

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. 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

Stain and varnish Link ceiling sections to match

- Lower skylights were removed and covered in Link. Needs to be stained and varnished to match



Assigned to Mike Milan Date 10//22

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



Project Completed
THANK YOU

Main Link Doors from Garden have rot spots that need to be cleaned out and filled with patch then painted.

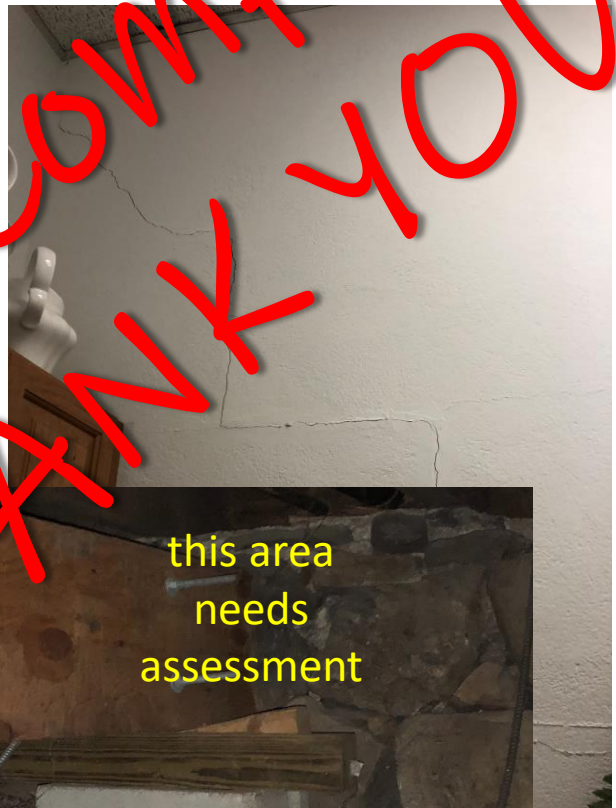
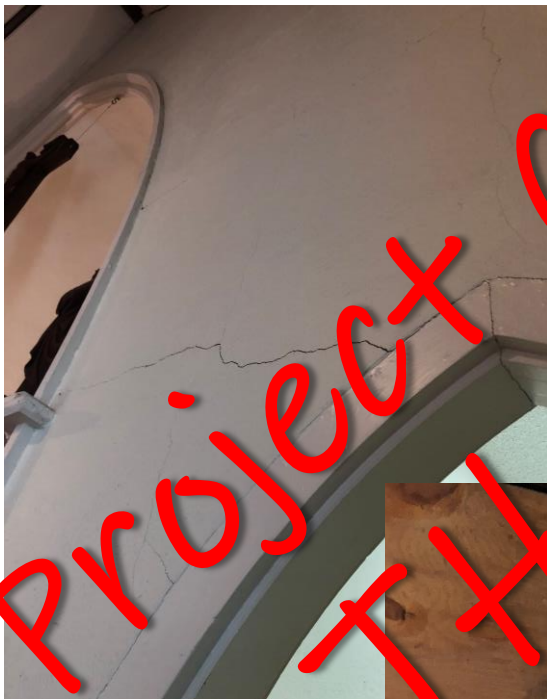
- Door rot to be scrapped out, wood treated with hardener, hole filled with polymer patch, repaint.



Project THANK YOU COMPLETED

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 walls 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



Assigned to John Lyga Date 1/22

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.



Project Completed
THANK YOU

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 Wooly 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

