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Contact Information

Emergency

Fire Department: 839-5012

Police: 839-4972

Staff

Kris Simpson (h) 831-6248 (c) 864-2513

Rev. Wolf (h)832-4906

Sherry Soper (h)835-4949

Service Providers / Repairs

Electrician: Northern Electricians 831-8752 (also for fire alarm problems)

Elevator Service: Thyssen Krupp Elevator 715-834-5131 (Kent Willart)

Fire Inspections: 839-4825

Custodial Service: ServiceMaster: 832-5326

Gas Odor / Leak: Xcel: 1800-895-2999

Heating / AC: Kurth 723-2211 & 835-6195 (Mont Holty)

Insurance: Church Mutual 1800-554-2642 (Select menu option "1" for Bill Morris)

Plumber: Wiersgalla 839-0707

Additional Contacts:

Emergency Procedures

Fire Alarm Instructions

In case of a fire alarm, you must take an alarm key (one set located in the janitor's closet by the new women's bathroom) and go to one of the two control panels.

Location: in the Gray street entry and in the downstairs electrical room – last door on the left of the hallway.

1. Open panel.
2. Use silver key – turn to “on” position (or enter password 4444).
3. Press alarm silence button. ⏪
4. Press panel silence button. ✓
5. See where the alarm is coming from and what kind of alarm it is.
6. Go to the area of the alarm.
7. If you find fire, call 911; **the alarm system does not automatically alert the fire station.**
Fire Dept.: 839-5012
8. If there was a false alarm, wave fresh air by the affected alarm to clear any smoke or heat that may have set it off.
9. If the fire alarm switch has been pulled the glass bar has been broken (when off, the switch should be up). Use a small flathead screwdriver to open the alarm, hold the switch up and close the alarm switch.
10. Return to the panel.
11. System Reset

Water Cut-Off

Location: in the closet in the southwest men's bathroom (under the Farwell St. entrance).

Turn red knob counter clockwise until off.

Electrical Box

Location: in the basement walk through room, next to the child care room.

Open the metal door of the circuit breaker box to reveal the circuit breakers (never remove the metal cover). The main circuit breaker should be clearly marked showing “ON” and “OFF” positions. Turn off all the small breakers first, then shut off the “MAIN.”

Month	Task	Done	Cost	Comments
September	Work Day			
	Attend Council on Committees		0	update on lock box use
	Hose out AC unit		0	
	Special Announcement 9/24		0	Work Day in Oct.
	Alarm & thermostat batteries			
	Check all lights			
	Change furnace filters			2 older; 1 newer
	Projects:			
October	Work Day			
	Arrange for snow shoveling		0	
	Turn off outside hoses		0	
	Annual Roof Inspection		0	
November				
December	Change furnace filters			2 older; 1 newer
	Attend Council on Committees			
January	Submit budget for next year		0	
February	Renew service contract		0	ThyssenKrupp Elevator 1800-328-4087
March	Write annual report		0	
	Change furnace filters			2 older; 1 newer
April	Special Announcement 4/7		0	For work day in May
	Plan May Work Day		0	Newsletter article
May	Work Day			
	Hose out AC unit		0	
	Change furnace filters			2 older; 1 newer
	Alarm & Thermostat batteries	5/ 2005		
	Projects:			
June	Schedule furnace tune up			
	Wax floors - Scheduled with ServiceMaster for August 07			
July	Change key box combination 0167	8/07	0	Consult w/office manager
August	Plan Sept. Work Day		0	newsletter article
	Fire extinguisher inspection	8/07	\$48	North Star Fire Systems Corp 836-7515

TOTAL
COST

UUC CALENDAR July 2007 - June 2008

[Last updated 8.20.07]

SS=Sunday Services

July

1 Forum; New Church Fiscal Year Starts;
Community Table Shift 1-5
2 & 4 Office Closed
6-7 HA Event Golf Get-Away
8 Forum
11 Board Meeting 7:00 PM Seekers Room
12 Sowing Circle 9:30-11:30 Seekers
15 Forum
15-21 MW Leadership School
22 Forum
26 Tea & Empathy 1-3 Dove Health Care
29 Forum

