

## Title: Prop Team Duties- All Full Rpt

Author: David Mercer  
Date: 4/11/23

<b>ID</b>	<b>Item Description</b>	<b>Frequency</b>	<b>Skills Required</b>	<b>Team or Individual</b>	<b>Tools, Equip, Materials</b>	<b>Comments</b>
1	Prepare budgets requests for Property Team	Annual	Knowlege of past expenditures, ability to estimate future costs	Primarily team leader with assistance from team members, bids, etc	History of expenditures	Major projects have a separate approval process from normal, routine budgets
2	Prepare and submit regular and periodic reports as needed	Annually for Cong Mtg, possibly report for Semi-annual mtg if requested. Periodic input to Tidings	Writing and info gathering	Team Leader with input from Team		Periodic written or verbal reports to Council, Council Liaison, others may be required when requested
3	Obtain quotes for outside services to support ongoing tasks, proposed new work scope.	As needed		Can be Team Leader and/or other volunteers		Some existing service providers send us a letter requesting renewal (Piscataqua, Biospray, Orkin) Recent example is search for private trash removal contractor.

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4	Approve renewals of existing service agreements	Annually		Team Leader		Piscataqua for snow removal, Biospray for lawn chem, Orkin for pest control
5	Follow, monitor existing ongoing outside services	As needed	Awareness of what is needed, what is happening, billings, issues	Team Leader, volunteers		Hackworth Fire Protection, Cintas, Orkin, Biospray, Erickson,
6	Maintain list of tasks to be completed by Property Team	On-going		Team Leader and others		Duplicates Record 37
7	Prepare and submit proposals for capital projects	As needed	Cost/benefit analyses Decision making skills Proposal writing	Primarily team leader with input from other volunteers		
8	Recruit and retain property team members and supporting volunteers	On-going	Networking Flexibility	Team Leader		

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9	Mowing, trimming, edging lawn	Seasonal. Typically weekly May to November	Operate power equipment and normal lawn and garden tools	Team with support from other volunteers	Provided by Holy Trinity. Can use personal equip as well.	Typically Thurs Grp activity, but can be done by others at other times
10	Grounds clean-up, bush trimming, care of gardens, cutting back brush	Spring and Fall and as needed through growing season	Typical lawn and garden skills (leaves, brush, plant over-growth, etc)	Thurs Grp and others when available	Provided by HTELC. Can use personal tools as well	Good candidate task for special work days
11	Maintain HTELC lawn and garden equipment	Seasonal. Winterize power equip in the Fall. Put equipment into service in Spring.	Know how to degas equipment, remove and store batteries, lubricate equipment as needed.	Typically Thurs Grp. Could be other volunteers.	Required tools available. Can use personal tools as well.	Typically use outside services for major maintenance on riding mowers and other mowers.
12	Monitor spending, compliance to budget	On-going		Team Leader and others as needed		Request actual spending reports from Asst Treasurer. Review & approve bills for payment. Provide receipts for credit card payments

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13	Obtain proposals for Parking Lot and Driveway maintenance	Annually if practicable, otherwise as needed		Team Leader and/or others		In recent years have been using Amor-Guard Dover for this work
14	Complete installation of new road sign at Spaulding Turnpike	One time 2022. Sign to be manufactured May 13, 2022. Could be installed in May or June	Contractor to provide and install sign. Will need electrician to connect power (can be volunteer)			Stewart Sign in FL providing sign, NH Sign in Auburn will install the sign
15	Maintain parking lot and driveways	Have inspected annually, service as needed	Professional service	Professional service		Have been using Armor-Guard in Dover. Last sealed & re-stripped in 2018? Last crack seal in Fall 2020
16	Window & screen cleaning, inside and out	Typically spring and fall	Routine household chore, can involve working off ladders	Can be team or individual	Cleaner, rags, towels, etc available at Church	Has typically been Thurs Grp task, but can be done at other times. Could be candidate for professional services,

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17	Identify & document interfaces with other HTELC teams	On-going as needed	Networking	Primarily team leader		Example is "Who Does What When" document with interfaces among Property, Worship, Altar Guild
18	Maintain building exterior	On-going as needed	Observation, networking, problem solving, DIY	Could be team or individual	As needed	Could involve a wide range of work scope (painting, staining, siding work, cement work, gutters, etc). Candidate for professionals.
19	Obtain bids for restoration of steeple	One time		Probably individual		Have one proposal from NH compan (Michael Duke) in 2021. Cost in 8K-10k range depending on options taken.
20	Maintain storage storage shed	As needed.		Can be team or individual	Basic tools, broom, etc	The Orkin service and Cintas service is supposed to include shed.
21	Maintain exit and other fire doors	As needed	Basic understanding of door hardware, closers	Team or individual	Basic tools (see comment)	Doors must function correctly to comply with Fire Safety codes. Newington FD checks doors ~annually.
22	Monitor performance of service provider for dumpster	Ongoing	Knowlege of the service agreement (currently Mello)	Team or individual	Basic.	

