

# **Maintenance and Repair Review**

## **Kirkland Congregational Church**

### **Updated February 2010 by Michael Gaskill**

#### **1<sup>st</sup> Floor**

##### **Sanctuary**

1. dirty windows \***DONE**
2. broken window – brick side #5 \***DONE**
3. ceiling stains, window side
4. light can #2,#5 (above pulpit) and ceiling section #5 out \***DONE**
5. bottom of choir rail needs repair
6. 13<sup>th</sup> choir stair rocks \***DONE**
7. missing light bulbs on down strip of florescents
8. lighting enhancement, including painting indirect light compartments white & reflectors
9. rear stained glass windowsills need painting
10. speakers should be checked to evaluate need for replacement \***DONE**
11. broken stained glass windows west of altar.
12. touch up stain around altar walls.
13. tighten pews and barriers as needed.

##### **Narthex**

1. missing/broken window (boarded)– south of east doors \***DONE**
2. remove/replace red shims from east doors \***DONE**
3. cracked gold window north of east doors
4. rock hole – gold window south of west doors \***DONE**
5. repair loose handrail at top of stairwell.\***DONE**
6. replace burned out bulbs outside sanctuary entrance and east exterior entrance. \***DONE**
7. replace broken gold window above stairwell. \***DONE**

##### **Lounge**

1. stained chairs
2. stained carpet \***DONE**

##### **Lounge Hallway**

1. broken window (boarded) south end of west windows
2. stained chairs
3. stained carpet \***DONE**
4. south screen – middle section needs repair
5. north screen– west section needs repair

##### **Common Room**

1. ceiling paint never completed \***DONE**
2. 3<sup>rd</sup> window from north – broken screen
3. clutter. \***DONE**

4. broken ceiling light.
5. carpet stained. \***DONE**
6. heat register loose. \***DONE**

### **Chapel**

1. lowered ceiling needs repair/painting.
2. carpet edges tattered. \***DONE**
3. replace side entrance door knob.
4. stain entrance door bottom corners.

### **1<sup>st</sup> Floor Hallway**

1. scuffs on wall near chapel (opposite wall)
2. carpet stains \***DONE**

### **1<sup>st</sup> Floor Bathroom**

1. “accessible” sign falling off door \***DONE**
2. door stop on wall broken \***DONE**
3. paper peeling under mirror \***DONE**
4. door frame not properly painted \***DONE**
5. seal toilet \***DONE**
6. noisy fan \***DONE**

### **Nursery**

1. curtains sagging \***DONE**
2. end panel missing on heating register (south end)
3. minor wall repairs (window and exit door) \***DONE**
4. clean carpet \***DONE**
5. paint door \***DONE**

### **Helliwell Room**

1. broken chair \***DONE**
2. mold on bottom of window screens \***DONE**
3. north screen not properly installed
4. flickering light fixture \***DONE**
5. stains on carpet \***DONE**
6. heat register needs repair

### **Room 14**

1. carpet needs to be replaced/removed \***DONE**
2. east sliding window has broken frame
3. hole in south wall next to window
4. lighting fixtures hum
5. cabinets need repairs
6. new countertop to repair burn
7. counter edge needs repair
8. door jambs need painting

8. stain touch up

## **2nd Floor**

### **Unisex Restroom**

1. border wallpaper damaged
  2. sink drain leaks \***DONE**
  3. hall vanity faucet needs replacing, sink stained
  4. door needs painting
- NOTE: All restroom faucets need to be “arthritis” friendly (handles)

### **Upstairs Hallway and Stairwells**

1. south stairwell has missing paint around light fixture and behind railing at some points
2. loose or missing base trim
3. clean carpets
4. wall repairs/painting needed

### **Room 21**

1. missing/broken lights
2. mold in windows
3. windows dirty
4. carpet stained
5. clutter
6. repair/paint north window sills/jambs
7. stain scratched closet doors