August

5 Forum
8 Board Retreat 5:30 Emily Moore's
House;
Community Outreach 7 PM Seekers
9 Sowing Circle 9:30-11:30 AM Seekers;
Caring Committee Training 7:00 PM Social Hall
12 Forum
13 Beacon House Shift; Membership kick-
off Meeting 7:00 PM Seekers Room
15 Worship Committee meeting 7:00 PM
Seekers Room; Beacon House shift
18 Newsletter Deadline for September
Herald
19 Forum; Community Table Shift 1-5
23 Newsletter mailing party 1:00 PM
26 Forum
28 Choir Picnic 6:00 Kleemeiers
29 Council on Committees 7 PM
Sanctuary;
Teachers meeting 7 PM Social Hall
30 Tea & Empathy 1 Blys
31 Picnic 6:00-8:00 PM Birch Pavilion
Carson Park

September

2 NO FORUM; NO SERVICE
Community Table Shift 1:00-5:00
3 Office Closed (Labor Day)
8 Worship Associate Training 10:00-12:00
Social Hall
9 SS=Gathering of the Waters Intergen.
10 Harvest Auction meeting 7 PM Social
Hall
11 (Day of Forgiveness Event)

13 Sowing Circle 9:30-11:30 AM Seekers;
Seed Circle 7:00 PM Seekers Room; Board
Meeting 7:00 PM Buddha Room
15 Book Group 9:30 Elands; (International
Fall Festival in downtown EC: Community
Outreach Booth)
16 SS=Virginia; Activity Fair; Youth Group;
Caring Committee Training
18 Newsletter Deadline
22 Book Group
23 SS= Rev. Scott Prinster
21 ([AUTUMN EQUINOX](#))
26 Newsletter mailing party 1:00 Seekers
27 Citizens for Women's Health 6-8 PM
Social Hall
30 SS= Rev. Laurie Bushbaum; Youth
Group
Informational Meeting 11:30 Sanctuary

October

1 Dinners for 8 Deadline
5 First Friday Potluck 6 PM Social Hall
7 SS=Kate Young; Youth Group
11 Board 7:00 PM Seekers
14 SS= Virginia;
Congregational Meeting 11:30
Sanctuary
15 Beacon House Shift
17 Beacon House Shift
18 Newsletter Deadline
21 SS=Virginia; Newcomer Series #1
11:30-1:00 Buddha Room; Youth Group
24 Newsletter mailing party 1:00 Seekers;
([United Nations Day](#))
28 SS= "Fallen Leaves Intergen.";
Newcomer Series #2 11:30-1:00 Buddha Room
30 (Halloween)

November

2 First Friday Potluck
4 SS =Virginia (Daylight Saving Time
Ends);Newcomer Series #3 11:30-1:00 Buddha
Room
6 (Election Day)
8 Board Meeting 7:00 PM Seekers Room
10 **HARVEST AUCTION**
11 SS = "This I Believe"
18 SS = Virginia; Newsletter Deadline; New
Member Sunday; New Member Luncheon
Celebration
22 (Thanksgiving Day) Office Closed 22-23

25 SS = "Thanksgiving Intergenerational" and potluck; Guest at Your Table Kickoff
 28 Herald Mailing Party 1:00 Seekers Room

December

2 SS= Virginia
 3 Council on Committees 7 PM Social Hall;
 Budget requests announced
 7 First Friday Potluck 6 PM Social Hall
 9 SS=Rev. Laurie Bushbaum
 10 Beacon House Shift
 12 Beacon House Shift
 16 SS= Virginia
 19 Solstice Service 7 PM
 18 Newsletter Deadline
 27 Herald Mailing Party
 30 SS= "Fire Communion" intergen.

