

Service Category	Facility	Reported Deficiency	Priority (H/M/L)	Recommendation	Open/Closed
Asphalt Paving / Repair	CELC-Grounds	Parking lot paving needs repair or replacement and re-striping.	High	Meet with a paving contractor to establish any areas urgently requiring repair or replacement. Recommended that sanctuary painting and carpet replacement may be higher priorities.	OPEN
Painting	CELC A&B	Repair and paint walls in Bldg B classrooms & hallways. Paint all outside doors in Bldg B and replace door sweeps as necessary. Repair and paint walls, doors and ceilings in Bldg A sanctuary.	High	Prepare a "CELC Painting Project" Work Scope document and invite competitive bids to perform the work.	OPEN
Signage	CELC-Grounds	Install a new sign identifying the facility, adjacent to the rear facility entrance.	High	Investigate city permit requirements and assemble a proposal	OPEN
Electrical	CELC-B	Occupancy sensor which controls lighting in Bldg B Ladies Room intermittently creates a high pitched alert	Medium	Per the device manual, this sound could be caused by foreign material (dirt, bugs, etc) in the sensor elements. Recommend to blow out the four sensor elements with compressed air. If this fails, replace the sensor.	OPEN
First Aid	CELC-B	Add AED Pictorial guide sheets to Building B AED like we did in Building A using pastic sleeves.	Medium	NA	OPEN
First Aid	CELC-A	Relocate first aid kit in Bldg A kitchen to a more accessible location.	Medium	Allocate a specific drawer and attach a white on red laminate sigh on the front of the drawer. Coordinate with Kathy Williams.	OPEN
First Aid	CELC A&B	Check with Kathy Williams if B&G have any responsibility regarding defib maintenance	Medium	Coordinate with Kathy Williams. Add to periodic maintenance schedule.	OPEN
First Aid	CELC-A	Install the AEDS sign in Bldg A Fellowship Hall.	Medium	Coordinate with Kathy Williams and install sign	OPEN
Kitchen	CELC-B	Kitchen roof-mounted swamp cooler is reportedly not working	Medium	NA	OPEN
Landscaping	CELC-Grounds	Add landscaping rock to areas where the current rock layer is getting thin.	Medium	NA	OPEN
Lighting	CELC A&B	Establish a strategy for converting from fluorescent to LED.	Medium	NA	OPEN
Lighting	CELC-A	One florescent fixture in Bldg A Fellowship Hall has a non-functioning balast	Medium	Either replace the ballast or convert to LED	OPEN
Playground	CELC-Grounds	The exit ramp out of the playground area has an offset which creates a potential trip hazard.	Medium	NA	OPEN

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Signage	CELC-Grounds	Randy has offered to continue researching an electronic sign alternative for the Litchfield Rd sign. Establish if council has interest in pursuing this project.	Medium	2/15/26 Council - This is agreed as priority three. Commercial proposals have been requested.	OPEN
Storage	CELC-A	Organizations that rent shared facilities have expressed a general concern regarding on-site storage requirements. Coordination is required to better understand their needs and provision of storage facilities accordingly.	Medium	NA	OPEN
Storage	CELC A&B	Storage for Nativity scene - currently in garage	Medium	Relocate nativity scene materials to Bldg A attic.	OPEN
Bird Control	CELC-B	Birds are nesting behind eve screening under Bldg B Sanctuary overhang.	Low	NA	OPEN
Ceiling Fans	CELC-A	Sanctuary ceiling fan in choir loft area needs replacing. Fan was removed in spring of 2025 and subsequently disposed of during November clean-up. A decision needs to be made as to whether or not the fan should be replaced at this time. Requires a new fan and possibly a new circuit breaker.	Low	No need for fan at this time. Verify power is available at the ceiling power box for future use and blank-off power box.	OPEN
Ceiling Tiles	CELC-A	Two stained ceiling tiles on west side of Fellowship Hall. Be aware of insulation sitting directly on the tiles.	Low	Seek assistance from Facilities Maintenance Support	OPEN
Electrical	CELC-A	Develop Bldg A breaker identification lists for breaker boxes outside on south side.	Low	Jim H to develop a plan.	OPEN
Electrical	CELC-Grounds	Check for proper functionality of all outdoor electrical outlets	Low	Jim H to follow up. Include annual check onto the Periodic Maintenance schedule.	OPEN
Exterior Doors	CELC-A	Door stop on Bldg A sanctuary north door stop is broken and non-functional	Low	Replace broken door stop with a new one.	OPEN
Exterior Doors	CELC-A	Floor mounted door stops on main doors into Bldg A sanctuary are no longer functional.	Low	Replace worn out/broken door stoppers	OPEN
Exterior Doors	CELC-B	A new door closer is required to be installed on the south side of Bldg B Sanctuary west side double doors.	Low	North side of the double doors has had a new door closer installed. South side door is operating okay but a new door closer has been purchased and requires installation.	OPEN
Handyman	CELC-B	Install a new quilt hanger in Bldg B sanctuary	Low	Investigate wooden hanger donated by Faith Hanley and establish a plan.	OPEN