### **Room 22**

1. wax on screen
2. base trim missing
3. heating register needs repair
4. window frames need cleaning
5. broken/missing lights
6. wall repairs/painting

### **Room 23**

1. missing base trim
2. heating registers need repair
3. stained carpet
4. cupboard doors needed
5. low window screen guards need to be completed
6. south window – east side stuck shut
7. broken light cover –northeast
8. formica counter needs repair
9. pet cut – eastside middle
- 10 carpet stains
11. clutter

12. wall repairs
13. door jambs need painting

#### **Room 24**

1. window guards need to be completed
2. many lights missing
3. missing base trim
4. cupboard doors needed
5. hang or remove bulletin-board divider panel
6. closet door needs repair

#### **South Stairwell**

1. stain exit door
2. exterior entrance light broken
3. handrail needs repairs
4. paint around wall light
5. lower landing light out
6. east upper window wall needs repairs/painting

#### **Pastor's Office**

1. ceiling damage needs repair & painting
2. walls haven't been painted in more than 10 years
3. heating registers need repair
4. window frames need paint
5. clutter

#### **C.E. Office**

1. window frames need paint
2. clutter
3. carpet stains

#### **Administrator's Office**

1. window frames need paint
2. heat registers do not work – blockage??

#### **Office Hallway & Stairwell**

1. lower stairway exit door needs repairs and sealing
2. basement landing light fixture needs replacement \***DONE**
3. upper landing corner needs repair/painting
4. need “emergency call list” posted by phone
5. clutter beneath stairs adjacent to kitchen entrance \***DONE**
- 6.

## **Basement**

### **Fellowship Hall**

1. touch up paint scuffs, cabinet stains
2. replace room divider
3. trim around “pass through” from kitchen
4. replace broken junction box cover

### **Salad Room**

1. light out \***DONE**
2. clean out window wells
3. clutter \***DONE**

### **Chair Room(s)**

1. ceiling repairs
2. lights out
3. remove old books \***DONE**
4. carpet shot \***DONE**
5. wall repairs

### **Men’s Restroom**

1. ceiling panel stained
2. improve fan exhaust
3. attach base trim
4. improve lighting

### **Women’s Restroom**

1. finish painting ceiling and entrance
2. broken toilet tank cover
3. replace faucets and stoppers
4. noisy fan

### **Kitchen**

1. repair/replace electrical outlets \***DONE as is possible at this point**
2. faucets drip
3. improve venting
4. improve lighting

New island cabinets installed Fall 2003 \***DONE**

Total remodel ??

### **Stage**

1. burned out light

## **Exterior**

### **West side of building**

1. entrance - general cleanup
2. entrance ceiling repair/paint
3. structural supports need repair/replacement/staining (dry rot) \***DONE**
4. dividers between cement sections need replacement
5. brick wall needs major repairs \***DONE**
6. several lights out \***DONE**
7. remove/replace high maintenance plants, flowers, rock garden (visual first impression)?
8. sanctuary arboretum needs numerous support beam and grid-work repairs/painting \***DONE**
9. west exterior sanctuary wall needs paint/stain
10. new church signs? \***DONE**
11. new gutter needed. \***DONE**

### **North side of building**

1. exterior wall needs painting
2. Repair holes made by birds. \***DONE**
3. Trim back tree limbs. \***DONE**

### **East side of building**

1. clean steps and paint door adjacent to grooms room
2. broken light fixtures
3. gutter needs repair or replacement \***DONE**
4. roof needs re-coating
5. trim needs paint/stain
6. gazebo roof needs repair, structure needs painting \***DONE**
7. chimney needs some minor mortar repair

### **South side of building**

1. re-paint hand railing
2. clean out catch basin
3. lower hose bib
4. replace burned light covers
5. install exterior light photo eye?

### **Parking Lot**

1. re-paint parking space lines
2. rebuild trash fence
3. remove metal shed?

Note: Heating system needs professional evaluation/inspection for repairs and efficiency.