

No.	Task
159	Replace thermostat in pastor's office
No. Recurring maintenance task item	
4	Clean up back yard (pick up trash, dead wood)
5	Sweep front of church including Plaza level door, areas around columns
6	Sweep and pick up trash from side of church including landscape timber stairs, sidewalk
8	Clean exterior ceiling above front stairs leading from Plaza level to sanctuary level
9	Remove leaves and debris from roof including structure above stairs
10	Replace sanctuary ceiling and side wall fixture light bulbs
11	Replace damaged ceiling tiles
12	Trim trees and bushes
13	Put down Roundup or equivalent for poison ivy in side yard
17	Remove old food from refrigerator and freezer and clean refrigerator
18	Take out recycling from office, kitchen and vestibule closet
19	Clean radiators and inspect for condensate, mold, leaks
20	Clean out kitchen closets and drawers
21	Sweep interior front and rear stairwells from top to bottom
22	Replace/tighten screws for plastic table tops as needed
23	Remove broken plastic and metal chairs as needed
25	Clean up outside lighted sign on front wall
27	Clean stairwell lights and artwork of cobwebs and dust
29	Clean ceiling exhaust fan cover in kitchen
30	Clean up kitchen door "ashtray" and surrounding area
31	Wash radiator units
32	Clean out dead bugs and other debris from ceiling light fixtures
36	Replace stairwell light bulbs as needed
37	Replace emergency exit sign bulbs as needed
38	Remove, clean and replace microwave front exhaust cover
40	Clean oven
41	Clean out dead bugs and other debris from sanctuary level exterior lights
42	Clean floor and walls in cold water inlet valve closet with bleach, then cleaner
46	Dust artificial plants in sanctuary
48	Clean plants and brush away from church sign Baron Cameron Ave. (Rt. 606) west
52	Clean plants and brush away from church sign Baron Cameron Ave. (Rt. 606) east
53	Spot clean downstairs carpet
54	Clean candle wax off pews
55	Pull weeds from back and side yards
56	Cut grass in side yard
57	Remove unneeded items from stairwells
58	Remove unneeded items from balcony