

| No. | One-time task item | Who |
|------------|---|-----|
| 18 | Repaint downstairs mens' room | |
| 19 | Repaint downstairs ladies' room | |
| 31 | Scrape, clean and repaint privacy wall in men's room | |
| 109 | Clean pencil or pen markings on concrete pillar right side of sanctuary | |
| 110 | Re-glue and clean baseboard in large third floor office | |
| | | |
| No. | Recurring maintenance task item | |
| 1 | Clean interior windows (break into sections or floors for smaller tasks) | |
| 2 | Change smoke detector batteries | |
| 3 | Clean exterior windows (break into sections or floors for smaller tasks) | |
| 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 burned out light bulbs including sanctuary ceiling and side wall fixtures | |
| 11 | Replace damaged ceiling tiles | |
| 14 | Clean out altar closet on sanctuary level (pitch or donate unneeded items) | |
| 15 | Clean out and reorganize janitor's closet on Plaza level | |
| 17 | Clean refrigerator | |
| 18 | Take out recycling | |
| 20 | Clean out kitchen closets and drawers | |
| 21 | Sweep interior front and rear stairwells from top to bottom | |
| 24 | Replace pulpit PZM mic AA batteries | |
| 25 | Clean up outside lighted sign on front wall | |
| 26 | Replace wireless handheld and bodypack 9v batteries | |
| 27 | Clean stairwell lights and artwork of cobwebs and dust | |
| 28 | Clean out choir slots in vestibule closet | |
| 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 | |
| 33 | Remove, clean and replace stairwell light globes / covers | |