

**St. Francis of Assisi - Building and Grounds Status report through August 2021**

**Projects - 2021**

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Two Pages

Item	Project	Category	Status
<b>Annual Maintenance Contracts (Outside contractors used)</b>			
1	Lawn Mowing	Landscape/Grounds	Turner Lawn Services was selected to be our contractor.
2	Shrubbery Trimming	Landscape/Grounds	Turner Lawn Service, was selected as our contractor to trim the bushes around the church and rectory. Per a conversation with Turner they are scheduled to do the trimming with the next two weeks.
3	Spring/Fall Cleanup	Landscape/Grounds	Turner Lawn Service was selected as our contractor for both spring and fall clean up.
4	Lawn Fertilizer	Landscape/Grounds	Feed-a-Lawn was selected as our contractor for fertilizer and weed control. The cost is \$215 per event for a minimum of four times.
5	Lawn Irrigation system Maintenance	Landscape/Grounds	Haller's Landscaping Service installed the system in 2017 and is contracted to service the system in the spring and fall at a cost of \$250 per visit. Haller's Landscaping Service was used to extend the irrigation system to include the new lawn area on the Peavine Road frontage.
6	Pest Control	Maintenance	Cox Termite Control is used for this service.
7	HVAC Maintenance	Maintenance	B & G has replaced all the filters as of June 2021. The filters are scheduled to be replaced annually.
8	Fire Extinguisher Maintenance	Maintenance	The nine fire extinguishers in the church buildings are serviced annually by Algood Fire Extinguisher Sales and Service.
<b>Projects Completed Thru 9/1/2021</b>			
Item	Project	Category	Status
1	Rectory deck egress and basement ground water seepage	Rectory Landscaping Repair	The new concrete stairs and banister leading to the deck and driveway pad was completed last year. Further, Andy Hood-Bobcat Service was contracted to re-trench the area immediately North of the new driveway pad to control the rain water running off the West parking lot and the hillside leading from the woods between the rectory and the FFG condos. B & G has now completed the project by filling in the new trench and other erosion prone areas along the rectory driveway.
2	Church pew removal	Convenience Improvement	At Eric Wheeler's request B & G removed a divider and a the first pew in the music section of church to allow more room for Eric's choral groups. The divider and pew have been stored in the rectory basement in case they are ever needed again.
3	Fire Alarm System	Safety Improvement	A new fire alarm system was installed in the church after the original system was damaged by lightening in 2020. Prior to this there were three alarm systems servicing our buildings; church, office, and rectory. Each system cost approximately \$300/yr. for the connection to the alarm service company. It was decided to combine the system and connect the office alarm to the church alarm and eliminate the rectory alarm since it is a residence protected by smoke alarms. By combining the systems the parish will be saving \$750/yr. in fixed costs. To facilitate this a trench had to be dug to allow for a conduit between the office and the church. B & G completed that project in the first week of February.
4	Sheehan Hall door stop	Building Security Repair	A new door stop was installed on the Sheehan Hall entrance door because the original was not staying up as people left the building. The door was at times staying slightly open all night creating a potential security issue.
5	Building Addition	Office/ Meeting Room Expansion	The design, architectural drawings, and specifications for the new building addition are complete and the committee is now working with three potential contractors to obtain quotes. The Diocese has not given final approval pending firm contractor quotes. Assuming Diocesan approval by September 15th the earliest work could begin would be in the Spring of 2022. The project will take 7-8 months to complete.
6	Brush / Tree Removal	Landscape/Grounds	The perimeter of the West parking lot and the street leading to Village Dr. in front of the Rectory has been cleared of small trees and brush that encroached on the parking lot and street.
7	Rectory Landscaping	Landscape/Grounds	The new stone border wall for the left side of the rectory building / front side was completed in May.

**Projects Completed Thru 9/1/2021**

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8	Fire Alarm system Training	Safety Improvement	The new fire alarm system is installed and operational. All appropriate personnel have been trained in the system.
9	Church Window Replacement	Building Repair	The cracked, upper window pane on St. Joseph's side of the church has replaced. Also, Budget Blinds was in on Monday 6/7 and replaced the UV protective film.
10	Church & Sheehan Hall Thermostats	Convenience Improvement	All six thermostats were replaced in the church and Sheehan Hall with units that could be controlled manually on site. That work was done in July and so far has provided more uniform and consistent A/C control. Access keys have been distributed to all appropriate personnel.
11	Women's Restroom	Convenience Improvement	The men's room that off the main narthex has been converted to a women's room.
12	Shelving in storeroom	Convenience Improvement	Three additional shelves have be added in the kitchen storage room to utilize the space that was originally taken up with the freezer.

**Projects Planned for 2021**

Item	Project	Category	Status
1	Crucifix Lighting	Building Repair	The lighting behind the main alter crucifix has been faulty for sometime resulting in de-activating it. Plans have been made to replace the lighting. However, the crucifix will have to be lowered to do the work with the help of Electrician UCEC and his crew. The work will be done as soon as we can get him scheduled.
2	Station Backlighting	Building Improvement	We are proposing to add extensions to the fixture bases to better focus the lights on the stations images. One section has been done and is an improvement.
3	Weed Control	Landscape/Grounds	The Church, Rectory, and Office perimeters have been weeded but that only seems to last for about two weeks. As you can see there is more to be done here.
4	Church Roof	Building Repair	The church and Sheehan Hall roofs were originally scheduled for replacement in 2021. That project is pending dependent upon the approval to go ahead with the new office / meeting room addition. (Replacing the current church roofing will be more economical if combined with the new addition). In the meantime there are occasions when the roof requires shingle repair due to wind damage. Repairs will be done as is necessary.
5	Narthex / Flat Roof Decking	Building Repair	A contract has been let to Turner Roofing to remove and replace all the flat roofing above the main narthex as well as the flat roof junction between the church and Sheehan Hall. This work is planned to begin in October.
6	White streaks on the church brick work	Building Improvement	An investigation is going on as to how to remove the white paint oxide streaks that have run down on to the brick work from the aluminum façade along the church roof. It has not been determined yet what is necessary to make this building appearance improvement.
7	Sheehan Hall Landscape wall	Landscape/Grounds	The field stone wall that installed by an outside contractor last year was not done correctly and is falling down in areas. Proposed is rebuilding the wall to create a more uniform, level look.

**Projects Unplanned for 2021**

Item	Project	Category	Status
1	Downed Tree Removal	Landscape/Grounds	During one of the early August storms two large trees were blown down on the far side of the East parking lot. The brush and logs were removed.
2	Women's Sheehan Hall Restroom	Building Repair	During one of heavier rainfalls early in August a roof leak found its way onto one of the ceiling lights in the restroom. The light was replaced but the source of the roof leak is undetermined.
3	Sill Cock Leak	Building Repair	The outside water sill cock on the front side of the church has developed a leak. Do It Right Plumbing was called and has ordered the parts to correct the problem.
4	Church Signage	Improvement	Fr. Woods has requested that we add "Catholic Church" under the "St. Francis of Assisi" lettering on the front façade of the entrance. The contractor, Sign Smith, has received the lettering but the project is currently stalled because they do not have the help to do the installation.