

# St. Marks Buildings and Grounds Projects

One of this year's goals of the Buildings and Grounds commissions is to complete many items on our "to do" list by volunteers of St. Marks. If you have not seen it yet, there is a poster on the Parish Hall wall near the kitchen that lists all the items that we are trying to complete. We also have this same list on line. We would love to complete all these items this year, to do so we need your help.

- Each item has a rough estimate of what needs to be done.
- Some items need to be done by a contractor, some can be done by a work party, and some can be done either way.
- Each item needs an owner to coordinate the parts of the item to complete. This could involve getting estimates from contractors and working with the contractor to complete the item. It could be getting the necessary materials to do the item and organizing a work party of St. Marks volunteers to complete the item.
- We will work with you every step of the way if you wish and help you find the right partner(s) to complete the task.

## What you can do:

- You can volunteer to be the owner of an item to make sure it gets completed.
- You can volunteer to help the owner of the item ( NOTE: If you want to be a helper on an item that does not have a leader we will help find a leader for you to work with).
- You can volunteer to fund part or all of an item. If you would like to make a donation to a fund to complete an item, please let us know.

So please look at the list and let us know if you can help any of the above ways.

Best way to initially reserve your project is through email at [jwlyga@gmail.com](mailto:jwlyga@gmail.com). You can also send an email to the office. The next step after we let you know your project is still available is to meet so we can discuss details and your thoughts on the project including estimated funds available and completion date.

# St. Marks Buildings and Grounds Projects

- Definitions
  - Projects – Tasks identified by the Buildings & Grounds Commission (BGC) available for volunteers. Anyone can recommend a project to the BGC
  - Assigned Projects – Projects having an OWNER
  - Completed Projects – Projects that have been assigned and deemed completed by the owner and BGC
  - Projects Awaiting Funding – larger projects with quotes received that do not yet have sufficient funding to move forward.

# St. Marks Buildings and Grounds Projects

## COMPLETED PROJECTS

# Insulate hot water pipes coming from on demand water heater

- Water heater installed several years ago did not have any water pipes insulated and as a result it takes considerable time to get hot water to various locations in the Hall complex. Purchase and install insulation where needed.



Assigned to \_\_\_\_\_ John Lyga \_\_\_\_\_ Date \_\_12-1-21\_\_

# Clean out and paint Charlotte's Room

- Clean out Room and paint walls and add curtains. Your choice of color, good way to get rid of that slightly off gallon of paint you decided not to use at home. Chairs, supplies, and usable equipment to be moved into Bryan's room closet.