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Housekeeping	CELC-B	Re-install the sink cabinet base in Bldg B Ladies Room	Low	NA	OPEN
Housekeeping	CELC-B	Clean out of the chair/table storage room. Get rid of unused cabinets and racks. Figure out a strategy for dealing with Jonathan's church's sound board cart.	Low	Arrange meeting with Jonathan and Su Erickson to agree on a strategy	OPEN
Housekeeping	CELC-A	Relocate left-over spares from kitchen project and Fellowship painting project to cabinet in Building & Grounds office and Bldg B garage, as appropriate	Low	Jim H to follow up	OPEN
Landscaping	CELC-Grounds	Landscape water leak outside Bldg A east side.	Low	Seek assistance from Facilities Maintenance Support	OPEN
Landscaping	CELC-Grounds	Landscape water leak near playground, bordering on Thompsons Funeral Home	Low	This leak shows up as a wet line on the fence above grade. Probably coming from a problem on the funeral home side. Coordinate with the funeral home.	OPEN
Landscaping	CELC-A	Follow up with Stevie Henderson and Kathie Townsend regarding pots for the landscaping in front of Bldg A	Low	Investigate getting some large outdoor landscape pots in front of the office to add a little bit of color. Plants must be "kid-friendly" and "pet-safe".	OPEN
Painting	CELC-A	Bldg A hallway connecting office/sanctuary to Fellowship Hall requires painting.	Low	Request color preference from quilting group. Seek assistance from Facilities Maintenance Support if desired.	OPEN
Playground	CELC-Grounds	Add more wood chips / cushioning material on the ground around the playground. What's there now is getting quite thin. Also, repair the "bulge" in the ramp going into the playground area.	Low	Check with Jonathan. The playground sees little use by CELC children, lots of use by Casa Del Rey - May be more of liability question if someone fell.	OPEN
Signage	CELC-Grounds	Wooden signs on north side of Bldg A and adjacent to the north parking lot require some restoration.	Low	Re-stain the signs and reattach bird wires where they have come off.	OPEN
Signage	CELC-Grounds	Provide "Authorized Church Parking Only" signs installed in the parking lot	Low	About \$30 per sign, 13 signs are required; one per light pole along the north driveway area and two per light pole in the main parking lot (west of the church).	OPEN

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Signage	CELC-Grounds	Provide "WELCOME" flags for installation at the Litchfield Road entrance. Discussed in spring of 2025.	Low	Some concern was raised about flags at the Litchfield Rd entrance may cause confusion with the one set out in front of Bldg A by other congregations. Possibly the welcome flags could be installed adjacent to the west parking lot, directing people to Bldg B Sanctuary.	OPEN
Signage	CELC-Grounds	A badly faded No Parking sign on the south side of Bldg B should either be removed or replaced	Low	Since parking in that location has apparently not been a problem, and since iHelp now use that location to park their trailer; recommended that the sign should either be changed to iHelp Parking Only, or simply removed at this time.	OPEN
Water Treatment	CELC A&B	Investigate periodic water treatment system maintenance requirements.	Low	Jim Hill to follow-up	OPEN
Window Film	CELC A&B	Look into adding window filming on south side of Bldg A Fellowship Hall and on south and east side of Bldg B classrooms	Low	NA	OPEN
Carpeting	CELC A&B	Replace carpet in Bldg A and Bldg B sanctuaries. (Including Bldg B Sound Booth)	?????	Carpet replacement in each building is probably best coordinated with painting of the sanctuary in each building in order to best align with the chosen paint colors.	OPEN