

**MAINTENANCE LIST FOR SHILOH MISSIONARY BAPTIST CHURCH**  
**February 3, 2022 Items Completed**

1. PAINT INTERIOR OF BAPTISM POOL. **Complete 12/19/2020**
2. FENCE REPAIR SURROUNDING HVAC Units. **Complete 12/19/2020**
3. CHAIN-LINK FENCE around Choir Stand HVAC Unit. **Complete 12/23/2021**
4. ELIMINATE RUST ON DOOR ON REAR UPSTAIRS FIRE ESCAPE. New door and frame installed. **Complete 12/19/2020**
5. INSPECT AND MAINTAIN FIRE ESCAPE STAIRWAY. **Complete 12/19/2020**
6. REPAIR HOLE IN SOUTH WALL OF KITCHEN. **COMPLETE 10/19**
7. ELIMINATE RUST ON CHURCH BELL TOWER. **(COMPLETE 10/19)**
8. PAINT BELL TOWER. **(COMPLETE 10/19)**
9. REPAIR BUCKLING FLOOR TILES IN MAIN HALLWAY AND KITCHEN.  
**(Complete 12/19/2020)**
10. REMOVE WEEDS AND MEND SIDING ON SOUTHERN EXTERIOR OF CHURCH. **Complete 12/19/2020**
11. CHECK REAR OF SANCTUARY CONGREGATION PEWS FOR MISSING MOULDING (EXPOSED NAILS) ON DEACON'S SIDE. **Complete 12/19/2020**
12. MEND THRESHOLDS OF MAIN FRONT ENTRANCE. REPAIR CLOSING MECHANISM, DOOR HINGES AND LOCKING MECHANISM. **(COMPLETE 10/19)**
13. REPAIR SELF CLOSING MECHANISM ON SIDE DOUBLE DOORS, BY DEACINS.  
**Complete 12/19/2020**
14. REPLACE DETERIORATING MOULDING AROUND A/C UNIT ON EASTERN WALL AT CHOIR STAND. **(Complete 11/30/2020)**

15. INSPECT ROOF FOR CURRENT CONDITION. (Complete – January 2022)
16. A/C UPDATE (MAINTENANCE/WARRANTY). (COMPLETE 10/19)
17. PEST CONTROL WARRANTY. (COMPLETE)
18. PLUMBER NEEDED TO INSTALL FLUSH VALVES AND URINALS IN MEN'S ROOM. (Complete 12/19/2020)
19. INSTALL PRIVACY PARTITIONS IN HALLWAY MALE RESTROOM. (Complete 12/19/2020)
20. CLEAN OUT AND RESTORE MALE RESTROOM OF DINING AREA. (Partial Complete 12/19/20)
21. CLEAN AND PAINT ALL EXTERIOR DOORS. (COMPLETE 10/19)
22. REPLACE ALL ENTRY DOOR MATS (4). (COMPLETE 10/19)
23. CLEAN JUNK FROM OUTSIDE STORAGE SHED. Complete 12/19/2020

### **Completed Items Added Too Original List**

1. REPLACED REAR HALLWAY AND ENTRY DOOR LIGHTS WITH LED FISTURES. Complete 12/19/2020
2. REPLACED MAIN OFFICE LIGHTS WITH LED FIXTURES. Complete 12/19/2020
3. REPAIR AND PAINT WEST SIDE EVES AND SOFETT Complete 12/19/2020
4. REPAIR LEAK AT BOTTOM OF BELL TOWER. Complete 12/19/2020
5. PAINT ARCH AT NORTH SIDE OF CHURCH OVER CROSS. Complete 12/19/2020
6. BUILD NEW RAMP FOR STORAGE SHED ON EAST SIDE OF CHURCH. Complete 12/19/2020

7. REPLACE BLINDS IN KITCHEN, REAR MEN'S AND WOMEN'S RESTROOMS AND THE DINNING AREA. **COMPLETE- 12/19/2020**
8. Replaced missing and broken blinds in upstairs classrooms. **Complete 12/19/2020**
9. ADD NEW VENT DUCT TO CLERK'S OFFICE TO PROVIDE HEATING AND COOLING. **Complete 12/19/2020**
10. NEED VIDEO SURVELANCE SYSTEM INSTALLED AT ALL OUTSIDE DOORS WITH MONITORING IN MAIN OFFICE. **(Complete November 2021, except back fire escape)**
11. MODIFY CLERK'S OFFICE LAYOUT TO ALLOW BETTER WORK FLOW. **(Complete Oct. 2021)**
12. REPAIR FLOOR TILES IN MAIN HALLWAY AND KITCHEN. **(OCTOBER, 2020)**
13. July 26, 2021: Immediate response to Guideone Insurance Co.  
Inspection:  
Completed a temporary repair to the gutter on the Southwest side of church which had been blown off by storm. Insurance Co. gave 30 days, from Aug. 9, 2021, to complete the repairs.
14. Replaced toilet in Pastor's Study – **Complete - 1/8/2022)**
15. Installed new HVAC unit for Choir Stand and Pulpit. **(Completed 1/20/2020)**
16. Replaced three (3) outside fawcetts for watering. **(Completed 1/8/2022)**
17. Striped Church parking lot. **(Completed, October 2021)**
18. The Trustee Board purchased 100 new Bibles for the Sanctuary **(Jan. 2022)**

**The Trustee Board – Shiloh Missionary Baptist Church - 2/3/202**

## Maintenance Items **Not Complete** February 3, 2022

1. REPAIR OR REPLACE STOVE HOOD IN KITCHEN.
2. CHECK FOR LEAKS IN CLASSROOM AND REPLACE MISSING/STAINED CEILING TILES. **MUST REPLACE VENT DUCTWORK FIRST.**
3. CLEAN AROUND OUTDOOR STORAGE SHED.
4. CONSIDER GREASE TRAP INSTALLATION OUTSIDE OF KITCHEN WALL.
5. MAINTAIN A/C ROOM & BAPTISM ROOMS UPSTAIRS.
- 6 CLEAN, PAINT AND MAINTAIN UPSTAIRS CLASSROOMS AND HALLWAYS.
7. CLEAN OUT MALE RESTROOM OF DINING AREA.
8. CLEAN AND PAINT INSIDE OF EXTERIOR DOORS, CHECK ALL INTERIOR DOORS FOR CLEANING AND PAINTING.
9. NEED VIDEO SURVELANCE CAMERA INSTALLED AT CLASSROOM FIRE ESCAPE.
10. PAINT INSIDE OF ALL EXTERIOR DOORS.
- 11.PAINT WALLS OF UPSTAIRS HALLWAYS
- 12.PAINT UPSTAIRS CLASSROOMS.
13. REPLACE SANTURARY LIGHTING WITH LED FLAT PANEL FIXTURES.
14. REPLACE 2 OFFICE COMPUTERS AND INSTALL NEW SOFTWARE.
15. REPAIR BROKEN AND CRACKED STAINED GLASS WINDOWS, PAINT WINDOWS.

**The Trustee Board, Shiloh Missionary Baptist Church**