Assigned to \_\_Beth & Steve Kujan\_\_\_\_Date\_\_1-12-22\_\_

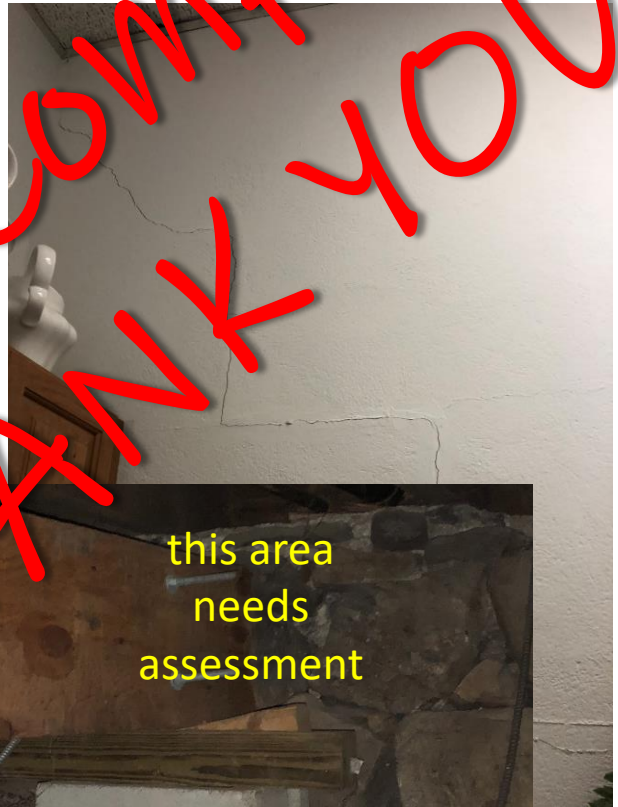
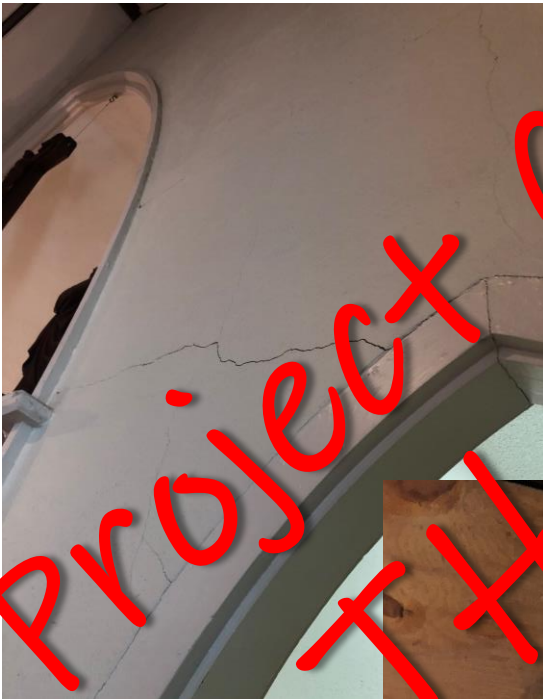
# Add vent cover to lower level restroom

- Restroom downstairs of link is missing a vent cover. Venting fan blocked by ceiling tile. Purchase or fabricate a vent cover and install cutting out a section in the ceiling tile



# Cracks in wall of chapel along southeast side (requires followup)

- Beam photo below deemed to be a temp structure while basement wall constructed. Cracking of wls not likely due to this. Recommend we follow up with architect (Dan Lincoln) at some point to assess cracking. Evidence of cracks repaired over time in chapel



# Extend Internet to Heritage and J2A rooms

- Internet spotty in far south-east section of building. Run cable and add hardware

Project Completed  
THANK YOU

We now have  
internet service in all  
sections of the Hall  
and classrooms

# Repair right side flower stand at altar

- Remove flower stand and replace bottom board. Stand slides onto metal bracket from wall. Match paint/stain and replace.



Assigned to \_\_\_Roger Conover\_\_\_ Date \_\_\_1/11/22\_\_\_

# Add insulation strip to block airflow in both external doors in link

- Do some research to determine best way to add weatherstripping to Link external doors. Purchase weather stripping and install.



Assigned to \_\_\_\_\_ Norm Graff \_\_\_\_\_ Date \_\_ 11/21 \_\_\_\_

# Add outdoor outlet near patio of Rectory

- Add exterior outlet near Patio of Rectory. There is a quote from Woolly Electric but not broken down for just the patio.



# Replace outside light fixture and “play room” light fixtures basement level in Rectory

- Old wobbly light fixture outside of basement sliding doors needs to be purchased and replaced. Replace basement playroom light fixtures (3) with new LED's. Lowes has the LED ceiling fixtures for about \$60 each.



outside



inside

Assigned to \_\_\_John Lyga\_\_\_ Date \_\_\_\_\_

# Power wash Church buildings and Rectory

- Treat mold on siding with bleach/phosphate solution then power wash, several different locations. St. Marks has a power washer. Below is example.



Assigned to \_\_\_Sean Gogerty\_\_\_\_\_ Date\_5/7/22\_\_\_

# Clean out and paint Bills Room

- Clean out and relocate Art room to Gogerty Room and paint walls. Your choice of color, good way to get rid of that slightly off gallon of paint you decided not to use at home. Add curtains to window. Future conversion to sleep area.



