

North Georgia Walk to Emmaus
King's Retreat Facilities Standing Committee
David Wilkins, Chair

Coordinating Board Report
May 4, 2021

1. Project List for King's Retreat:
 - a. White House network connections installation will be completed TBD.
 - b. White House – We have a foundation repair bid from Engineered Solutions.
 - c. The new ionizers will be installed the week of May 17th.
2. Gwen continues to check the facility once per week.
3. Gwen is looking for some assistance with the Hispanic weekends. The trustees will be searching for a bilingual speaking person that is interested in taking Gwen's opening and closing responsibilities for those weekends. This will be a paid position.
4. We are updating the Facilities Talk and point to reflect the new position names.
5. No hits on Sign-Up-Genius.
6. The reunion group headed up by Jim and Debi Vincent came and did a lot of work ahead of our May 1st workday!!
7. Our May 1st workday was a great success!! We had great participation and a lot was accomplished. We thank all who participated!!!!!!
- 8. Please plan to attend our next workday on June 19th!!!**

Work Days 2021....

JOB	DETAILS	LEADER	COMPLETED
Install Coffee Maker	Water line Electrical (8 guage wire)	Jeff to complete	
Install Sound Boards	Liquid nails (at KR) Sound Boards	Steve & Dave	5/1
Outside – grounds clean up	1.Clean out area around electrical box 2.Fill in large hole outside Dining Room beside Loading doc. 3.Trim back bushes/trees around property.		
	4.Weed flower beds 5.spread fire ant killer 6.Clean out fire pit		5/1 5/1
	7.Repair/replace dumpster enclosure	Dave?	
	8.Prepare & Paint swings		
White House	1. Replace ramp 2. Paint exterior door/window frames 3. Rehang screens	Postponed til foundation is secure	
	3. Paint interior doors	postponed	
White Shed behind White House	1. Paint exterior 2. Purge/straighten supplies/extra wood, etc. inside		
Main Building – exterior	1. Secure gutters 2. Replace down spouts as needed		
	3. Repair overhangs outside conference room & outside door to A&B bathrooms 4. Repair/replace fascia as needed		
	5. Replace exterior door seals and sweeps as needed.		
	6. Replace 2 motion light fixtures		5/1
	7. Paint water heater room & tool sheds (repair door frame & closures) 8. Weather-proof water heater shed. 9. Paint wood cover to gas shutoff. 10. Label height restriction signage on portico.		Painting 5/1
Inside – Main building – Repairs	1. Repair/replace water shutoff under mop sink. 2. Repair/replace spray head at 3 compartment sink 3. Remove old thermostats (conference room & Chapel)		5/1 5/1 need to patch/paint
JOB	DETAILS	LEADER	COMPLETED
	4. Remove, clean, paint 2 return air vents in kitchen 5. Power wash/paint stove top grates.		5/1 5/1
Inside – Main Building- Cleaning	1. Clean all baseboards 2. Clean/sanitize all door handles and push bars 3. Clean/sanitize all light switches and outlets.		5/1 5/1
	4. Clean rolling carts 5. Wash all waste baskets 6. Wash all portable fans		5/1 5/1
	7. Clean refrigeraters/shelves & microwaves (W.H. too) 8. Clean is bin and filter		Walk in 5/1
	9. Clean ceiling fans 10. Remove cobwebs (hi & low) 11. Clean/beat prayer chapel pillows		5/1 5/1
	12. Clean all wood bunks/ podiums/alters/kneeling rails		
	13. Check bunks for stability, tape or replace mattress covers as needed 14. Check all chairs for stability (conference room, chapel and metal in Dining room etc.		5/1 5/1
	15. Purge/restock info tower in Chrysalis room		5/1
	16. Sort/purge/restock agape supplies in shower rooms.		5/1

Highlighted are incomplete....ready for 6/19