

## **MAINTENANCE REPORT 06-21-17**

### **COMPLETED PROJECTS**

#### **SACRED HEART CAMPUS**

- Jan 10 – Snow blower repaired
- Jan 25 - Lift light bulb replaced
- Feb 09 - Rectory (SND) - Replaced hot water heater
- Feb 09 - Church plaster repair
- Feb 08 - Lift door/brake repair
- Feb 14 - Rectory (SND) Garage door spring replaced
- Mar 06 - Stained Glass repair
- Mar 06 - Stained Glass window repairs. \$400 from A&R toward one window, parish to pay \$340 balance. Other window charging for materials only.
- March 30 – ABCO, LLC kitchen fire inspection
- April 28 – City of Toledo Fire Marshal – Church fire inspection
- May 15 – ABCO, LLC replaced hood system tank in hall (obsolete, check every 12 years)
- May 26 – State of Ohio Elevator Inspection (Shut down by inspector for brake/shoe violation)
- June 13 – Replace exterior double doors to Church Hall

#### **ST. STEPHEN CAMPUS**

- Jan 03 - School and Church step repair
- Jan 18 - Rectory dishwasher purchase/installation
- Jan 22 - Rectory sink disposal purchase/installation
- Jan 23 - Boiler pipe repairs at Rectory
- Jan 23 - Boiler and wall steam pipe repair at Rectory
- Feb 22 - Rectory alley gates - Purchased/installed chains & locks to keep gates open
- Feb 23 - Rectory – Purchased air purifier for mold issues in Fr. Tony’s room.
- Mar 03 - Church toilet repair
- Mar 06 - Church Hall ladies’ restroom - replaced sink faucet
- April 18 – State of Ohio Elevator Inspections
- April 25 – City of Toledo Fire Marshal (Fire Inspections church, school)
- April 27 – American Home Elevator Violation Repairs (church, school)
- June 8 – Eagle Scout Garden Project (behind Rectory - completed)
- June 14 – Action Sewer (scope sewer line continued from previous visit due to basement sewer backup)
- June 14 – American Building Restoration – (estimate for sewer backup damage)
- June 14 – City of Toledo mandated Backflow Prevention Valve Assy. Test (per H&H plumbing)
- June 19 – meeting with Adjuster from Cincinnati Insurance regarding rectory sewer damage (no show)
- June 22 – ABCO, LLC Fire Inspection – (school, church hall)

## ST. THOMAS CAMPUS

- Jan 03 - Church boiler coupling repair
- Jan 04 - School entry door lock replacement.
- Jan ?? - Flag pole pulley repair
- Feb 02 - Replaced refrigerator in Church Hall
- Feb 16 - Replaced (4) faucet in school restrooms and (1) faucet in men's restroom in church hall with automatic faucets (per Health Dept. - \$Charge to Eagle Academy)
- Feb 17 - Kitchen Fryer in church hall broken, unable to fix, replaced with fryer from storage closet.
- Mar 08 - Church Hall – Repaired slop sink faucet
- Mar 16 - Replaced battery in Floor Cleaning Machine
- April 21 – Simplex Grinnell Suppression Inspection (extinguishers/hoods at church, school, gym)
- April 25 – City of Toledo Fire Marshal (Inspections at church, school, gym)
- May 8 – State of Ohio Elevator Inspection – no violations
- May 11 – Columbia Gas – Meter & Line safety inspection
- June 05 - Church – A/C maintenance – mini split system

## 1815 GENESEE STREET PROPERTY

- June 14 – John Kennedy of Environmental Consulting (Delta Fuel 2005 oil spill) – Collected oil gas samples – rescheduled from May 9. Report expected by June 29

## CONTINUOUS MAINTENANCE REQUIREMENTS (ALL CAMPUSES)

- Parish Events
- Funerals/Hall Usage
- Baptisms/Hall Usage
- Weddings/Rehearsals
- Locking/Alarming Buildings
- SH Church weekly cleaning
- STA Office general cleaning
- Etc.

## **PENDING PROJECTS**

### **SACRED HEART**

- TBD - Renovation of Church towers drainage system. \$Materials only
- Church – Interior plaster repairs almost completed
- Church Alley – Fill pot holes and grade alley per City of Toledo

### **ST. STEPHEN**

- Rectory – Basement sewer damage (Claim filed, quote received from Interstate Restoration, awaiting insurance claims adjuster)

### **ALL CAMPUSES**

- Plan to improve the custodial services to all campuses by:
  - Adding one additional maintenance staff member dedicated primarily to the Sacred Heart Campus
  - Clarifying and improving maintenance/custodial work schedules to maximize effectiveness
  - Standardizing custodial products for cost effectiveness (replace non-uniform toilet paper/soap dispensers)
- Plan to increase the number of volunteers on Maintenance Committee
- Plan to increase volunteer efforts and compile volunteer database – Maintenance Is Forever initiative
- Utilize summer staff for various maintenance projects
- Plan to organize weekly cleaning team at Sacred Heart

## PROPOSED PROJECTS

### SACRED HEART CAMPUS

- Church - Water infiltration issues including block and mortar, flashing, roof, and dome areas, **windows**
- Church - Replace outside window for stained glass
- Church - Wall repairs in Music Director room (following resolution of water infiltration issues)
- Church - Wall repairs in Vestment room (following resolution of water infiltration issues)
- Church – Replace ceiling fan above choir loft (in house repair)
- Church - Chapel ceiling lights need replaced – recessed lighting to allow access to attic door in ceiling
- Church – Reevaluate electric to flood lights on church (Controls at Aurora Academy and SH Convent)
- Church Hall - Handicap accessibility in restrooms
- Church – Evaluate, retro-fit and/or replace elevator/lift (awaiting proposal)

### ST. STEPHEN CAMPUS

- Church/Rectory - Roofing, tile replacement, gutter repairs
- Church - Water infiltration issues in walls of church hall
- Church - Plaster repair
- Church - Circular fabric paintings need to be reaffixed to the wall. (Ref. painting above altar that was framed in)
- Church - Replace carpet going up to choir loft (Safety issue – carpet is loose, trip hazard)
- Church - Exterior doors need refinished
- Church - Interior dome light (1) needs replaced
- Church - Interior fiber optic lights need to be replaced with LED lighting (two side angels & crucifix above alter)
- Church - Fix stained glass windows that don't close completely (possible paint build-up)
- Church Hall - Restroom modernization and updates
- Church Hall – Replace/repair railing going from parking lot (school side) down to hall
- Church – Evaluate, retro-fit and/or replace elevator/lift (awaiting proposal)
- Church – Replace screens in bell tower (Currently none)

### ST. THOMAS CAMPUS

- Parish Office - Replace parish office lighting with LED lighting
- Parish office sign/banner at entry door
- School - Replace school lighting with LED lighting (Cost analysis = 7.5 year return on investment)
- Church - Seal sandstone block (Ohio Restoration – cleaned and sealed in 2012? Seal every 5 years)

### ALL CAMPUSES

- Church - Boiler maintenance contracts for annual inspection/preventative maintenance (certified contractor)
- Church - Spring clean-out/removal of unused items (preferably prior to Flea Market)
- Church - Clean carpets