

CHAPEL WORK DONE FROM JANUARY 2003 to AUGUST 2004

Regular work done

Organize library; Safety supply issues each week; discover work orders for all 4 floors

Listing of work done

Fix two entry level heating registers (loose sheet metal); Craft basement utility room tool hanger above sink; Install 5 tool hangers in lobby utility room using threaded rod stock from Automotive/Welding; Install drywall expansion anchor for 'HOPE' picture frame; Unsuccessfully fixed Chapel dolly tire (Automotive); Send off 2 boxes of surplus books to Warehouse; Clean up Christmas ornaments on 3rd floor; Organize piano music in chapel window; Tighten hinges to entertainment center in study room; Drill out pencil holder holes in Greeting Card Request box. 2/5/03 nail 3 finishing nails for large brooms and dust mop (lobby utility room); Repair two cloth border rugs (Joe Soza Laundry). 2/11/03 organize rosary supplies and fix robe cabinet using 3 wood blocks and drywall screws. 2/18/03 trim library subject shelf Dymo labels. 2/19/03 hook for basement utility room broom; One screw for pencil sharpener. 2/20/03 organize by tie wire, cable/mike/AC power wire assemblies. 2/24/03 repair VCR/TV player audio headphones and get wooden doorstop. 2/27/03 three new laundry bags for wet and dry mops/new hook & new screw to replace broken dowel (base) on freestanding coat hanger. 3/3/03 new hook for small broom in basement utility room. 3/4/03 seven inch oak wall mount dowel for buffing pad storage in basement utility rooms. 3/5/03 seven inch oak wall mount dowel for buffing pad storage in lobby utility room; Made extra. 3/6/03 tighten 4 leg bolts on audio tape room coffee table; Install bracket on wall for dry dust mop in basement utility room. 3/11/03 label all chemical containers with SO numbers. 3/13/03 two cloth border rugs sent to laundry for border repair; Finish colored paper borders for bulletin boards near stairs in yellow, pink and purple (sine wave). 3/17/03 pick up two 3x5 rugs. 3/19/03 prepare for local inspection. 3/20/03 laundry soap for rags and Sweat Lodge, along with new rags from laundry; Dispose 4 fluorescent fixtures (Plumbing) and move entertainment center from basement study room to 3rd floor. 3/24/03 deliver old metal maroon chairs to warehouse for repair, retirement and pick up dry erase board/lettering board. 3/25/03 move desk from 4th floor down to lobby video room to make 5 video viewing desks as the only area for viewing, subsequent pornographic removal and reinstall; Get one installment of maroon library chairs from welding. 3/27/03 screw backs on maroon chairs; Scrape buffer with putty knife. 3/31/03 fold rag bag. 4/1/03 clean study room roll out windows; Organize library. 4/2/03 clear basement utility room for painting help; Clean tape room roll out window. 4/3/03 clear out lobby utility room for floor and ceiling tile replacement; Help with Gen. Maintenance's work order in fixing two holes on 4th floor; Help with Lay Medical's donation of sofa and sofa chairs; Pick up rolling file cabinet. 4/6/03 roll out steel grate for front door (10" snow fall). 4/7/03 sweep sand off front porch steps needlessly applied by extra duty landscape workers; Organize and clean books. 4/8/03 move big sofa chairs from Lay Medical to replace clerk area sofa chairs which were