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



Project COMPLETED
THANK YOU

We now have beautiful floors in the parish hall

ged
near
ng

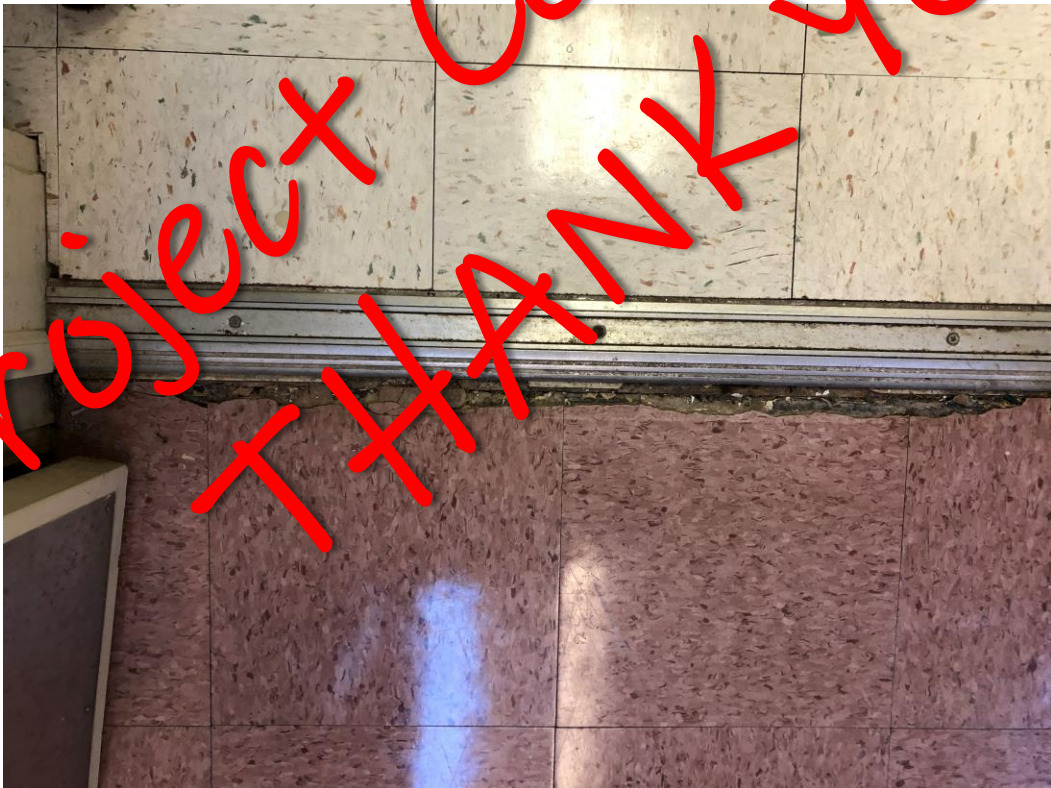
- Not sure if this is a DIY or we will need to contract out. May be worth getting a quote while attempting to replace 1-2 to judge difficulty of DIY. Report back to Building Commission with recommendation.



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__

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 completed
THANK YOU



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 _____

Rebuild rock wall near church office

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



Assigned to Beth Date

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

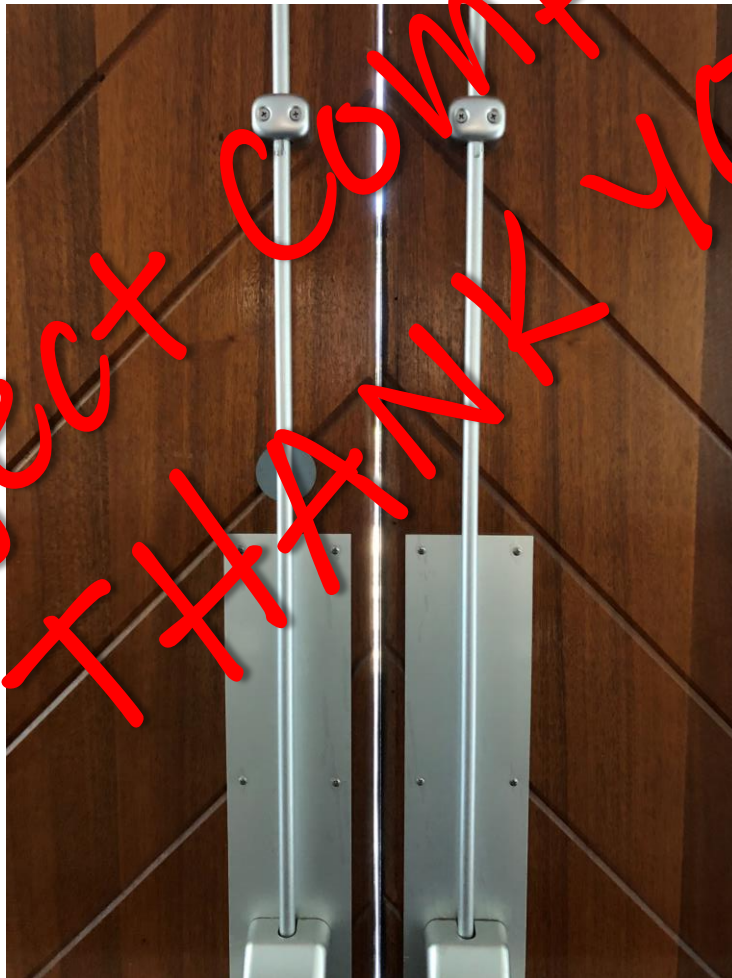


4-15 update (JWI)