Project X THANK YOU COMPLETED

# Add light to Flower prep room

- Install lighting inside flower prep room. Extension chords are not allowed by Fire Code. May require an electrician and estimate.

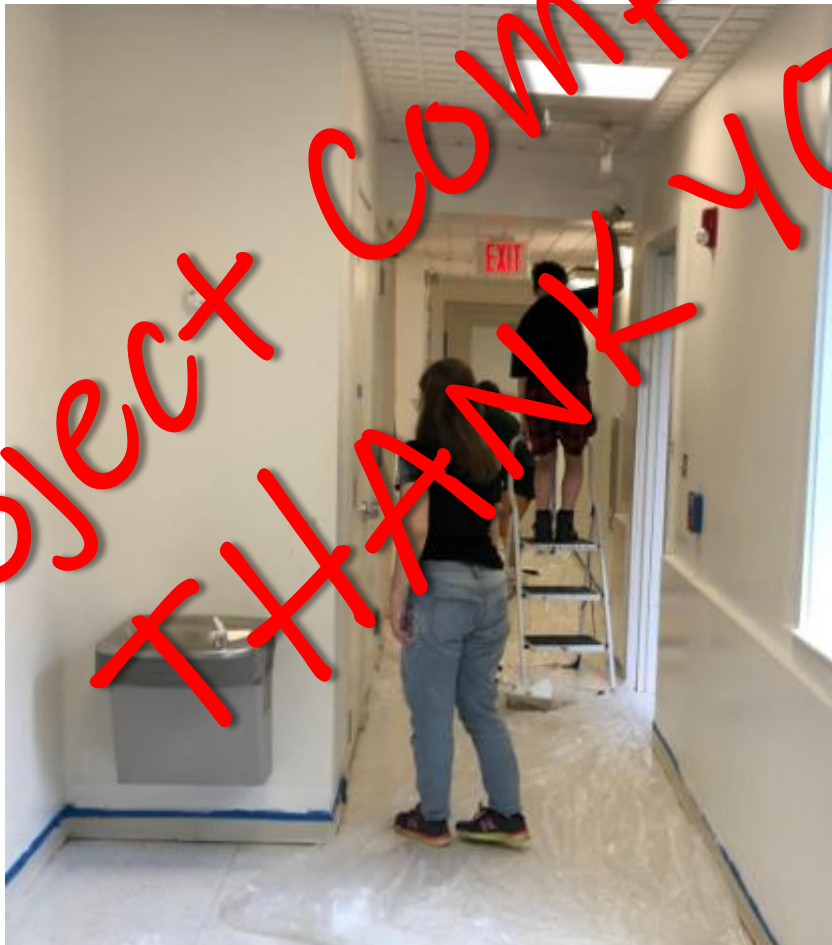


Assigned to \_\_\_Roger Conover\_\_\_ Date \_\_1/11/22\_\_

# Repaint Hallways in need of paint

- Most hallways have not been painted in a while. Pick one and claim it for yours to paint. We will have paint available. Please provide other painting supplies.