placed upstairs; Send off 2 wood arm chairs to Warehouse; Check out 6 in 1 tool for floor wax removal; Clean hanging file brought from Warehouse; Move music file cabinets to gain two 3x5 rugs; take Lieberman's 3 Indian paintings upstairs. 4/9/03 pick up five 3x5 rugs to automotive for cleaning; Take care of protruding nails in various places. 4/10/03 pick up 6 clean rugs from Automotive; Move stable square table from top floor for paper cutter; Clean greeting card request window using cordless; Prepare Safety supply order. 4/13/03 organize MSDS; Bottles and labels; fold laundry rags. 4/14/03 get aluminum picture frame hooks for Muslim picture frames. 4/17/03 use empty laundry soap bag to dispense laundry soap from 1 lbs bag for one machine load of rags; Mop 4th floor and sills; Fold rags. 4/20/03 clean 4th floor windows; Clean electrical boxes inside and out; 4th floor spider webs. 4/21/03 prep areas for preliminary inspection for the ACA inspection. 4/22/03 prepare 4th floor SW room (i.e., clear out) for GM3 to cut out dry wall leak and then clean up after; Get GM3 to optionally cut surplus ceiling tile for lobby bathroom; GM3 caulks areas around bell tower woodwork and will install drywall ceiling tomorrow; 4/23/03 mop up water spill from boiler room; Carpentry comes for basement egress door weather strip; After weather strip was installed I had to chip away at contact near hinge to eliminate rubber wear; Fold bag of rags; GM3 completes installation of ceiling drywall; Will finish later. 4/27/03 prep 4th floor for 4/28/03 inspection by ACA; Push books out to the edge of shelves. 4/28/03 hover and small preparation for inspection. 4/29/03 ditto 4/28/03. 5/6/03 drill holes in two mop poles (for hanging); Screw installed for securing deck brush taper handle fit. 5/8/03 tidy up all areas for two week vacation. 5/27/03 clean roll out windows. 5/15/03 AC opened Chapel; Take sack of books left down to library; Fix rubber feet on basement chairs; Clean up leaves from boiler room workers; Replace card table with steel platform for podium. 5/18/03 clean visiting room after Gavel Club. 5/22/03 general clean up for ACA 7:15 to 7:45. 5/27/03 fix VCR/TV (Electrical Shop old cassette broke). 5/28/03 apply feet to library chairs using rough metal file. 5/29/03 organize library. 6/2/03 fix Chaplain's office clock (movement screws and hanger); Remove rubber feet from library chairs (27 chairs in total). 6/3/03 use belt sander to sand down 27 chairs and install 27 (times 4) felt feet (7 pkgs @ 2.44/). 6/11/03 fix front entry door (stuck); It seems to be swelled wood at bottom (use cutoff and belt sander (which works); New door stops (2); Send Chaplain's clock to Carpentry for staining. 6/11/03 inventory musical instruments; Type up inventory. 6/12/03 color putty applied to Chaplain's clock (chip out wood filler to do this). 6/16/03 fix 2 guitar stands (weld and screw down weld. 6/17/03 add felt feet to the 11 chairs in study room. 6/18/03 more plain rags (4 stacks) two week leave. 7/6/03 mildew removal; Soap lube of front door @ base. 7/7/03 card room fan repair: New pipe sleeve and 4 tack welds to fix mashed stand pipe from over torque of stop screw (Frost, welding); More rags. 7/8/03 new bolt for basement utility room tool holder; One gal Extraction SC for library chairs; Clean 4th floor window sills. 7/10/03 take delivery of Safety order: One large hearth broom, 6 gloves, 6 sponges, 1 pkg pads, 2 box small trash bags, 1 floor squeegee, 1 small hearth broom missing. 7/13/03 organize Safety order. 7/14/03 drill hole in large hearth broom; Butterfly bolts for lobby fire extinguisher wall mount; New pole