This paver needs to be raised by adding river dust under

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

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 _____

Weatherproof basement room under Rectory lavatory/laundry room

- Rectory first floor lavatory is over an unheated space. A pipe burst during the winter 21/22. All plumbing repaired and new electrical outlets were added. The area is ready to add heat tape and insulation to be ready for winter of 22/23



11-27-22 – pipes were insulated. Unable to put heat tape on water pipes as they go through wooden rafters. Added working heat tape to drain piping then put layer of insulations in rafters. This should be OK until we get around to remodeling the lavatory above. We need to make sure the outside door stays closed during very cold weather. (JWL)

Assigned to _____ Date _____

Replace Timers for Parking Lot and Heritage Building

- Timers either not working or too complex for most to keep current. Both located in electrical room. Replace both with simple to use timers.



Project ~~XXXXXXXXXX~~ COMPLETED
THANK YOU

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



Project completed
THANK YOU

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. **Ann called the Fire Inspector June 13 and we do need to have these working.** Replace these units with LED and battery back-up.

4- Fixtures replaced



Assigned to John Lyga Date

Improve lighting behind altar area

- Increase light behind altar, consider putting in dimmers.



Assigned to ___ Martin Hale ___ Date ___

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

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 ___ John Lyga ___ Date _____

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

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.



Power wash Rectory

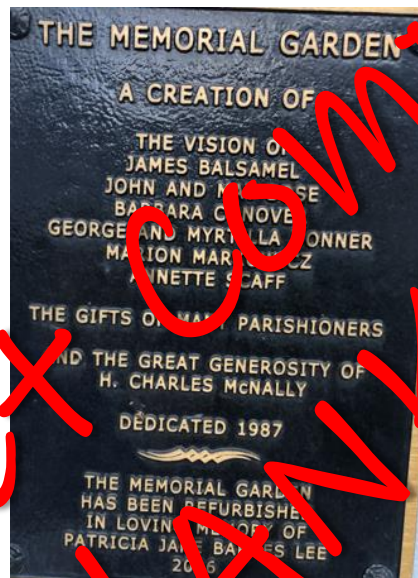
- Lewis Street side of rectory needs power washing and cleaning the shutters



Assigned to _____ Date _____

Refurbish Memorial Garden Plants

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



Project ~~THANK YOU~~ completed

All gardens have been refurbished around the church and in the memorial garden thanks to Beth Kujan. She also pulled many rocks, some quite large, out of the garden and used them to enhance the rear rock wall

Assigned to _____ Date _____

Refurbish large classroom

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



Assigned to John Lyga, Ann Millan, Martin Hale Date 2/22

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

Repaired self closure connection to J2A entrance door (Kevin's Room)

- Self closure mechanism detached from doorway. Needs to be reattached.

Note: The top of the doorways in the Heritage wing seem to have a hollow space directly above door and where the self closure mechanism is attached. For this room the top trim was removed and the empty space was filled by a 2X4. A new board for the top of trim was cut and installed. The self closure mechanism was bolted back into the more solid receiving substrate. In addition, the room partition was moved to be in between the entrance doors. This will limit the door from fully opening and will reduce stress on the self closure mechanism.



Assigned to John Lyga Date 9/22

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 _____

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 _____ 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. **Hold off to 2023-2024**



Assigned to _____ Date _____

Repoint sections old 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 _____

Repaint Parish Hall Ceiling

- NOTE June 14 - a small test scrape of the ceiling material near the elevator was done to see how difficult it would be to remove the ceiling covering. While the bulk of the material comes off easily, the surface does not scrape smoothly. I would expect removing the ceiling material and getting it smooth enough to paint would be a significant undertaking beyond a DIY. I believe the substrate is cellulose as that seems to be the material being used today. Another observation is that some of the material seems to be flaking off especially in the corners. We may need to look into applying a sealer to try and keep what we have intact before painting. I recommend that we get a quote from a painter who has done ceilings like this before we consider painting ourselves. At least that way we know what is involved to do a lasting job. From some of the flaking I observed, the weight of paint may cause some of the substrate to fall if not adherent. Maybe a specialized paint is required for ceilings of this type.
- **Hold off to 2023**

