

Property Committee Volunteer

Name: _____

Email: _____

Phone: _____

Instructions: Thank you for considering to volunteer on the property committee. Please read through the below list of tasks and mark next to any and all tasks that you are willing and able to assist the property committee with. Please note you can sign up for multiple tasks and sign-up for tasks on multiple teams. If you have any questions regarding the requirements of a task, please reach out to one of the below team leaders or Chris Campis. Please return this sheet to Chris Campis or Church Administrator once completed.

MEP Team (Mechanical - Electrical - Plumbing)

MEP Team Leader: Paul Wint

Task #	Task Description	Estimated Schedule Duration	Check
H-3	Replace air handler filters.	Semi-Annual (2) Hours	
H-8	Program HVAC thermostats in support of events.	As Required (15) Minutes	
H-9	Conduct pipe and service gas disconnects in support of maintenance.	As Required Varies	
H-11	Exercise main gas service valve.	Monthly (15) Minutes	
E-1	Test all emergency light batteries and lamps.	Monthly (30) Minutes	
E-2	Conduct complete discharge and recharge of all emergency light batteries.	Annual (2) Hours	
E-4	Check standalone smoke detector function.	Semi-Annual (15) Minutes	
E-5	Replace standalone smoke detector batteries.	As Required (15) Minutes	
E-9	Replace exterior lighting control system timeclock controller batteries.	As Required (15) Minutes	
E-10	Program exterior lighting control system timeclocks in support of events.	As Required (15) Minutes	
E-11	Conduct circuit, panel, and service electrical disconnects in support of maintenance.	As Required Varies	
E-12	Repair and replace electrical wiring and devices.	As Required Varies	
P-5	Refill water softener.	Monthly (30) Minutes	
P-6	Refill water chlorinator.	Monthly (30) Minutes	
P-7	Conduct water sample analysis.	Monthly (30) Minutes	
P-9	Fill floor drain P-Traps.	Monthly (15) Minutes	
P-11	Check septic alarm.	Monthly (15) Minutes	
P-14	Conduct pipe and water service disconnects in support of maintenance.	As Required Varies	
P-15	Repair and replace plumbing pipes and fixtures.	As Required Varies	
P-16	Exercise main water service valve.	Monthly (15) Minutes	

Grounds Team

Grounds Team Leader: Greg Marino

Task #	Task Description	Estimated Schedule Duration	Check
G-1	Winterization: Crawl space shutter operation (open/close).	Semi-Annual (1) Hour	
G-2	Winterization: Drain water lines.	Semi-Annual (1) Hour	
G-3	Winterization: Refill antifreeze in plumbing fixtures.	Semi-Annual (1) Hour	
G-4	Winterization: Service landscaping equipment.	Semi-Annual (2) Hours	
G-5	Winterization: Service snow removal equipment.	Semi-Annual (2) Hours	
G-6	Landscaping: Mow grass fields/lawns.	Bi-Monthly (1) Hour	
G-7	Landscaping: Shrubbery/tree pruning.	As Required Varies	
G-8	Landscaping: Weed Removal.	As Required Varies	
G-9	Plow/shovel snow.	As Required Varies	
G-10	Clean building windows exterior.	Annual (2) Hours	
G-11	Clean building façade exterior.	As Required Varies	
G-12	Paint building wall/trim Exteriors	As Required Varies	
G-16	Repair/replace buildings structural material.	As Required Varies	

List continues on back of page.

General Maintenance Team

General Maintenance Team Leader: Rob Migliaccio

Task #	Task Description	Estimated Schedule Duration	Check
M-2	Replace light bulbs/lamps (Exterior Signboards/Stained Glass).	As Required (15) Minutes	
M-3	Refill paper products and soap.	Bi-Monthly (15) Minutes	
M-4	Stock paper products and soap.	Quarterly (15) Minutes	
M-5	Clean floors, countertops, and plumbing fixtures.	Weekly (2) Hours	
M-7	Update illuminated sign messages in support of events.	As Required (30) Minutes	
M-8	Program illuminated signs timer switches in support of events.	As Required (15) Minutes	
M-9	Conduct pest control operations.	Semi-Annual (2) Hours	
M-10	Clean building windows interior.	Annual (2) Hours	
M-11	Clean building wall interiors.	As Required Varies	
M-12	Replace ceiling tiles.	As Required Varies	
M-13	Paint building wall/trim interiors.	As Required Varies	
M-14	Repair and replace door and window hardware.	As Required Varies	