



*THE **FRIENDLY** CHURCH*
FIRST PRESBYTERIAN CHURCH OF WOODBURY HEIGHTS

Building & Property

(List of Jobs to be done for the building and property commission)

06/23/2024

This document is to ask the members of Woodbury Heights Presbyterian Church for additional help with some jobs around our church property.

Goals

1. Provide an email with updates of things that have been done or need to be done each quarter of the year.
2. List of Jobs that need to be done in Priority order
3. Share the church Document [Building and Property Facility Overview 2024](#)

Jobs for the Summer:

Annex

1. Garage Clean out / Reorganization
2. Basement Clean out / Reorganization
3. Painting of Old Laundry Room/ Storage Room

4. Clean out of Attic and all extra furniture to be donated. All donations to be given to Habitat for Humanity or local charities. If not, non donated materials will be taken to the Elm Street curb for monthly pick Up on 2 possible Dates: **July 19th or August 16th**

Church

1. Sanctuary windows (outdoor) sills and facia to be scraped and repainted -Hi Gloss White
2. Bell Tower: rope replacement, touch up the stairwell with new Grey floor paint. Paint the bell frame Hi Gloss Black if at all possible.
3. Trees behind church to be trimmed or taken down. All along the back property line all the way to 4th Street
4. 4th street weeding and adding new plants along the church building.
5. Back parking lot needs to be trimmed along the fence and all the way back to the end of the property as far back as possible. Also, adding Weed and Grass Killer to keep it from coming back in the future. We also have Bamboo beginning to take over that corner.

Bigger Items to be done throughout the summer and coming months

1. Electric upgraded and checked in the Memorial Garden area (Contractor) **(\$2000.00 Donation for payment)**
2. Cooper Hall roof checked and possible repair (Contractor)
3. Basement of Annex set up with a proper drain system and dehumidifier system (Contractor)
4. Tractor repaired for lawn cutting (Hopefully will get fixed but if not we need to get an alternative solution)
5. Upgraded wifi in Cooper Hall and primary room area.
6. Begin replacing donated sinks and toilets in the old Mens and Women's bathrooms in the back of the primary room and bathroom off the lounge. (Possible Contractor for Shut off Valves)
7. Church Sign Campaign: Information about Donations and how much is still needed: Sign Campaign

What's Next?

If some of the jobs that you see in this email seem to be too much for you to handle, that's totally fine. But if you think you could help us out in any of the above ways or know someone that might be willing to help we would greatly appreciate it.

The Building and Property commission is **David Taylor, Brad Gilmore and James Dawson.**

We know that your time is precious but we also have an old facility that needs a lot of tender loving care ❤️

Please email us anytime if you can help or if you have any questions or concerns.

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