

Building & Grounds List March

1. Check and restock the first aid kits as follows:
 - a. In the Bell Tower Narthex of the Sanctuary.
 - b. In the kitchen – on wall by sink
 - c. In the nursery - on shelf.

The restocking supplies for the first aid kits are maintained in the maintenance room wall cabinet. Sally & Allen Sounhein will get supplies when low. Consult with them to restock wall cabinet supplies.

2. Drain the hot water heater and the well pressure tank in the closet in fellowship hall. A short hose is stored in the mechanical room for draining these tanks. There is a slop sink in the closet and the hose can be run into the sink. Open the valves all the way and let the water run for several minutes. The purpose of draining the tanks is to get the sediment out of the bottom of the tanks.

3. Reset light timers throughout building to come on about 30 minutes before it gets dark and off at dawn.
 - a. By old front door
 - b. In janitors closet
 - c. In mechanical room across from choir room
 - d. In far corner closet, next to electrical panel, in Fellowship Hall