for floor squeegee with lock screw. 7/15/03 fix buffer axle (sticky, so clean up, leave unlubricated); New screw for basement dust pan holder; Unseat finishing nail for large broom; Wet dry vac is determined to be shot (seized brushes/put back together for a possible exchange); Widen lock latch holes for Odinist worship entrance and file down latch on back entrance; Oil all other entrances. 7/16/03 deliver wet dry vac to electrical shop. 7/18/03 receive repaired dolly from Automotive. 7/21/03 fix library chair (welding); Fix fan switch with small drill and spring wire; Fix Christmas tree pedestal with weld wire. 7/24/03 salvage cedar from Lay Medical in dump truck for sweat lodge (moderate waist high pile); Dispose of Kurzweil grand piano pkg box (used as a mock Christmas hearth). 7/28/03 replace lobby clock battery (Broders). 7/29/03 fasten hook for Caution Wet Floor sign in basement utility room. 7/30/03 organize library; Rags. 7/31/03 organize two metal free literature racks in lobby; Clean study room roll out windows; 50' hose and nozzle, ladder for cleaning blinds. 8/3/03 get 3 blanket buffing pads from laundry. 8/5/03 spruce up for tour by Judge Bennet. 8/6/03 add center hole to 3-hook over basement utility floor sink; Rig up angle bracket for 7/16 dowel ceiling fan cleaning brush, using sheet steel and Welding's help; Fix two video headphones with electrical tape; Dymo label for new Emerson VCR/TV player. 8/10/03 leak detected in choir music storage room, dry and fabricate catch basin, 8/12/03 Chaplain's back from a touch of pneumonia; Organize library/tools. 8/14/03 8/10/03 leak was due to clogged catch basin on air handler above. 8/17/03 feeling better (broke two week fast) pneumonia; Cobwebs on 4th floor; Variety pack of rosary beads taken down to lobby rack. 8/18/03 cut-off end of plastic duster pole which was broken; More rags and blanket pads; Organize library. 8/19/03 organize library; Disassemble paper punch to assess its sharpness. 8/20/03 Safety order supplies. 8/21/03 clean rear roll out and side roll out windows. 8/24/03 consolidate floor wax. 8/26/03 ladder for bugs in light diffusers; Fix maroon metal chair (welding); Fix sweat lodge rubber lock cover (torn off). 8/27/03 lube library stair step. 9/3/03 9 new white pads from Safety; Bring back from Automotive 3 rugs; Cut new greeting card request slips; Cobwebs upper windows. 9/4/03 and 9/8/03 install steel bar on basement utility room steel shelving for attaching Berol Giant pencil sharpener (4 1/4" bolts, steel bar, holes and self-taping screws). 9/9/03 fix mike stand; Remove tweeter speaker from tape room. 9/10/03 install 2 new DVD/WDR 19" TV players; Fix Realistic mike boom (cut stripped threads and replace rubber spacers with leather; Stamp books in library. 9/11/03 fix Realistic mike boom: Cut stripped threads and replace rubber spacers with leather; stamp books in library: Lit., Lit., Music, Buddhism, OB, Christ. Sci., East. New Age, Hindu, Left Behind, Ref., Study Aids, Commentary, Psych., God, Philos., Theol., Bibl., Theol., Phil., Phil./Relig., Denom. 9/14/03 clean outside roll out windows. 9/16/03 prepare Safety order. 9/17/03 clear cobwebs from 3rd & 4th floors; Cut pencils for Greeting Card Request box. 9/23/03 obtain two new 5 gal pails for carrying water upstairs; Organize library. 9/25/03 organize Native American section of library; Rags. 9/29/03 four 5 gal pail plant holders made. 10/2/03 pick-up Safety order: small broom, toilet brush, dustpan with handle, mop wringer, 3 gloves, one small med. Large trash bag, Pledge, Brasso. 10/7/03 drill out holes