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23	Remove, replace, repair basketball hoop, backboard, pole	As needed	Various but mostly basic	Team or individual	Various but basic	Decision needed on repair, rework, pitch. Currently broken.
24	Maintain existing wood sign at Fox Run Rd	As needed. Seasonally install and remove solar lighting.	Basic such as applying stain, wood water seal	Team or individual	Basic	Also consider replacing or eliminating solar lighting which is too weak to be effective.
25	Maintain lighted informational sign near the Chapel, Keep info current.	As needed	Basic	Team or individual	Basic	Change information as needed, Keep bush trimmed back so sign can be seen.
26	Maintain all lighting, inside and out	As needed	Basic bulb replacement, basic fixture replacements, how motion & light sensor fixtures work	Team or individual	Basic.	Church maintains an account at Rockingham Electric to get bulbs, fixtures, misc electrical supplies
27	Remove or grind Elm stump along entry driveway	One time	Professional stump grinder	Professional	Stump grinder	Stump is unsightly and a nuisance to mowing in that area

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28	Maintain information labels for all circuit breakers in building	As needed.	Basic	Team approach needed to identify breakers, loads	Label maker, markers, communication devices (radios, phones)	Panels have evolved over the years and many breakers are unlabeled or incorrectly labeled.
29	Maintain heating system	On going.	Professional	Professional	Professional	For many years we have had a volunteer who is also a professional (Jim McKenna).
30	Perform required inspections, tests of Fire Alarm System	Annual and as required	Professional	Professional	Professional	We use Hackworth Fire and Security Services for this task
31	Inspect and test emergency lighting and fire extinguishers	Annually and as required (includes extinguisher in the shed)	Professional	Professional	Professional	We use Cintas for this work. Volunteers can also supplement by regularly doing brief load test on emergency lighting.

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32	Perform periodic inspection, testing, service on basement dehumidifier & sump pump	~Annually	Professional	Professional	Professional	We currently use Erickson Basement Systems for this work (change filters, inspect, test)
33	Apply lawn chemicals	Seasonal, spring through fall	Professional	Professional	Professional	Years ago, Thurs Grp did this work. We now use Biospray.
34	Inspections and remediation for rodents, insects	Quarterly (includes shed, building interior and perimeter)	Professional	Professional	Professional	We currently used Orkin for this work.
35	Monitor for plumbing issues and resolve	On going as required	Basic to professional	Team, individual, professional	Basic to professional	Ranges from leaks, clogged drains, toilet malfunctions, failed water heaters, etc. We have often used Sorielle Plumbing in Kittery when pro is needed.



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36	Maintain a list of Outside Service Providers	On-going as needed	Awareness of service providers in various disciplines, their strengths, reputations	Typically team leader		See report with outside services sort fo info on vendors currently being used.
37	Maintain a list of property related tasks and coordinate Thursday Morning Grp and other volunteers	On-going	Various	Typically Team Leader	Various	Typically Thurs Grp has a known routine, but good to have contingencies to accomodate bad weather and emergent tasks that impact the routine
38	Adjust mech timer for sanctuary window lights & highway sign	As needed with changes in sunrise, sunset	Know how mechanical timer work and how to adjust	Team or Individual	Hand tool to loosen, tighten adj screws	Timer is on back wall of sound system closet. Take elec shock precautions (if unsure, open breaker in panel beside timer)
39	Adjust mech timer for lighting on the outside informational sign near the chapel	As needed for changes in sunrise, setset	Know how mech timer works and how to adjust	Individual	Hand tool to loosen, tighten adj screws	Timer is located on the back wall of the basement work room. Take elec shock precautions (can open breaker in nearby panel)

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40	Adjust digital timer for the parking lot and steeple lights. Change backup battery annually.	As needed to suit changes in sunrise, sunset	Know how timer functions and how to adjust it.	Individual	None	Timer is located in wall box in Furnace Room near the breaker panel.
41	Raise and strike tent, lights (inside the fenced-in yard area). Renew the tent permit annually.	Typically raise it in May, strike in Oct. Tent permit from Town expires in July.	Know how to raise and stake tent, fold and store tent, install & remove lights	Team (takes 4-6 people)	Heavy hammer, ratchet straps, tape/ tie wraps for lights	Tent is stored in the church basement. Stakes, ratchet straps stored in outside shed. Lights stored in south/east attic.
42	Setup/breakdown charcoal grill in vicinity of the tent	On demand. Typically up for church picnic.	Basic	Team	None	Grill, charcoal, starter stored in the shed. Do not store starter in the basement (violates fire code)
43	Put up and take down various seasonal decorations Advent through Easter	As detailed in "Who Does What When" document	Basic	Team	Basic and minimal	The various decorations are stored in the north/west attic (tree, base, bows, cross, manger scene, etc). Coordinate with Altar Guild, Worship.

