

**Good News Church, Sioux Falls
Building/Property Maintenance Needs List - Effective 11/13/2019**

Date Reported	Reported By	Maintenance Need	Resolution	Resolution Date
11/13/19	Mary Morgan	All 5 Exits - need shovels & ice melt		
11/13/19	Mary Morgan	All Furnaces (except E Wing & Worship Center) - Filters need to be changed and dated.		
11/13/19	Kayla Schnider	E wing UL entrance door - baseboard trim is coming loose		
11/12/19	Mary Morgan	Exterior Day Care Door - Light Out by door		
11/09/19	Mary Morgan	Snow Blower - Deacons had agreed that it can be sold .		
11/09/19	Mary Morgan	Mowers - need to be winterized		
10/24/19	Mary Morgan	S Wing Room 8 Closet - need to add another shelf and a pole for hangars underneath that shelf. Please talk to Linda Vogel who is working on organizing the Safe Families for Children closet.		
10/10/19	Sue Schuldt	Garage - Please re-program garage lock box code back to GNC phone # of 6718 so easier for people to recall.		
10/07/19	Vickie Audunsson	E Wing LL - Cove Base coming away from the wall by the exterior door.		
10/03/19	Sue Schuldt	Church Main Entry - Door stop of the 2nd set of doors from the main entrance broken off. Door stop parts in church office.		
10/2/2019	Sue Schuldt	Kitchen - Large kitchen sink on the east wall next to the microwave - the handle comes off when manipulating the handle for cold or hot water.		
9/26/2019	Mary Morgan	E Wing UL Kitchenette - Laminate broken off of the endcap--needs to be reglued. Piece is taped to the inside door of the upper cupboards above the sink.		
9/25/2019	Mary Morgan	E Wing LL - first restroom, light above sink is out.		
9/11/2019	Mary Morgan	E Wing Lower Level 10 & 11 - please make sure all the large furniture has sliders Gorilla glued to the bases. Tammy Westergaard has some extras.		
9/5/2019	Kayla Schnider	Exterior Mail Box - crossbar is loose		
9/5/2019	Mary Morgan	Exterior NE Corner of the church just outside of play area - all the mulberry bushes need to be removed and sprayed to kill the roots.		
8/29/2019	Sue Schuldt	Install computer keyboard tray under volunteer desk	Unable to complete as Tray is missing pieces. -- We don't know where they are--Tyler said he put everything on the tray when he uninstalled it.	
8/29/2019	Tammy Westergaard	Exterior Playground - Fence surrounding air conditioners on north wall has 2 fence pieces off - one for sure is inside the fence		
8/26/2019	Mary Morgan	E Wing UL - Cafe Table Chair seats need to be recovered.		

8/24/2019	Scott Schnider	Exterior Electronic Sign - Piece is hanging out from underneath the sign.	Mary Morgan contacted the sign company asking for direction. They said they would come out.	
8/14/2019	Kayla Schnider	E Wing - UL Fire door (doors as you enter the E Wing) don't close. This is due to carpet install, will need to review how to lower vent.		
8/1/2019	Scott Schnider	Exterior W Wall near play area siding is cracked.		
8/1/2019	Mary Morgan	Exterior W Side - back of GNCC sign needs to be scraped and painted white.		
7/15/2019	Tammy Westergaard	Room 9b - the wheel on the changing table came off, wheel is in Tammy's office		
7/15/2019	Tammy Westergaard	E Wing LL - Boy's Bathroom Sink is loose from the wall. Not bad but wouldn't take much for it come off completely.		
7/3/2019	Allie De Jong & Peggy Almond	URGENT - E Wing ML W restroom - sink doesn't drain.		
7/3/2019	Mary Morgan	Fellowship Hall and Classrooms - children's chair legs need to be checked for missing feet (we have a box of extra feet in mtn room--may need to order more).		
5/3/2019	Tammy Westergaard	Shed on West side of church - handle is very loose, need to be able to also lock it		
11/1/2018	Sue Schuldt	E Wing Closet - Need someone to reupolster worship center chairs in closet at end of W Wing hall.Fabric in that closet as well.		
9/24/2018	Mary Morgan	Exterior - storm drain by volleyball court. More large rocks need to be installed between drain and parking lot to prevent erosion.		
3/28/2018	Mary Morgan	Restrooms w/Tile: clean grout		
3/28/2018	Mary Morgan	26th St Blvd - mostly just weeds/crab grass - can we plant grass?	Scott Schnider to look at options	
9/13/2017	Mary Morgan	E Wing M10 - Emergency backpack not hung. Talk to Tammy W about where to rehang it.		
6/12/2015	Nate Kruse	Kitchen - Rotten wood in kitchen by dishwasher. It looks to be moldy.	Mark Uhrich looked at this- discoloration created by steam from the dishwasher there is also damage to the countertop. without removing dishwasher there is little we can do to prevent further damage	
10/15/19	Mary Morgan	Worship Center Carpet - Needs to be professionally cleaned	Mary Morgan hired commercial carpet cleaning company.	10/31/2019
10/29/19	Tammy Westergaard	ASAP Office Area Women's Restroom: Handicap toilet needs a new stopper as water continues to run. A sign has been put up not to use	Has been fixed	11/1/2019