

Building to do list	Primary Leader/Team, intent is do the work or obtain and lead a team to complete the task	Status
Designate building repair responsibility/teams	BC	Done
1st floor office	Harry	
1st Floor closets	Honor Guard	
Furniture plan for building	Peter/Linda/JSSP/BOT, Harry knows what was paid for	
1st floor men's restroom	BC	
1st floor women's restroom	AUX	
1st Floor meeting area	BOT/BC	
1st/2nd floor kitchens	AUX	
2nd floor men's bathroom	SAL/AUX	
2nd floor women's bathroom	AUX	
2nd floor AUX office	AUX	
2nd floor storerooms throughout	SAL	
2nd floor meeting room	SAL	
2nd floor small rooms	SAL	
2nd floor Post 164 Office	Harry	
Bay Area	JSSP	
1st Floor meeting area	Primary Leader/Team	
Finish Plex rub rail meeting room	BC	
Finish Plex rub rail small meeting room	BC	
Hang wooden flag	BC	Done
Fix flag standard insert in ceiling	BC	Done
Hang Merchant Marine emblem (when received)	BC	
Install interior door pull handle on 2 outside doors	BC	
Clean out/straighten office area	Harry	
Tape off/prime/paint office	Harry	
Fix locks doors between bay and meeting rm	Harry	
Investigate/buy smaller service flags/standards	Harry	
Organize file cabinet closet	Honor Guard	
Organize gun safe closet	Honor Guard	
Tape off/prime/paint gun safe closet	Honor Guard	
Tape off/paint file cabinet closet	Honor Guard	
Repair parking lot door, rubbing on door frame	BOT	
Sand/repaint outside doors - all 4	BOT	
Install emblems on outside doors	BOT	
Replace ceiling tiles as needed	BC	
Stablize paper towel dispenser in kitchen	BC	Done
Order 2 black chairs for MIA	BC - Agenda discussion item	On Order
1st floor restrooms		
1st floor mens		
R/R toilet paper holder	BC	Done
Clean bathroom	JSSP	
Pull nails/screws from walls	JSSP	
Patch/sand walls as needed	JSSP	
Tape off/prime/paint bathroom	JSSP	
Relocate soap dispenser between sinks (after painting)	BC	

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1st floor womens		
Clean bathroom	AUX	
Pull nails/screws from walls	AUX	Done
Patch/sand walls as needed	AUX	
Tape off/prime/paint bathroom	AUX	
Relocate soap dispenser between sinks (after painting)	BC	
R/R paper towel dispenser	BC	Done
2nd floor	Primary Leader/Team	
R/R ceiling tiles throughout	Aux/SAL/BC	
I/R/R all "EXIT" sign by elevator	SAL/BC	
Setup Emergency/security lights, need 1 repaired/replaced	SAL	
R/R outside door weatherstrip	SAL	
Replace entry light switches with lighted light switches, elevator and stairs	SAL	
Setup one overhead light as safety/security light (always on)	SAL	
Relamp as required	SAL	
2nd Meeting Room	Primary Leader/Team	
Remove excess furniture to Bay	SAL/AUX	
Pull nails/screws from walls	SAL/AUX	Done
Patch walls as needed	SAL/AUX	
Sand walls, as needed, as needed	SAL/AUX	
Tape off/paint mtg, all small rooms	SAL/AUX	
Move file cabinets to store room	SAL/AUX	
Tape off/prime/paint	SAL/AUX	
Move TV cabinet towers to restrooms as linen closet	SAL/AUX	Done
Purchase projector screen	SAL/AUX	
Investigate options for showing slides	SAL/AUX	
2nd Women's Bathroom	Primary Leader/Team	
Clean bathroom	AUX	
Clean streaks off walls	AUX	
Pull nails/screws from walls	AUX	Done
Patch/sand walls as needed	AUX	
Install soap dispenser between sinks (after painting)	BC	
Tape off/prime/paint bathroom	AUX	
Move 1 TV cabinet tower to restrooms as linen closet	SAL/AUX	Done
R/R paper towel dispenser	BC	Done
Rekey restrooms connecting door	BC	Done

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2nd Men's Bathroom	Primary Leader/Team	
Clean bathroom	SAL/Riders	
Pull nails/screws from walls	SAL/Riders	Done
Patch/sand walls as needed	SAL/Riders	
Tape off/prime/paint bathroom	SAL/Riders	
Relocate soap dispenser between sinks (after painting)	BC	
Clean out bathroom cabinet	SAL/Riders	
Move red lockers to bay area	SAL/Riders	Done
I/R/R connecting door between bathrooms, get key made	SAL/Riders	Done
R/R toilet paper holders	SAL/Riders	Done
Move 1 TV cabinet tower to restrooms as linen closet	SAL/Riders	Done
2nd floor kitchen	Primary Leader/Team	
Clean kitchen	AUX	
Clean stove	AUX	
Clean oven	AUX	
I/R stove top	AUX	
I/R Ovens, 1 reported as INOP	AUX	
Inventory kitchen items	AUX	
Determine kitchen item shortages	AUX	
Obtain needed items (donations)	AUX	
Tape off/prime/paint kitchen	AUX	
Replace paper towel dispenser	BC	
Small rooms	Primary Leader/Team	
Priority is file/store room so it can be used when needed - bay side back corner	SAL/Riders	
Pull nails/screws from walls	SAL/Riders	Done
Patch walls as needed	SAL/Riders	
Sand walls, as needed	SAL/Riders	
Tape off/prime/paint rooms	SAL/Riders	
Organize "cleaning rooms", shelving, etc.	SAL/Riders	
Move file cabinets to file storeroom	SAL/Riders	
Setup front left room as Conference Room (where file cabinets currently are)	SAL/Riders	
Install shelving in ice room outer wall	BC/SAL	

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Bay Area	Primary Leader/Team	
Inventory hazmat	BOT/JSSP	Done
Dispose of HazMat	BOT/JSSP	Done
Organize space to plan	BOT/JSSP	
Clean out shelving	BOT/JSSP	
Fix shelving (3/4 OSB), stronger than ply, costs less	BOT/JSSP	
Prime/paint OSB shelving, seal surface, easier to use	BOT/JSSP	
Setup additional on hand shelving as needed	BOT/JSSP	
Relocate furniture as desired	BOT/JSSP	
Dispose of excess/unserviceable furniture	BOT/JSSP	
Repair ice machine	POST CDR	Done
Repair roof vent closest to rooms	BOT/JSSP	
Repair vent fans in rear outside wall	BOT/JSSP	
Purchase locks for red lockers	BOT/JSSP	
Paint out FD designs	BOT/JSSP/???	
Place red lockers on Ice Room Bay wall	BC	
Install Emergency Exit signs over access doors	BC/JSSP	
Outside	Primary Leader/Team	
Repair upper light for US flag on flagpole	BOT/JSSP	
Repair electric sign in Kingslanfd parking lot	BOT/JSSP	
Investigate digital sign mounted on post to replace electric sign	BOT/JSSP/POST CDR	