

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

Coordinating Board Report
June 1, 2021

1. Project List for King's Retreat:
 - a. White House network connections installation will be completed TBD.
 - b. We are looking for a new Handyman.
 - c. Installing sanitizer stations.
 - d. Wall hanging Cross donation for Chapel.
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. Ionizers have been installed and our operational.
 - a. Hole in ceiling to be repaired.
7. White house foundation project will be completed this week.
8. New coffee maker installed and working.
9. Please plan to attend our next workday on June 19th!!!

Work Day June 19, 2021

Job	Details	Leader(s)	Completed
Outside - grounds clean up	1. Clean out area around electrical box.		
	2. Fill in large hole outside Dining Room beside Loading Dock.		
	3. Trim back bushes/trees around property.		
	4. Weed flower beds.		
	5. Repair/replace dumpster enclosure.		
	6. Grafite all padlocks.		
White House	1. Install new ramp.		
	2. Paint exterior door/window frames.		
	3. Rehang screens.		
	4. Label Circuit breakers		
	5. Paint interior doors.		
White Shed behind	1. Paint exterior.		
White House	2. Purge/straighten supplies/extra wood, etc. inside.		
	3. Trim back/remove branches off roof.		
	4. Paint shed door "red".		
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. Replace exterior door seals and sweeps as needed.		
	5. Repair door closures on tool shed.		
	6. Weather-proof water heater shed		
	7. Paint wood cover to gas shutoff.		
	8. Label height restriction signage on portico. (letters needed).		
	9. Check bee traps & empty as needed.		

Job	Details	Leader	Completed
Inside - Main Building	1. Repair/replace water shutoff		
Repairs	under mop sink.		
	2. Patch & paint where		
	thermostats were removed.		
	3. Replace missing cup hooks in D.R.		
	ceiling		
	4. Install sanitizer stations.		
Inside - Main Building	1. Clean all baseboards.		
Cleaning	2. Wash all waste baskets.		
	3. Clean ice bin and filters.		
	4. Remove cobwebs (hi & low).		
	5. Clean all wood bunks/ podiums/altars/kneeling rails.		
	6. Check all metal chairs through out the building for stability (Servvant's Den, Chrysalis back Room and Dining Room).		
	7. Vaccum all rooms in the building.		
	8. Clean and flush toilets.		
	9. Touchup Chrysalis Room inside doors.		



King's Retreat Handyman (Part-Time)

We are looking for a part-time handyman for The King's Retreat.

Responsibilities include:

- Performing maintenance and light carpentry, plumbing, and electrical repairs
- Cleaning facilities by vacuuming, removing carpet stains, etc.
- Minor repairs of equipment or appliances
- Identify and report the need for major repairs
- Assist Superintendent with additional projects/issues as needed

- Tuesdays for 4-6 hours (approximately 40 days per year); actual days will be scheduled at the direction of The King's Retreat Superintendent
- Flexible availability, as needed, on other days to meet contractors for repair appointments or emergencies

Please contact Dave Wilkins (dwilkins@cobbfab.com) or Gwen Hamill (momma4god@comcast.net) if you are interested.

Handy Man Chores for King's Retreat

Task:	Frequency	Date Completed
1. Check all light fixtures, change light bulbs as needed	Weekly	
2. Check Carpets throughout facility: vacuum, remove stains, shampoo as needed.	Weekly	
3. Check ceiling tiles for leaks. Replace as needed	Weekly	
4. Check door closures and repair/replace as needed	Weekly	
5. Check EXIT light bulbs, change bulbs/batteries as needed	Weekly	
6. Check hinges on Dining Room cabinets, repair/replace as needed	Weekly	
7. Check mattress covers, tape/replace as needed	Weekly	
8. Check toilets, showers and sinks, repair as needed	Weekly	
9. Check trash cans, empty as needed, take to dumpster	Weekly	
10. Change return air filters	Monthly	
11. Check fire extinguishers, check date	Monthly	
12. Check smoke detectors & thermostats, change batteries as needed (annually)	Monthly	
13. Check vacuums, replace belts as needed, empty tanks	Monthly	
14. Check chairs and tables, repair as needed	Quarterly	
15. Check inside and outside of building for issues, report to Superintendent	Quarterly	
16. Treat floor drains (63-sinks, showers & floor) with Drano	Quarterly	

Handyman repairs/replaces light bulbs, air filters and ceiling tiles as needed, and repairs toilets, bunks and other items. Reviews the OOPS report after each weekend and works accordingly to complete the list and regular duties.

Foaming Hand Care Program

Our foaming skin care line is a superior program for use in our proprietary dispensers. These leak-proof dispensers are easy to use and load and produce a thick, luxurious foam. With a positive push system, the dispenser is ADA compliant.



FOAMING LUXURY HAND SOAP

- Ruby red with a tropical fragrance, billowing foam and mild to your hands, your customers will love this hand soap. 4/1000 ml. (243552)



FOAMING ANTIMICROBIAL HAND SOAP - When you need an antimicrobial hand soap, our item is a beautiful golden color with a citrus fragrance and billowing foam. 4/1000 ml. (243551)



FOAMING INSTANT HAND SANITIZER - For those times when you need a quick touch-up, INSTANT HAND SANITIZER offers rich billowing foam with a non-alcohol fragrance. 4/1000 ml. (253357)