January

1 New Year's Day; Budget requests due
 4 First Friday Potluck 6 PM Social Hall
 6 SS= Tim Hirsch
 9 Board Meeting
 12 Farmers Market 9-4 Social Hall
 13 SS= Virginia
 18 Newsletter Deadline
 20 SS=Sandra McKinney
 23 Board Meeting Budget
 27 SS= Virginia

February

2 First Friday Potluck 6 PM Social Hall; UUA Certification Deadline
 3 SS=Virginia; Congregational Meeting on Budget
 10 SS=Laurie Bushbaum
 17 SS=David Jones
 18 Newsletter Deadline
 24 SS=Virginia; Pre-canvass of major contributors

March

2 SS=Sandra McKinney
 7 First Friday Potluck 6 PM Social Hall
 9 SS=Virginia Newcomer Series #1 11:30-1:00 Buddha Room
 16 SS= Canvass Kickoff
 18 Newsletter Deadline
 21 SPRING EQUINOX
 23 SS=Flower Communion
 30 SS=Virginia; Newcomer Series #2 11:45-1:00 Buddha Room

April

4 First Friday Potluck 6:00 PM Social Hall
 6 SS=
 13 SS=Virginia; New Member Sunday & Luncheon Celebration; Canvass ends
 14 Council on Committees 7 PM Social Hall
 15 Interim application due
 18 Newsletter Deadline
 20 SS=Laurie Bushbaum
 27 SS= Virginia

May

2 First Friday Potluck 6:00 PM Social Hall
 4 SS=Youth Service
 11 SS= Virginia (Mother's Day)
 18 SS=RE Sunday; Newsletter Deadline
 25 SS= Memorial Day

June

1 SS=Blessing of Hands intergen.; Annual Meeting
 8 Forum
 16 Forum
 21 SUMMER SOLSTICE
 22 Forum
 25-29 UUA GA: Fort Lauderdale, FL
 29 Forum

FIRE EXTINGUISHERS: Yearly Inspection History

Schedule Yearly Inspections with: North Star Fire Systems Corporation
 Banbury Place, EC
 836-7515

Location	Type	Inspection Date / Service	Inspection Date / Service	Inspection Date / Service	Inspection Date / Service	Inspection Date / Service
Upstairs Hallway	Dry Chem.	March 2005 / New	August 2006	8/16/07		
Basement Hallway	Dry Chem.	March 2005 / New	August 2006	8/16/07		
Kitchen	CO2	April 2004 / Serviced/Charged	August 2006	8/16/07		
Preschool Classroom	ABC	March 2004 / Serviced	August 2006	8/16/07		
Social Hall	ABC	March 2004 / Serviced	August 2006	8/16/07		
Gathering Room	ABC	February 2004 / Serviced	August 2006	8/16/07		
Buddha Room	ABC	March 2005 / New	August 2006	8/16/07		

Building/Grounds Committee Responsibilities

The responsibilities of the Building Committee are as follows. The Chair of the committee will fulfill and/or facilitate these expectations.

1. Plan, organization, and supervise all-congregation work days, usually one in the fall and one in the spring. Additional workdays may be held as necessary, particularly in the event of major remodeling projects.

2. Take care of all needs associated with the building and grounds, e.g.:

*painting

*remodeling

*heating, air conditioning, and plumbing repairs

*roof repairs, ice dams

*assess and attend to building safety concerns, including security, utilities, and fire regulations

*provide care and upkeep of lawn, shrubs, and flower gardens; provide snow removal

*purchase cleaning supplies and consumables used in normal operation of building

*provide minor maintenance such as light bulb replacements, basement floor scrubbing and waxing

*communicate with the UU Board regarding large purchases or remodeling projects

*be available for emergency or non-emergency contact regarding any building and grounds issue

*prepare a year-end annual report for UUC's Annual Meeting and a proposed budget for the following year

Committee Chair Responsibilities

Committee chairs guide and oversee the responsibilities of the committee. They have great influence over the success of the committee. Their specific responsibilities include the following:

Schedule and conduct meetings.

Determine agenda for meetings.

Write and distribute minutes to: committee members, minister, president and vice-president.

Submit committee news to *HERALD* due to the Office Manager by the 18th of each month.

Make or arrange for announcements in the Orders of Service as needed.

Participate in Committee Council meetings.

Monitor committee budget.

Monitor completion of goals and activities as noted in the strategic plan.

Monitor the completion of goals derived from the annual fellowship retreat.

Confer, as needed, with minister on related responsibilities assumed by minister.

Check mailbox at church regularly.

Confer on a regular basis with the committee's Board liaison.

Submit proposed budget for next fiscal year.

Prepare year-end annual report.