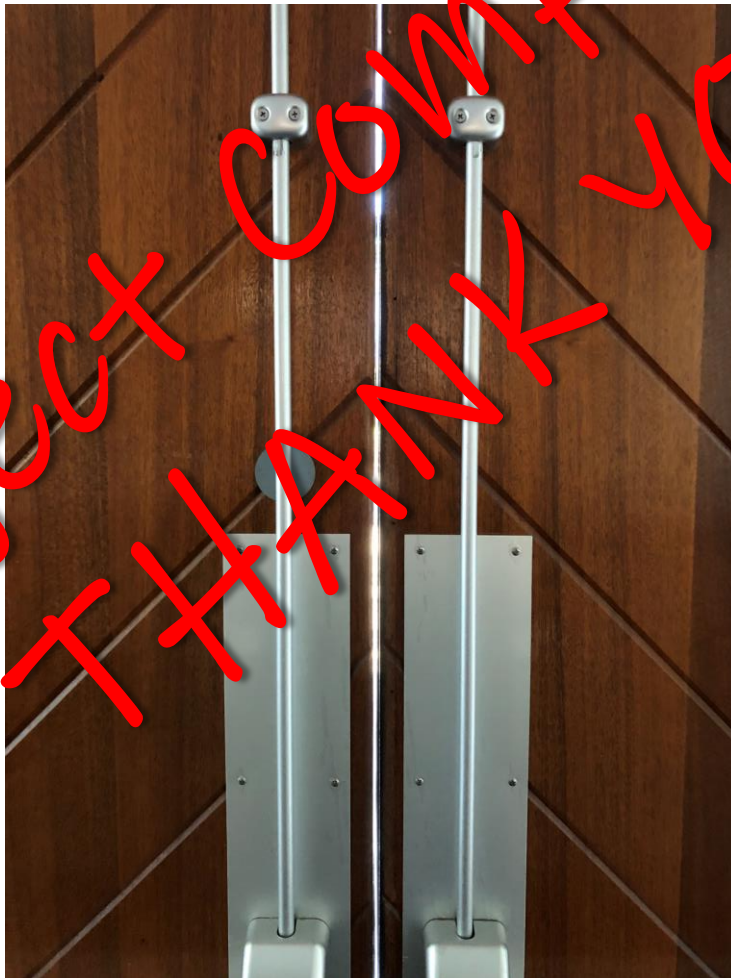
Update 6/3 – Ridge students painted the first section of the hallway as part of their school wide outreach day



Assigned to \_\_\_\_\_ Ridge High \_\_\_\_\_ Date \_\_\_\_\_

# Add insulation strip to block airflow in main church external doors

- Weatherstripping exists but does not fully block air flow. May need to purchase additional weather stripping and install. Must be appropriate for main entrance door aesthetics



Assigned to \_\_\_Norm Graff\_\_\_ Date \_\_\_11/21\_\_\_

# Convert one lavatory into shower room in Heritage Wing

- Add shower room by conversion of one of the side by side lavatories near the kitchen



Assigned to \_\_\_\_\_ John Lyga \_\_\_\_\_ Date \_\_ 10/21 \_\_\_\_

# Convert Balcony and choir room into space for families with young children

- Partition balcony, convert choir robing room into “cry room”. Create welcoming space in balcony for families with small children to participate in service

Project Completed  
THANK YOU

*The new Zac's Treehouse*

# Convert old Sunday School office into a lower level Kitchenette

- Sunday School office in poor shape due to low maintenance since animals entered through chapel. Serving as a storage on old materials. Floors covered with paint/glue/etc from years of use from past Sunday school kids.



Assigned to \_\_\_\_\_ John Lyga \_\_\_\_\_ Date \_\_2/22\_\_

# Repair broken garden lights and install simpler timer

- Three garden lights need to be replaced and rewired. Exposed wire not a good thing. At least one has severe corrosion. Power has been turned off in the mean time. 4-15 update – will work toward conversion to a low voltage system using same wire and receptacles



Wire exposed in at least one garden light. Circuit #9 turned off for now.



# Refurbish large classroom

- Large classroom painted and cleaner. Large tables replaced with easy to move light weight tables. Room will double as choir room



# Remove choir benches and reconfigure organ area

- Benches to be removed from around organ and configure so area can be more versatile for music venues.



Assigned to \_\_\_\_\_ Volunteers \_\_\_\_\_ Date \_\_10/21\_\_

# Adjust Door in Link

- Door does not close easily, needs adjustment. Need to make sure any alterations meet fire regulations



Assigned to Norm Graff Date 11/21

# St. Marks Buildings and Grounds Projects

**PROJECTS  
AWAITING  
FUNDING**

# Cracks in wall of chapel along southeast side

- follow up with architect (Dan Lincoln) at some point to assess cracking and review chapel structural integrity. Not urgent, evidence of cracks repaired over time in chapel



Hold project until 2023

Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Repoint sections of Chapel chimney, check for need of liner

- Some mortar on Chapel chimney may need to be repointed, need someone versed in correct type of mortar to be used on old chimney to evaluate and provide estimate and urgency



Hold project until 2023

Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Refurbish Memorial Garden

- The memorial garden was installed in 1987 then refurbished in 2006. We should consider another major refurbishing in 2025 or 6.



