it may just have to be thrown away. In the office hallway, there is a black shredder. Take all of these to recycle		
Clean the green couch in the entry area.	Try to remove the spots and clean up		
Clean and organize the information area (where the coats hang)	Put the chairs on the chair dolly's and move to the table/ chair closet		
Replace the window film in the men's bathroom			
Clean marks off the walls	Take a Mr. Clean, Magic Eraser sponge (these are white) and walk all around the inside of the church. Wipe off any marks.		

JOB	DESCRIPTION	WILL COME BACK & DO	DONE
Organize the table/chair closet.	Remove everything from the closet. Stack 5-6 chairs on each dolly. Put all tables on the table dolly. Remove one set of the shelving that holds totes full of table linens. Take the shelving and the totes upstairs. Please place them in the area to the left just as you walk into the room (the ceiling is slanted). Most of the items can be thrown away. They are left over from the rummage table that we no longer have. Remove all mops/vacuums, cleaning equipment. Sweep out the closet. Hang all tools with a handle on the wall rack right inside the door. Place one or two lines of chairs against the side wall (opposite the shelving) Then put the table dolly next to that. We want to be able to pull the table dolly straight out for easy access. Place the other stacks of chairs next to the tables. If it is easier to move the shelving to the opposite wall, please move it. The goal is to have all chairs on dollies, making them easier to pull out and put away. And make it easier to have room to pull the table dolly straight out, again for easy access.		

NOTES:

Hey everyone! Exciting news—we're looking to give the fellowship area a fresh new look! The carpets, although recently cleaned, are showing their age with some stains and wear.

Great news: we already have two rolls of carpet on hand from when we recarpeted the church! They just need a little work—cutting to size and edge binding. I've discovered a couple of places in Orem and Salt Lake City that can help with this, but there could be more options out there.

If you're eager to jump in on this project, you'll need a truck for transportation. I'm not sure about the binding costs yet. If you're interested, please reach out to Beckie at beckie@stlukespc.org. Let's create a welcoming space together!

OUTDOORS

JOB	DESCRIPTION	WILL COME BACK & DO	DONE
Paint white handicap emblem in parking spots	There is a stencil in the office where the tellers count money, and an outdoor parking lot paint can upstairs with the other paint.		
Weed and trim plants at front entry and circle.			
Power wash the entrance, including the plant pots, office entrance area, kitchen area, and the dumpster shed.	We have a power washer in the supply room (across the hall from the library)		
Trim tree branches that are hanging low in the parking lot area.	Think heavy snow weighing them down.		
Clean the St. Luke's sign by the road. Touch up paint on the light posts	Paint is located upstairs with other paints.		
Clean the sign hanging on the wall next to the front doors.			
Touch up/paint the rain gutters.			
Touch up/paint the gas meter pipes in the back. Also touch up the piping in the corner area.			
Paint, both in and out, of the two doors in the front of the sanctuary.			

OUTDOORS

JOB	DESCRIPTION	WILL COME BACK & DO	DONE
Caulk or reseal above the cement ledge around the window and the back patio area.	There are some spots where the stucco has come off.		
Remove dead pine trees at the back of the church.	Decide if it would be better just to trim most of the tree or just cut them down. There are a couple of trees.		
String Christmas lights on the three pines in the front circle.	There are three strands of lights. One for each tree. They are not the exact lights already on the trees, so intermix these with the ones already strung.		

NOTES:

You can find paint upstairs; there are cans labeled with notes indicating what colors they match.

Most of the supplies can be found in the supply room across from the library.

The power washer, garden tools, gloves, cleaning supplies, rakes, rags, etc.

Please put them back where you found them after you are finished.

THANK YOU FOR SHOWING YOUR CARE AND TAKING PRIDE IN HOW WE PRESENT OURSELVES TO VISITORS AND OUR MEMBERS AS WELL!