Board Approval Sept. 2001

Location of Equipment and Supplies

Building Committee Files	File cabinet in Buddha Room landing (Includes owners manuals for all building maintenance)
Building Plans	Architectural drawings in the closet in the workroom
Brooms	Pump room (next to elevator in basement)
Garbage bags	Stored in kitchen, 1 st cupboard as you walk in the door Also, stock in janitor's garbage can
Janitor's Garbage Can	Pump room
Mop & Bucket	Janitor's Closet
Paper Towels	Janitor's garbage can & storage cabinet in women's lounge
Rags	Pump room
Rock Salt (for sidewalks)	Pump room
Shovels	Pump room
Soap boxes	Storage cabinet in women's bathroom (old)
Soft Soap	Women's bathroom storages
Toilet Paper	RE Storage room
Vacuum bags	Janitor's Closet
Vacuums	Janitor's Closet
Window Cleaner	Pump room / Janitor's garbage can

If any supplies are running low, please let the Office Manager know.

Building Use Policy & Procedure

The UUC building is open to all individuals and groups that are compatible with our U.U. Principles. The UUC reserves the right to decline rental requests.

BUILDING USE CALENDAR

The calendar is kept in the church office and maintained by the Office Manager. Please check the calendar in person (or call the church office) before publicizing any event, because rentals, weddings/memorial services, and other church events may also be scheduled.

KEYS

Keys may be obtained through the Office Manager. If you need to open the building for groups, programs, repair, etc., please request a key. **Non-members who require keys will make a \$25.00 key deposit.**

PARKING

Free parking is available across Gray Street on weekends and evenings. Metered parking is available across Farwell Street and on Gray Street. Renters may use the church alley if staff will not be using it during the rental.

OPENING THE BUILDING

Your key will open the door to the Gray Street entrance. Please enter through this door and unlock it from the inside if attendees will use this door. The south front door on Farwell Street may be unlocked from the inside, too, if your group will be using that door. It can be unlocked by pressing the plunger flat and sliding the little toggle switch into lock position. The right side of the door (from inside, looking toward the street) should remain locked into the ceiling/floor.

LIGHTS

Please turn on enough lights to welcome people in and through the building. The lights in the sanctuary can be turned on in the passageway on the left of the sanctuary. In the event of a power failure, the exit signs will remain illuminated. **Please remember to turn off all the lights when you leave.**

HEAT

Summer rentals: **please note that there is no air-conditioning in the main building.** The Annex has air-conditioning. There are four thermostats available to renters. 1) The thermostat by the piano regulates the heat for the sanctuary. 2) The thermostat in the Buddha room regulates heat in that room. 3) The thermostat in the basement (on the center post that divides the two rooms on the west end of the room) regulates the heat in the basement. 4) The thermostat in the Seekers Room regulates that heat and air conditioning in that space. Push the up/ahead arrow on the thermostat to 70°. Renters are responsible turning heat down to 55° before leaving the building. Report problems to the Office Manager.

WINDOWS

The only windows that open are in the sanctuary, gathering room, Buddha Room (top floor), and Seekers Room. The windows around the sanctuary and gathering room are tricky/dangerous to open and keep open. The top section often falls when you lift the bottom section; it is best to work with a second person when opening them. **NEVER** open the windows with stained glass. Remember to close the windows that you have opened. There is an attic fan; the switch is behind the door to the Buddha Room.

It is for use when some of the windows are open in the summer. It is disconnected and covered in colder weather.

PIANO

The piano should **NEVER** be moved off the level on which it is located. If it is repositioned on that level, please return it to its original position.

CLOSING THE BUILDING

Please think about the security of the building as you turn out lights and lock up. There are currently two usable entrances into the building: the south front entry on Farwell Street and the Annex Door on Gray Street. The north front entry on Farwell Street may be used, as necessary, for an emergency exit. Even if you did not open a door, please check that **ALL** doors are securely locked when you leave after your event. People from your event may have exited out a door that you did not previously unlock.

SOUND SYSTEM

The sound system is set for our weekly Worship Services. Please ask for help if you need the sound system altered for your event.

Elevator Testing (done monthly)

Please note: Elevator testing is currently included in our maintenance contract with ThyssenKrupp Elevator Corporation. The inspection log is kept in the elevator equipment room in the basement. Our current contract costs \$130 per month.