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# St. Marks Buildings and Grounds Projects

## **ASSIGNED PROJECTS**

# Patch leaks/Roofing needs

- We have 2 active leaks in chapel link and kitchen wing. We also have leaks in the skylight in the Link and the valley near the parish hall exit to the kitchen. Plan is to replace BLUE and PURPLE area in 2022 then YELLOW in 2023 followed by WHITE then GREEN.



Update 6/11– Vestry allocated \$40K for Blue and purple roof repairs. All completed EXCEPT the Link. Waiting for custom skylights to arrive. Expected completion end of July

Assigned to \_\_\_John Lyga\_\_\_\_\_Date\_\_\_11/21\_\_\_\_\_

# Repaint Kitchen

- Clean and paint entire kitchen including ceiling. Clean all vent covers. Replace any damages outlet covers. Remove items no longer needed. Coordinate with Sexton as to not interfere with any rentals.



Example of  
item no  
longer used



Assigned to \_\_Martin Hale\_\_\_\_\_ Date\_\_Jan 22, 2022\_\_\_\_\_

# Second floor window sill scrape and paint, several windows

- Several of the second floor Heritage wing windows need a new coat of paint. Scrape off old paint and give a new coat. Window weatherstripping may need to be replaced on some windows. Paint and painting supplies in Furnace room.



Assigned to \_\_\_\_\_ Bruce Walker \_\_\_\_\_ Date \_1-11-22\_

# Refurbish lower level restroom

- Restroom downstairs of link needs complete refurbish. Replace mirror, sand and repaint radiator cover, paint or replace hold bar, clean tile grout on walls and floor, repaint. Suggest a lead to coordinate. Building Commission volunteers can help with more complex work.



Assigned to \_\_Gerry M\_\_ Date \_\_2/10/22\_\_

# A number of cracked/damaged floor tiles in Fellowship Hall near exit to kitchen need replacing

- Not sure if this is a DYI or we will need to contract out. May be worth getting a quote while attempting to replace 1-2 to judge difficulty of DYI. Report back to Building Commission with recommendation.



Assigned to \_Tim Opremcak\_ Date Feb 4 2022

# Repair broken window hinge

- Right side hinged window from main front church has a broken hinge. Need to contact someone who can repair. When window is opened it falls half way out and difficult to get back in. **Suggestion – contact supplier and see if the window can be repaired.**