for small broom & toilet brush; Clean upstairs; Extract tweeter from broken Realistic speaker upstairs and install into Audio Room stereo speaker. 10/9/03 install finishing nails for bulletin board in clerk area. 10/15/03 (DHO 5 days GT) two new 5 gal pail potting trays. 10/16/03 ditto; Joe Terry's chord notation transcribed to type; Dowel holder for basement utility room for dustpan; Remove cobwebs top two floors. 10/19/03 untangle rosary beads for rack; Christmas gift wrap paper inserted into 8 by 10 inch picture frames. 10/20/03 install cover plate for basement electrical; One 5 gal pail; new labels for MSDS; refurbish MSDS book add & delete (new MSDS copies because of water damage). 10/22/03 cut from Braille pin form paper stock 8½ by 11 sheets for greeting card binders (1½ inch stack). 10/23/03 install bracket for vacuum extension tubing onto lobby utility room wood shelf; One 5 gal tray for potted plants; Knife green pads in half. 10/27/03 drill clip board steel for leather craft string and pen; Bracket for vacuum tubing extension tip. 10/28/03 clean insects from upstairs; Organize choral music file. 10/29/03 fix maroon chair (bad weld); Clean upstairs. 10/30/03 knife & T-square for play cardboard set work; Run errands. 11/3/03 repressurize dolly; Colored paper cut for bulletin board. 11/4/03 install bulletin board for clerk's desk; Tools for play set work. 11/5/03 scrape off video tape shelf labels for masking tape base redo; Cut Greeting Card Request forms. 11/6/03 Safety order received two 3 by 5 rugs, one toilet brush, large/small hearth broom, dustpan with handle, two spray bottles, six sponges; drill holes for handles. 11/10/03 install string for pen & clipboard (3); Clean candlesticks of wax (5 wooden). 11/12/03 move greeting cards; Cleanup flies; organize library. 11/16/03 take over clerk position temporarily, Heller takes over. 11/17/03 reassigned clerk position; Redo lettering on letter board; Five new blanket pads for buffer. 11/18/03 type up Safety order. 11/20/03 fix maroon chair seat needs screwing down; Organize library. 11/23/03 snow: bring out rugs in storage; Cleanup areas; Salt steps. 11/24/03 layout rugs; Organize areas; Power wash three rugs using Automotive Hotsy washer. 12/1/03 install bolt in buffer; Cutout paper snowflakes. 12/2/03 get cross cut saw for play set work. 12/3/03 pound out dents in six candle brass flame taming devices; Will polish later. 12/4/03 use Luster metal polish (as opposed to Brasso which we never ordered) to polish flame taming devices. 12/4/03 cleanup around Chapel with broom (snow & sand); Candle cleanup (bad run of wax). 12/8/03 air hose Native American yarn Ojo talismans for storage/cleaning. 12/9/03 Safety supply order received; Two brown rubber rugs with exchange of cloth rugs, one long handle dust brush, six small sponges, 1 pkg green pads, one small trash bag; sweep snow on steps all day. 12/11/03 hammer nails on periodical rack. 12/14/03 clean candle holder (two fail and then drip). 12/15/03 install wood platform on wall bracket to extend holding capacity for dust mop and push broom; Rags; Salt steps. 12/28/03 cleanup candles; Empty VaniSol; Spruce up all chem. bottles & areas; Pack up Christmas objects/decorations. 12/29/03 eliminate VaniSol. 12/30/03 lube mop bucket wheels; Move Chapel maroon chairs from middle to top floor (to make way for play set construction). 12/31/03 fix large broom which is delaminating, by installing drywall screws; Fix wood squeegee using screws to lock taper pole; Fix typewriter cover (laundry sew). 1/4/04 snow; clear steps. 1/5/04 clean steps and library; Move chapel chairs

upstairs; Move play sets upstairs; Organize library. 1/6/04 organize library. 1/7/04 mop & dust upstairs, especially cleaning ceiling repair below cupola. 1/8/04 snow removal; organize upstairs. 1/11/04 flies; sort save and toss rubber chair feet; Organize library. 1/12/04 Gavel Club library shelf; Safety day; Redo Audio Room speaker terminal; Organize wire array on receiver. 1/15/04 fix robe cabinet; organize Audio Room book shelves. 1/18/04 organize library; find Fit, C hand bells out of tune (one out of three each). 1/20/04 Safety order: 1 pkg green pads, 6 sponges, two 3X5 rugs, 2 small trash bags, one feather duster; check out carpet cleaner; Repair overhead projector cover with laundry's help; D#4, D4 hand bells clunky, C#4 odd harmonic, D5, CS, CS off frequency. 1/21/04 organize clerk's area; Organize upstairs. 1/22/04 organize library: install extra shelf to filing trough in clerk's area; Reorganize electronic equipment cabinet upstairs. 1/22/04 organize library; Install in storage cassette player in Audio Room; Organize upstairs; Test Chapel chairs in storage upstairs (find four bad ones). 1/25/04 snows. 2/1/04 snow removal. 2/2/04 tend steps. 2/3/04 prep basement for floor cleaning and buffing. 2/4/04 straighten bent snow shovel. 2/5/04 snow removal. 2/8/04 clean steps. 2/10/04 fold rags. 2/12/04 library; sweep up flies upstairs; Organize upstairs. 2/17/04 CD power supply repaired; Jewish brass candlestick weld; Cassette player brought back from Electrical Shop; Vacuum cleaner repaired (cleaning). 2/25/04 general cleaning (back from one week off); Organize; sweep flies upstairs. 2/26/04 orderly crew cleans upstairs; Typewriter replaced again. 2/29/04 extract redundant book copy for institutional transfer. 3/1/04 bring back good typewriter: stamp library books; Box up transfer books. 3/2/04 screen books for transfer. 3/3/04 send off 118 lbs of extra books to Marion IL Camp. 3/4/04 Mother's Day greeting cards arrive; Warehouse order: rubber bands, retractable pens, 2" three-ring label clips. 3/8/04 Safety order: ten sponges, one small trash bags, two Pledge furniture polish; Videos received. 3/9/04 organize library; Practice piano. 3/10/04 Electrical Shop fixes jack for Optimus speakers. 3/11/04 new greeting cards arrive; Power adapter for Sony CD player fixed; Allen wrench for Audio Room chair. 3/14/04 rearrange cardboard upstairs; Label power adapters for CD & tape cassette players. 3/16/04 RCA phono plugs to mini phone jack (mono) for small Aiwa bookshelf speakers made (to small Radio Shack amp.). 3/17/04 get Broadman Hymn Player to work through keyboard amp.. 3/18/04 Safety and Warehouse orders: cassette tapes to Warehouse; Mini stereo phone jack to two RCA phono jacks for keyboard amp.; Update MSDS book. 3/21/04 foam cups from Food Service. 3/22/04 fix basement exit door weather strip (screw not seated into metal); Mini stereo phone jack to RCA phono jack done (Electrical Shop/two done altogether). 3/23/04 take two blinds down in clerk/video viewing area (8' ladder); Organize electronics on Chaplain's bookshelf. 3/24/04 Organize and repair clerk's area (tabs & gunned cloth reinforcements for three-ring binder); Label stereo mini jack to RCA phono jack cable. 3/30/04 carpet cleaning; Optimus speakers fixed; Auto reverse cassette player in for repair; Order four rolls of 4" strapping tape from GSA. 3/31/04 play piano: Get 3X5 index cards & accompanying metal filing cabinet for cataloging library books. 4/4/04 return carpeted areas to normal from carpet cleaning last week; Organize cassette tapes in Audio Room. 4/5/04 MSDS