1. Retrieve the “Elevator Reset Key” (#2389) from office.
2. Insert key into “Fire recall” panel in the lobby and turn to “On”
The elevator will sound an alarm and open up at the lobby level. The alarm noise will stop when the doors have opened.
3. Take the key into the elevator and turn the “Fire recall” panel to “On”
4. TEST TIME: You now should have complete control of the elevator. Make the elevator go to another floor (you will need to hold the button in the entire time. The doors will not open when you get to the floor. You will need to press the “open door” button. Again, you will need to hold this button in the entire time to make sure that the doors open.)
5. Turn the inside key to “off”
6. Remove the key and go to the lobby “Fire Recall” key panel.
7. Turn the key to “Reset” and then to “Off”
8. Enter in the log that you completed the test. (Sign and date)

Other elevator information:

Our emergency phone number connected to the elevator is (715)834-5743. It currently costs us \$23.57 per month to maintain this line.

Information on the Organ

- A. The organ in our church was installed by W.W. Kimball Company in 1910, the year the church was built.
- B. Our organ is a pneumatic action organ, a type of action built only for about fifteen years. Most pneumatic organs have been converted to electric action, but ours has not been converted.
- C. Conditions A and B above, make our organ somewhat rare and historically significant.
- D. Norman Walter, former president of the Organ Historical Society, reports that pneumatic action organs have "sloppy" action, and a reputation of being difficult and expensive to maintain and repair. He also reports that our organ was a "midrange quality" Kimball organ when it was built.
- E. To get our organ into playable condition would cost a minimum of \$45,000, possibly as much as \$80,000. According to Mr. Walter, even repaired, the organ would still have "mediocre performance."
- F. We have no organist among our members.
- G. The music we use during our services seldom requires an organ.
- H. The space currently occupied by the organ might be used for other purposes. Brian Larson has prepared two preliminary designs for how the space might look from the sanctuary. The space behind the facade (now occupied by the bellows and pipes) could remodeled into storage or library space.
- I. We might be able to sell the organ through the "Organ Clearing House" or to an antique dealer. If we sell the organ, the facade will be included with the other parts.
- J. Some members of the Fellowship like the current appearance of the organ facade. Others dislike the facade and would prefer the use of UU symbols in the chancel (of the kind that appear in one of Brian's designs).

(2007) – Tom Clark has expressed interest in researching options for removal of the organ.

Key Identification

There is a board in the office (above the printer) with all keys.
The Office Manager also has a complete set of all keys.
If unidentified keys are turned in, here is the id numbers for them:

Bathroom Towel: 2055

Coffee Collection Box: ABC

DRE Office/Entry: AA3

Elevator Equipment: L470

Elevator Keys: Light H2395; Run H2011; Service H2395

Endowment File:G80M

Farwell St. North Entry: 60

Finance (lg. office wooden desk): 637

Personnel: G80M

Fire Alarm: 701CAT45

Furnace Room: AA2

Gray Street Entrance Keys: AA1

Mailbox: 1184

Main Office/Minister/Entry: AA4

Outside Sign (Wayside Pulpit): MM883

RE Storage: 43577

Shed: C0125

Thermostat Control Box: C254A

Office Manager, Building Chair, and Personnel Committee will work on creating a job description for a custodian when the Board approves hiring the added position and requests a description.

UUFEC Job Description - Building Support Person

Report to: Board of Directors. Immediate supervision by Administration Coordinator.

Evaluation: An annual written performance evaluation will be completed by the Administration Coordinator, with input from the Board of Directors and others, as appropriate; reviewed with the Building Support Person; and kept in personnel file.

Essential Tasks:

Building Supervision:

Provide regular coverage and supervision of the building, including emergency response.

Keep building attractive, inside and out; pick up stray items, take out recycling, procure and put out supplies, e.g., paper towels, toilet tissue, as needed.

Monitor general building condition, e.g., doors, windows, plumbing, thermostats; address problems, as needed.

Coordinate snow shoveling/removal and lawn care.

Keys:

Distribute keys and receive returned keys.

Rentals:

Facilitate rentals, as needed.