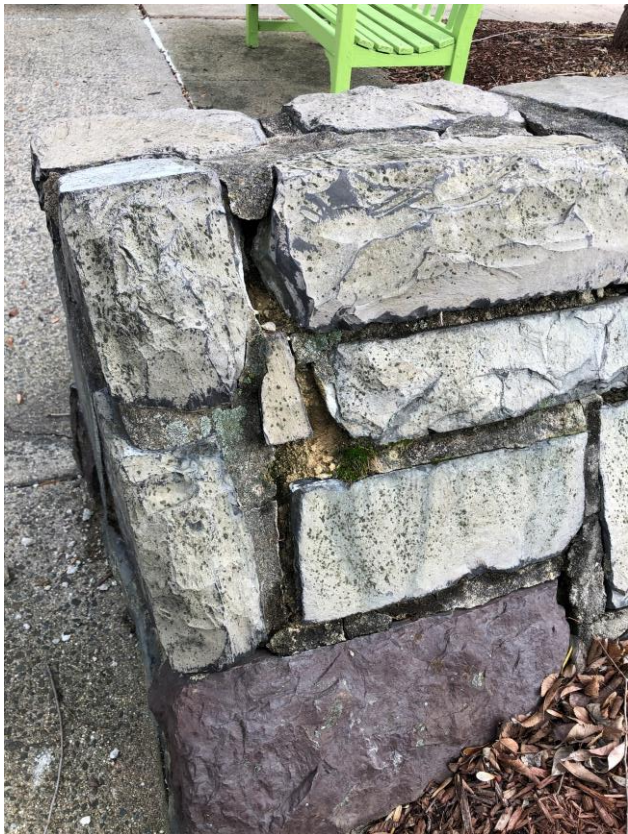


Assigned to \_Roger Conover\_\_\_\_\_Date\_\_5/18/22\_\_

# Repoint Front Wall

- Several places need repointing on front wall by Church. Also should inspect and evaluate Lewis Street side wall

**Note: Met with contractor week of 4/12 – several areas of significant damage plus blocked water drain. Need to at least open drain to minimize future damage**



Assigned to \_\_\_\_\_ Steve K, Sean G \_\_\_\_\_ Date \_\_\_\_ April 2022\_\_

# Damaged floor tile, extend threshold in Fellowship Hall exit to Link

- Purchase and install a wider metal threshold to cover the transition area between Fellowship hall and link staircase. Threshold in doorway should extend over the red tile. Connect to white tile and let “float” over the red overlapping sufficiently to protect tile from further damage.

Update 4/26 – combine with work on remediating parish hall floor



Assigned to \_\_Tim Opremcak\_\_ Date\_\_\_\_Feb 4, 2022\_\_\_\_

# Block air leakage to outside door to lower level mechanical room

- Door directly allows cold and hot air to infiltrate lower room directly under kitchen. Check to see if we can relocate vents for furnace to an inside door to keep room from freezing or getting too hot



Assigned to \_\_ Norm Graff \_\_\_\_\_ Date \_\_\_\_ 12/09/21 \_\_\_\_\_

# Replace or clean up cracked pavers in Memorial Garden

- Several sections of the path in the Memorial Garden need to be either repaired or replaced



4-15 update (jwl)

This paver  
needs to  
be raised  
by adding  
river dust  
under

# St. Marks Buildings and Grounds Projects

**PROJECT  
AVAILABLE**

# Main Church & Link

# Outlet cover in floor near Rector bench in Church

- Outlet cover was never installed properly when vinyl flooring installed. Investigate solutions as there are several others in floor that need some adjustment/repair . **NOTE – we have extra vinyl of this same style which can be used to repair**



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Improve space available for Church flower preparation

- Remove cabinets and find a place for storage to allow better head room for flower prep

**Update 4-15-22 Venting behind altar under music books may be able to be converted to storage. Vents lead directly to crawl space below. Old organ blower in this space replaced with another years ago. Hughes assessment is vents not needed**

Update April 27

we abandoned organ blower in the crawl space over a decade ago. A new blower was installed above the organ near the pipes. So it looks like all the vents behind the organ are not needed. I will get one final eval from Hughes when they come but it looks like we will have a significant increase in storage behind the altar. The entire width of the space can be converted to anything we want (within reason). I would like for Michael to get together with altar guild rep and flower rep and come up with a plan to present to the Buildings Commission for action. This could allow at least for some of the above sink cabinets to be remove to open up more space for flower prep

Assigned to \_\_\_\_\_ Date\_\_

# Improve lighting behind altar area

- Increase light behind altar, consider putting in dimmers.



Assigned to \_\_\_\_\_ Date\_\_\_\_\_

# Patch and seal window in Ann office

- Inside window corner leaking and rotting in Ann office area. Scrape and patch rotten wood. First treat with hardener then patch with epoxy filler and paint. JWL can show how to do this.



Assigned to \_\_\_\_\_ Date\_\_\_\_\_

# Chapel

# Soffit work needed near chimney on Chapel and Heritage wing

- Repair or arrange for quote for soffit repair work. Left top panel is above garden door entrance and right bottom panel near chimney of Chapel



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Halls and Classrooms

# Repaint lower lever Heritage wing lavatory

- Patch holes and repaint walls



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Safety ceiling lights not functioning, repair or replace

- Safety ceiling light near Parish exit door and lower level garden exit and J2A room exit all are not functioning. **Call Fire marital to see if we need to have 90 min back up power,** if so replace these units with LED back-up. If not , replace with standard LED.