Assigned to __Tim O____ 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

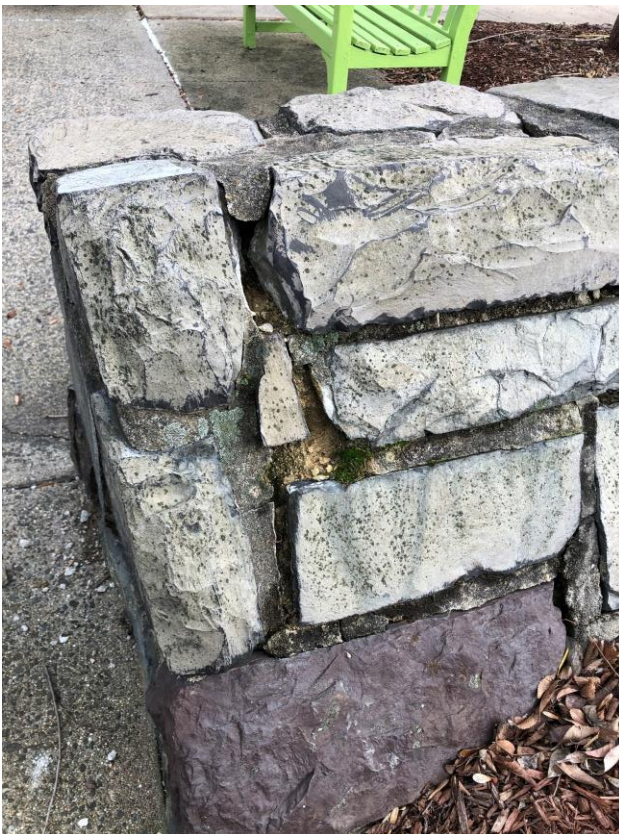
we abandoned organ blower in the crawl space over a decade ago. A new blower was installed above the organ near the pipes. So it looks like all the vents behind the organ are not needed. I will get one final eval from Hughes when they come but it looks like we will have a significant increase in storage 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_

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__

St. Marks Buildings and Grounds Projects

ASSIGNED PROJECTS

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__

Complete Refurbishing lower level restroom, replace some tiles replaces and safety rail.

- Restroom downstairs of link some tiles replaces and also safety rail. Floor tile needs cleaning.
- **DONE – painting, new mirror, trim, ceiling tiles**



Assigned to _____ Date _____

Repair broken window hinge

Update 6/16/22 – Roger meeting with Patrick Baldoni, Feminella to evaluate this window and all SG windows; expecting estimate soon

(1) Provision of venting for all 16 SG windows, some evidence of moisture on exterior leading, recommend narrow venting screens at top and bottom of each window - from the inside. NOTE: Venting from the outside through the glazing would give us heating and noise problems.

(2) Provision of hardware to limit degree of opening small movable windows at bottom of each SG window. This is a safety measure to prevent small children from falling out.

(3) Lubrication of latches on each window.

(4) Replacement of two small pieces of stained glass broken by apparently excessively aggressive yanking on latches.

(5) Some minor repair of putty.



Assigned to _Roger Conover_____ Date__5/18/22__

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 _____

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 _____

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 _____

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. Hughes Engineers determines we can get by with about 40 in sq opening (10/22). No issues with Fire Marshal. Maybe seal off door and add venting through wall or window??



Updated 11/27/22-
put back plastic cover
to all the vents on
door leaving the
bottom open which is
roughly the 40 in sq.
Future work will be to
install a regular vent
somewhere other
than the door and
then seal this door to
prevent air filtration.
(JWL)

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 _____

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 _____ 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 hazard

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 _____

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 and along Lewis Street

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



Assigned to _____ Date _____

Paint ceiling and walls in Rectory laundry room.

- Ceiling repair project was completed. We need a volunteer to paint the ceiling and walls.

Assigned to _____ Date _____

Several Split Rafters in Rectory Attic need repair.

- Cracked rafter needs to be sandwiched (sistered) with 2 equal size pieces of lumber bolted together

Assigned to _____ Date _____

Insulate attic pull down stairs.

- There is no insulation on the pull down stairs. Suggest glue on rigid foam board.

Assigned to _____ Date _____

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

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 _____

Painting needed for some of the exterior railings

- Some sections of the garden and walkway fencing need painting.



Assigned to _____ Date _____

Make repairs to the outside parking lot Shed

- Shed has seen its better days. Make repairs as needed where needed.



Assigned to _____ Date _____