Meet renters, orient them to building, unlock and lock building, receive rental fees, submit fees to bookkeeper.

Building Committee:

Inform building committee of needed maintenance, repairs and supplies.

Assist building committee in determining projects.

Office Assistant:

Assist Office Assistant in procuring supplies, as requested.

Other duties as requested.

6/1/00

****Please note that this was our old description from several years ago.**

Instructions for Cleaning the Church

(Please bring cleaning rags from home.)

- Consolidate wastebaskets and deposit outside in grey garbage can.
- Replace plastic bags and liners in all wastebaskets that are missing them.
- Empty recycling containers on all floors into recycling bin outside. Paper recycling goes in brown garbage can.
- Dust: sanctuary, window sills
- Vacuum: all carpets
- Sweep: gathering room, fellowship hall, class rooms, bathrooms, stairs, halls, kitchen
- Mop: gathering room, fellowship hall, classrooms, bathrooms, stairs, halls, kitchen
- Wipe: hand rails, tables, kitchen counters, window sills
- Wash dishes in kitchen and put away any dry dishes
- Clean up debris from pews in sanctuary
- Clean both men's and both women's rooms
- Refill paper towel dispensers and t.p. in bathrooms
- Clean windows and glass doors as necessary

Supplies and Equipment for cleaning are stored:

Janitor's closet (by the women's room in the new addition.)

Men's bathroom storage room off of the Social Hall.

Kitchen below the sinks (plastic bags in kitchen cupboard)

Cupboard in the basement women's bathroom.

Pump room (basement floor next to elevator)

**** We currently have a cleaning service, ServiceMaster, that comes in for 4 hours weekly. These jobs will be done by ServiceMaster until the time that we hire a custodian.**

GOALS, OBJECTIVES, and ACTION PLANS

Excerpts pertaining to the Building Committee

GOAL 1: MEMBERSHIP GROWTH: Extend the benefits and responsibilities of membership to a larger number of people.

F. Study ways to alter our building and/or programming to accommodate a larger membership.

2. Action: Investigate alterations to the sanctuary, chancel, or Gathering Room to add additional seating.

Primary Agent: Building Committee

Supporting Agent: UUC Board

When: On-going

GOAL 2: PAID PROFESSIONAL STAFF: Increase paid professional staff to include:

- Full time Minister
- Full time “Life Span” DRE
- Full time Office Manager
- Part time Music Director
- Part time Custodian/Maintenance person

G. Begin planning for a professional building manager.

1. Action: Generate a plan to define the Building Manager position.

Primary Agent: UUC Personnel Committee

Supporting Agents: Building Committee, Office Manager

When: January 2007

2. Action: Include funding Building Manager in future budgets.

Primary Agent: UUC Board

Supporting Agents: Finance Committee, the UUC

When: Beginning with 2007-2008 budget

3. Action: Recruit and hire a paid Building Custodial/ Maintenance person.

Primary Agent: UUC Board

Supporting Agents: Personnel Committee, Building Committee and

Office Manager

When: Initially part time. 2007-2008

GOAL 3: FINANCIAL SECURITY: Increase income sufficiently to cover on-going expenses and to meet future needs.

C. Decrease expenses.

1. Action: Monitor energy usage and reduce where possible.

Primary Agent: Building Committee

Supporting Agents: Anyone who sets a thermostat in the UUC building

When: Ongoing

GOAL FIVE: BUILDING AND GROUNDS ISSUES: Maintain and improve the physical facility.

Objectives: A. Plan and carry out projects to repair and improve the building and grounds.

1. Action: Install a new roof on the old part of the UUC building.

a. Inspect the rafters and roof decking and photograph potential problem areas.

b. Get estimates from roofing contractors.

c. Consider related repairs—sofits, stone coping, gutter, tuck pointing

d. Compile a budget.

Primary Agent: Building Committee

Supporting Agent: UUC Board

When: Spring, 2006

2. Action: Consider ways to fund roof replacement and related repairs, e.g., . . .

a. Establish a special “Save the Roof” fund.

- b. Create and implement a funding plan for the chancel project.
- c. Hire contractor to implement design.

Primary Agent: UUC Board

Supporting Agents: Chancel Committee, Finance Committee, and

Contractor

When: Initiate in Spring, 2006, and complete project in Fall, 2009.