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44	Periodically clean carpet throughout building	Varies with use. Guideline for high traffic areas is annually. Others areas as deemed appropriate.	Professional	Professional	Professional	Review bills for info on most recent carpet cleaning.
45	Periodically clean the stone floor in the Sanctuary	As deemed appropriate	Professional	Team to clear the floor of chairs, etc	Hand trucks, and specific boards, planks to facilitate moving chairs	Volunteers needed to move all the chairs, tables, etc in the Sanctuary
46	Develop a proposal for kitchen upgrade	One-time	Research, cost estimating, proposal writing	Team		Current kitchen not to commercial standards/

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47	Consider developing a long-term building use plan	One time	Planning, networking, research	Team (possibly adhoc team)		Many of our existing spaces are underutilized
48	Maintain interior walls and surfaces (clean, repair, paint, dust, etc)	Regularly as needed	Basic cleaning, painting, wall repairs, spider web removal, etc)	Team	Basic cleaning, painting equip	May require some work off ladders. Be aware of potential to trip fire alarm if smoke detector beams are interrupted (above main entry and above the library)
49	Maintain clean, presentable spaces in building	On-going as needed	Basic cleaning and tidying skills. Monitor work of professional cleaners.	Team	Basic cleaning tools.	Thurs Grp actively involved on regular basis. Professional cleaning services regularly cleaning restrooms, vacuuming selected carpets, trash remova.
50	Monitor and maintain attics & storage spaces	On-going as needed	Observe, network	Team		Emphasis is clear and safe access & egress, control of combustibles, minimizing clutter
51	Develop a proposal for refurbishing restrooms	One-time		Team		Two restrooms off the hallway between Gathering Area and Wiggle Room are shabby and need upgrade

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52	Replace broken floor tile at main entry door	One time	Basic	Team or individual	hammer, tile adhesive, scrapper, replacement tile	Find replacement tile before tackling this job (reasonably close match to color and pattern)
53	Replace exterior light fixture mounted on chimney	One time	Basic electrical	Team or individual	Ladder, hand tools, replacement fixture	Powered from Breaker #3 in the furnace room. Recommend basic fixture with light sensor activation.
54	Replace missing ceiling light globe in musician office	One time	Basic	Individual	Replacement globe, step ladder	Recommend low-profile globe
55	Repair window hardware in musician office	One time	Diagnose issue, find parts to resolve	Team or individual	Replacement parts	Some window closure hardware is missing so window cannot be opened.
56	Resolve problem with remote operator for ceiling fan in Sanctuary	One time	Diagnose and fix issue	Individual	Replacement remote operator	Existing remote does not turn off the light on the ceiling fan so light is on at all times. Try a new remote. No way to access the receiver unit in the fan.7

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57	Repair/replace broken emergency light head at bottom of stairway to 2nd floor	One time	Pro	Pro	Pro	Recommend replacement of entire unit with new, lower profile unit such as installed in the kitchen and other spots. Replacement part for current unit will be hard to find.
58	Remove non-functional emergency light fixture on ceiling near kitchen pass-through window	One time	Basic	Individual	Basic tools, ladder	This unit is not powered and can be taken down with no impact on fire alarm system. Need to patch wall after unit removed.
59	Install gutter/downspout in vicinity of chimney	One time	Moderate, but not pro	Team	Basic, ladders, gutters, downspouts, gutter cover	Do not need pro level, leak free job. Need to get bulk of roof water runoff away from foundation to prevent water intrusion to basement
60	Resolve weeping water line issue at water meter in the basement	One time	Pro	Pro	Pro	There is a small leak at a threaded connection downstream of the water meter in the basement. Small leak, but will not fix itself.

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61	Rework plaster wall repair near kitchen across from men's room door at floor level	One time	Basic	Team	Basic plaster board work	Objective is easily opened/closed cover.
62	Install/Remove window a/c units (four offices)	Install May-June, Remove October	Basic	Team	Basic	a/c units stored in shed. Have to remove "awning" windows in the four offices to install a/c units. Windows are stored in basement work room.
63	Maintain property team records	On-going	Files	Primarily team leader	File storage	Property (building & grounds) records in fire proof safe in musician office. Other files in basement cabinet
64	Wash all wastebaskets and trash cans	Annually or as needed	Basic cleaning	1 or 2 people	All purpose cleaner, sponges, rags	
65	Clean refrigerators	Every other month (see comment)	Basic cleaning	1 or 2 people	Household cleaning supplies	Also coordinate cleanings with significant events (Bike & Build, Church Picnic, Easter Brunch)
66	Clean stove ovens (not self-cleaning)	Annually	Basic cleaning	1 or 2 people	Oven cleaner, sponges, rags	

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67	Clean all kitchen cabinets and drawers	Annually	Basic cleaning	2 people	Household cleaning supplies	
68	Water and maintain indoor plants	Weekly	Basic gardening skills	1 person	Watering can, scissors	
69	Clean Baptismal Font	Weekly	Cleaning	1 person	Bleach, baking soda, sponge, large water container	
70	Spot clean all glass doors	Weekly	Cleaning	1 person	Window cleaner, rags	Office entrance door, main entry doors, sanctuary entrance
71	Display, remove, donate Lost & Found items	Quarterly	Organizational skills	1 person	Cart with wheels (for display)	Display Lost & Found items in Entryway for 2 weeks, then donate items that remain. Do not display when wedding or funeral is planned.