obtained for Brasso Metal Polish; Safety order: sponges, small trash bags, handheld brush. 4/6/04 clean basement; Wax high wear areas (Greeting Card Request/Audio Room); Rags; Safety order: two Pledge furniture polish. 4/7/04 strapping tape arrives; Update & spruce up MSDS book; Apply strapping tape to Greeting Card Request binders. 4/8/04 book tape two CD jackets: move TP; Repair metal maroon chair. 4/12/04 type out work log. 4/13/04 Chapel deadbolt fixed: 13" CR/TV's diagnosed (bad right audio). 4/14/04 picked up repaired Aiwa bookshelf speaker and two 26' mike cables; Researched book tape using Demco and Highsmith catalogs. 4/15/04 pick up one pkg vacuum bags; Cut Greeting Card Request slips. 4/19/04 clean roll out windows. 4/20/04 Allen wrench for tightening thermostat covers to wall. 4/21/04 clean Study Room roll out window screens; pick up double wire stereo RCA phono jack to stereo Mini phone jack. 4/25/04 put up in storage five 3x5 rugs: Refurbish clerk's workstation with supplies/organize cut calendars; Clean roll out windows; Update MSDS book (new summary inventory report). 4/26/04 put up in storage seven 3x5 rugs; Take Sweat Lodge winter jackets to Landscape; Drill 1/4" hole in scrub brush; Trade Zenith VCR for JVC upstairs. 4/27/04 take one maroon metal chair to Automotive for repair. 4/28/04 chair fixed; Fix RCA phono to stereo mini phone jack. 4/29/04 Deliver two 13" VCR/TV's to Electrical Shop for repair of right audio. 5/3/04 pick up 13" VCR/TV's: nothing wrong, only that stereo headphone jack fits into mono unit! 5/5/04 Braille paper stock cut: 6 3/4" stack of 3x5 cards. 5/6/04 4 5/8" stack 3x5 cards cut; 7/8" stack of 8 1/2 X 11 inch, as well as label inserts for metal filing cabinets. 5/10/04 Organize Audio Room library; 1 3/4" stack Chapel Bookmark's made. 5/11/04 DVD/VCR 19" TV taken to Electrical Shop for repair. 5/12/04 clean roll out windows and Audio Room screen; DVD/VCR 19" TV repair returned. 5/23/04 Get library ready for Gavel Club. 5/24/04 Extraction SC carpet cleaner used on three maroon metal chairs; organize library. 5/25/04 Remove metal chair glide which was scratching floor in Greeting Card Room; 2 1/4" stack of 'Chapel bookmark' made. 5/26/05 Take back RCA phono jack to stereo mini jack two cable to Electrical Shop for reduction to one cable; Practice piano; More Extraction SC spraying of maroon metal chairs. 5/27/04 clean walls in Study Room. 6/1/04 Rags; Carpet fray fixed in Video Viewing Room. 6/3/04 Safety order: two Pledge furniture polish; Discuss work order CWF Water Sealer for Sweat Lodge fence; Test furniture rearrangement in Chaplain's office; Pick up concentrated carpet cleaner (will dilute down for use on chairs); Familiarize myself with DVD remote. 6/6/04 Clean lobby restroom; Treat four more metal maroon chairs with carpet shampoo; Clean Chaplain's restroom; Clean Study Room walls; Eliminate remaining VaniSol gal jug and replace with StrideCitrus to prepare for 5 gal. of carpet cleaner; MSDS book noted accordingly. 6/7/04 Braille pin form paper obtained (start 3 X 5" cards); More metal maroon chairs shampooed. 6/8/04 6 1/4" stack of 3 X 5" cards produced; 3" stack 2 X 5" bookmarks produced; Basement floor cleaning day; Stamp some Chapel Bookmark's; Discuss Sweat Lodge 'clothes line' with no result. 6/9/04 Practice piano; Listen. 6/13/04 Organize areas. 6/14/04 commission humidifier. 5/15/04 6" stack of 3x5" cards from Braille pin form paper stock; 2 1/4" stack 2 X 5" bookmarks; Rags; Organize areas; Commission old humidifier and Patton fan in basement. 6/16/04 Tighten screws on Patton fan base; Commission one additional Virex spray bottle; Fold rags. 6/17/04 Box of cassette tapes and 12" stack of manila folders sent to Warehouse; Tidy upstairs; Bring down choir robe cabinet for musical instrument in Chapel; Fix stuck midrange G# Mark 10 piano key; Korg piano