- 2. Action: Remove and find an appropriate way to dispose of the organ.

Primary Agent: Chancel Committee

Supporting Agents: Building Committee, UUC Board and UUC

When: Fall, 2007

C. Provide adequate custodial/maintenance services for building and grounds.

- 1. Action: Create a job description for Building Manager, including estimates for time requirements, qualifications, responsibilities, and salary.

Primary Agent: Personnel Committee

Supporting Agents: Office Manager, Chair of the Building Committee, and the UUC Board.

When: Begin process in Spring, 2006.

Final Approval by UUC on April 23, 2006

Recommendations for Building Projects ('03)

The Building Committee recommends that the following projects on the existing building be included with the new addition in our discussions with the contractor. We have ranked them in priority order, with #1 as highest.

- ✓**1. Remodel Kitchen:** Details and specifications provided by architect's design.
- ✓**2. Roof:** Shingles, flashings, new membranes on the flat surfaces that have not recently been replaced (the flat surface over the north-west entry was replaced in 2001, and the surface over the south-west entry was replaced in 2002), gutters and downspouts repaired or replaced if necessary.
- 3. Exterior:**
 - A. **Tuck-pointing** and repairs to all exterior masonry surfaces.
 - B. **Preparation and painting** of all exterior wooden surfaces [except the two west entry doors and frames].
- 4. Windows:**
 - A. The two seven-foot diameter round windows currently are each sealed by one piece of Plexiglas. As a first option, we would like to have new multi-light thermal windows installed there. If that option is too costly, we would like an additional Plexiglas layer added to each for better thermal protection.
 - B. On the upper floor on the west side of the building, the existing arched-topped windows need to be replaced. They do not need to open.
 - C. In the steeple, on the South side is a rectangular window. On the west side is a round window. Both need to be replaced with thermal glass. Neither needs to open.
 - D. On the west side of the building, on the narthex level, are four double-hung windows. The thermo glass on all of them leak. The glass needs to be replaced.
- 5. Bathrooms:** Remodel existing bathrooms with new sinks, new exhaust systems, new flooring in the men's room, new lighting, new or refurbished stall partition in men's room. Provide hot water.
- 6. Media Control Console:** In the north west corner of the sanctuary, build a new console for the control of audio equipment. Install necessary wiring.
- 7. North-east basement room:**
 - A. This room currently serves as a storage room. We would like the north walls of this space to be finished and new storage spaces provided, either by enclosing the space with a wall and installing shelves inside, or by building cabinets. The ceiling should be provided with a drop ceiling and appropriate lighting.
 - B. The south wall of this room is covered with electrical boxes. We would like this equipment enclosed in a cabinet.
 - C. We would like the floor of this space to be finished-- vinyl tile will be fine.
 - D. Two basement windows on the north-east corner need to be replaced with glass block units.
- 8. North-west entry and stairwell:** Repair walls with plaster repairs or new sheetrock and finish.
- 9. Interior Lighting:** Replace the sanctuary chandeliers with brighter, more energy efficient fixtures. Replace the light fixtures in narthex.
- 10. Floors:** Sand and re-finish sanctuary floors. Replace carpeting in Buddha Room (the upper level on the west side), on the stairs up to the Buddha Room, and in both west entryways.

Notes: In these recommendations, we assume that appropriate finishing of the transition spaces between the new addition and the existing spaces on the sanctuary level will already be included in the contractor's expectations. We also understand that the remodeling of the chancel space will be handled

as a separate issue, and thus, we have not identified it as a priority here. These recommendations are based on “Long Range Planning” documents and on discussions among past and present members of the Building Committee.

[Prepared by Tim Hirsch, circulated by e-mail to Building Committee and revised (9/18/03.)]

Additional TO DO:

✓Paint Buddha ceiling

✓Take care of ceiling damage at landing by Buddha room

Tiles in 2-3 grade classroom

Tiles in Gathering room

Winterize – a/c pulled out;

✓Clean out old furnace room – throw junk out

Aesthetics: Welcome banner by sanctuary entrance???

Cleaning – above entrance doors and wooden molding in basement; women’s lounge

Washing windows