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Clean & Refurbish Stove and Area

- Investigate process/cost to clean and refurbish badly soiled stove. Clean SS surrounding area or provide a vender and estimate to do the work



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Repair water damaged ceilings

- Ceiling water damage at joint going up stairs near heritage room. Also water damage in chair storage room. Need to hold until roof repair as this is from the leaking vent units over kitchen area.



Note – if we hire Nicholson to reroof Parish Hall they will patch the Kitchen/Heritage roof no charge



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Investigate ceiling lights in Heritage Room

- Ceiling lighting in the Heritage room are the “can” type. When viewed from the attic there is no insulation around any of the Can lights. This creates a significant portion of the ceiling uninsulated. Investigate why and propose a path forward to get the room fully insulated.



Why is the insulation pulled back from the ceiling lights in the heritage room?



Need to clean out all the trash in this area, potential fire hazzard

Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Water leaking in roof above Heritage Room

- Flashing around fake chimney likely compromised and needs replacement. Coordinate with roof replacements



Will be repaired when roofing work done

Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Rectory

# Wobbly Rectory rear entrance stairs

- Older stair and decking are getting wobbly. May be OK just to have additional screws added. Need someone or group to look over and repair or give recommendation to Building Committee on next steps



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Add flue liner to second Rectory chimney to allow fireplace to be used

- We added a liner to the Lewis street side Rectory fireplace in 2020 as required for a permit to make improvements in the boiler. We did not have the funding then to do the same for the second fireplace which we temporarily sealed. The plan would be to add a similar liner to the parking lot side chimney.



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Move/adjust Ductless AC coolant piping in rear of Rectory

- Move Ductless AC coolant piping slightly so as not to be directly in front of and blocking the dryer vent. There is flexibility on copper pipe, relocate clamp by several inches.



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Remove or repair screens in rear of Rectory

- Old screens over garage windows have holes in them. Either replace screen or remove screens entirely. Check with Rector or Karen to see if screens ever used.



Assigned to \_\_\_Tim Opremcak\_\_\_\_\_ Date \_\_\_Feb 4 2022\_\_\_

# Repair Water Damaged ceiling in Rectory

- Patch ceiling holes, plaster and sand in laundry room of rectory. Prime with stain block paint then finish



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Remodel first floor Rectory lavatory/laundry room

- Rectory first floor lavatory is over an unheated space which has led to burst piping recently. It currently has no hot water. The section has been in need of significant plumbing work for years. All pipes including drainage are subjected to freeze/thaw. The initial plan is to add a shower room where the lavatory is and move all pipes to the main basement away from the cold and relocate the lavatory by 6 ft. Most work can be done by volunteers except for relocating one radiator. Photo below is a recent pipe burst (Jan 2022).



Assigned to John Lyga Date 1-15-22

# Replace one piece of siding in rear of Rectory

- Old drier vent hole had a bird nest and bird living in it, just covered with duct tape right now. Will need to get a piece of siding or cover with facsimile.



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Finish repair of second floor banister in Rectory

- Upstairs banister immediate need repaired in 2019 by adding bottom board to hold bottom of rails by John Lyga. Rounded corner bottom board still needs to be made and installed to finish. If you are not handy with woodworking, make a template on paper and John Lyga will create the board for you to paint and install



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Grounds

# Rebuild rock wall near church office

- Reposition rocks in wall now that tree stump has Rotted down



Assigned to \_\_\_\_\_ Date \_\_\_\_\_

# Wooden retaining wall in Memorial Garden beginning to deteriorate

- Sections of the garden wall is beginning to break down. Review and propose a solution.



Assigned to \_\_\_\_\_ Date \_\_\_\_\_