falls down, 4 keys break. 6/20/04 Organize lobby utility room; Fold rags. 6/21/04 Broken keys removed from Korg piano; Greeting cards arrive. 6/22/04 Spot weld magazine rack roller; Sweep off porch. 6/23/04 Urinal overflows, clean up. 6/24/04 Bring down two mono 13" TV5 (a total of seven TV5 for Video Viewing Room); Organize storage videos and free bookshelf. 6/28/04 Re-screw weather strip on basement egress door; 2nd replacement typewriter print wheel commissioned (2nd theft). 6/29/04 Clean floor in basement; Stain musical instrument cabinet in Chapel; Deliver fliers to all major areas on cmpd.. 7/1/04 Carpet cleaner check out; Troubleshoot Sweat Lodge vacuum cleaner (wire nut past switch), replace with 4th floor Hoover. 7/5/04 Choral music index project starts upstairs: organize setup area, Todd Sorenson does work; Clean cassette tapes. 7/6/04 start training Todd; Pick up Safety order: one hand held scrub brush, one box small trash bags; Floors; Clean fluorescent light diffusers; Clean carpet in Video Viewing Room area and pathway areas in Chaplain's office. 7/7/04 Power wash twenty-one 3x5' rugs (all except two); Move Korg piano to Warehouse; Grind off toilet base bolt; Clean walls with green pad for new Warden. 7/8/04 Return carpet cleaner; Take broken buffer clip from lobby buffer and replace; Rags; Move rugs back in. 7/11/04 clean lobby toilets free from scum. 7/13/04 clean baptistery; Cut tool hook to semi circle; Trim underside paper on metal maroon chairs; Deburr metal tool holders; Oil Outdoor Worship area latch. 7/15/04 Dead bat disposed of; Replace wall receptacle cover plate in Audio Room; Safety order picked up: Two vacuum cleaner bags; Work order for broken lobby toilet valve; DVD/VCR 19" TV on the blink. 7/18/04 toilet fixed. 7/20/04 clean plastic TV cart with scrub brush and conc. soap. 7/21/04 Train Todd on Safety/Warehouse ordering; Order power cord 'U' wrap around (from Welding) and install. 7/26/04 Prepare for baptistery fill. 7/27/04 General cleaning; 1 1/2" stack Braille pin form paper obtained. 8/1/04 organize lobby utility room; Finalize work orders; Library alcove leak is from pipe drip, put 5 gal. pail basin underneath. 8/2/04 Screw cover back to leak area.