

POST 164 BUILDING TO DO LIST

May 23 2023

Building to do list	Primary Leader/Team	Status
Moving miscellaneous stuff out to bay is not suitable disposition for extra stuff		
1st Floor meeting area		
Finish Plex rub rail meeting room	Ted	
Finish Plex rub rail small meeting room	Ted	
Hang Merchant Marine emblem	Ted	When received
Install interior door pull handle on 4 outside doors	Ted	Purchase/Install
Clean out/straighten office area	Exec Committee	Workday
Fix locks/doors between Bay and meeting rm	Exec Committee	
Purchase smaller service flags/standards	Harry	On order
Organize file cabinet closet under stairs	BC Chair	GS Sr Project
Sand/repaint outside doors - all 4	BOT	Workday
Install emblems on outside doors	BOT	Workday
Replace light fixture, 1st one outside office	BC Chair	Light fixture on hand
1st floor restrooms		
1st floor men's		
Relocate soap dispenser between sinks (after painting)	Ted	Pending finishing of painting
1st floor women's		
Relocate soap dispenser between sinks (after painting)	Ted	Pending finishing of painting
2nd floor		
Repair weather strip on outside door	BOT/Exec Committee	
2nd Meeting Room		
Investigate options for showing slides	AUX/Post CDR	
Remove excess paint from all fixtures	AUX/GS/Jennifer	
Install interior door pull handle on outside door	BC Chair	Purchase/Install

Finance office		
Repair walls	Harry/Ted	
Paint	Harry	
2nd Women's Bathroom		
Reorganize after painting	AUX	
Move electrical outlet between sinks, above soap dispenser	Ted/Ernie	Pending
2nd Men's Bathroom		
Relocate soap dispenser between sinks (after painting)	Ted	Pending
Paint 1 wall, touch up	BC Chair	
2nd floor kitchen		
Clean stove top	AUX	On going
Clean oven	AUX	In progress
I/R stove top	AUX	In progress
I/R Ovens, 1 reported as INOP	AUX	In progress
Inventory kitchen items	AUX	In progress
Determine kitchen item shortages	AUX	In progress
Obtain needed items (donations)	AUX	In progress
Test Bunn Coffee Maker	AUX	
Small rooms		
Priority is file/store room so it can be used when needed - bay side back corner		
Setup CR table	SAL/Riders	Pending
Bay Area		
Develop and organize space to plan	BOT/JSSP/CDR	
Fix shelving (3/4 OSB), stronger than ply, costs less	BOT/JSSP	Pending
Prime/paint OSB shelving, seal surface, easier to use	BOT/JSSP	Need high lift
Setup additional on hand shelving as needed	BOT/JSSP	Pending
Relocate furniture as desired	POST CDR	Pending
Repair roof vent closest to rooms	BOT/JSSP	Need high lift
Repair vent fans in rear outside wall	BOT/JSSP	New motors on hand, need high lift
Paint out FD designs	BC	Need high lift

Install Emergency Exit signs over access doors	Ted	Signs on hand, need to install
Install shelving in ice room outer wall	BC Chair	Pending
R/M hanging extension cords	Ted	Need high lift
Outside		
Repair upper light for US flag on flagpole	BOT/JSSP	Need high lift
MISC		
CR Tables - Disposition	CDR/BOT/Exec Committee	Pending
1 Upstairs		
Disposition of commercial kitchen items	BC Chair	Pending workday to load in trailer for haul off
Disposition of ice machine	BC Chair	Pending workday to load in trailer for haul off