



**Unitarian Universalist Church of St. Petersburg**  
100 Mirror Lake Drive North, St. Petersburg FL 33701

### **Building & Grounds Agenda for 08/15/2017**

Monthly Budget – FYI So we all know what we are dealing with

- \$583 housekeeping (10 hours a week / 39 hours per month @ \$15 per hour)
  - Sexton hours are not included in housekeeping
  - Jack controls sextons / housekeeping and has checklist. Howard & Jack met with sextons recently to review. Considered having housekeeping managed by B&G Committee but felt it more appropriate to remain with Jack.
- \$1,083 for Repairs / Maintenance (\$13,000 for the year)
  - RoyalAire HVAC Service Agreement (3 visits per year @ \$985.00 per visit)
    - First maintenance visit was done 07/25/2017 (details below)
- \$83 for Maintenance Reserve (\$1,000 for the year)
- \$200 lawn service
- \$142 church restoration (primarily Tommy)

Priorities

1. Safety
2. Preservation
3. Functionality
4. Aesthetics

HVAC Update

- South rooftop unit for Conway malfunction 08/13/2017 – update by Reggie & Howard
- Sanctuary cooling
  - Attempt to set sanctuary to be at 82 and automatically be at 71 was unsuccessful. May try again later but will keep system off but it will be at 71 when turned on manually.
- AC for 2<sup>nd</sup> floor room in Gilmour – update from Reggie
  - Reggie said he would be installing the window unit he has as a loan to the church.

Sanctuary Maintenance Team – update from Kari, Toby & Paul

- Treating wood on pews (Amish Milk?)
- Vacuuming pew seat cushions

Termite activity in Gilmour – update from Reggie

- Update from Reggie (see his email of 08/08/2017)
- From 08/01/2017 B&G Committee Meeting:  
Reggie made some great progress here! He found a guy who was very knowledgeable about termites and toured the church.
  - He can spot treat us for \$650 with a 12 month warranty and can re-treat in 12 months for \$175.

- We need to remove the infested/damaged wood first. (It was also discovered that the desk in the 2<sup>nd</sup> floor office in Gilmour is infested).
- Committee said let's do it.
- Will wait until after camps to begin removing wood and hope to have it done during August as there are no events like weddings planned for that time.
  - Possible team members: Reggie, Jonathan, Toby, Howard, Tommy

### Three leaks discovered during Tropical Storm Emily

From 08/01/2017 B&G Committee Meeting

- Discussion and suggestions
- Here is a [link to photos of the leaks](#)
- The leak over the arched sanctuary window drips onto the AC unit. This may be caused by the gutter and/or glazing. Reggie will contact his gutter guy to evaluate. We may need new gutters and/or gutter covers to prevent blockages.
  - Howard taped plastic over the AC unit which still allows air to blow but is not very attractive. Just want to avoid the high expense of repairing or replacing it due to water damage.
- The leak into Ladybug may be caused by a clogged drain pipe. Jeri said she has seen that when it is raining there is no water coming out of the bottom of the pipe. Reggie will bring a snake and clear it soon.
- No real idea of the source of the leak in the stairwell. May be the top of the stairwell roof which was not painted or re-roofed. Will watch to see if a leak comes again and Howard will take a ladder to look at the top.

### Gutters – Update from Reggie

- Gutter over library window has a leak with a hole. Not aware of any water getting into library from it now. All gutters probably need to be cleaned. If getting new gutters, would probably also want cover to keep debris out.
- Reggie will speak with his gutter guy when he is here regarding leaks.

### Follow up on downspout repair – update from Reggie

- Reggie will speak with his gutter guy when he is here. Reggie also has the form to file with the City for reimbursement.

### Having WJA consider a larger dumpster – update from Paul

- Paul will contact WJA about possible getting a larger dumpster.
- We may need to extend our building protection.

### Conway RE Doors – Summary from previous discussions – update from Reggie

- These doors are already funded.
  - Challenge is frame is for 1 3/8" doors and doors today have a standard of 1 3/4". Reggie will see if possible to get 1 3/8" door which would have at least a 20 minute fire rating and then modify window in door.
  - Howard spoke with Women at Work as this being our #1 priority. They had interesting idea of adding trim to make a larger door fit naturally. Reggie said his door guy may be able to provide good door. This may be a method to follow up on with another contractor.

- Previously: Reggie will check with his door guy about making custom doors to use with our current frames. That would probably be cheaper and much less hassle/messy than if we cut out the current frames.

Improving sanctuary lighting research – update by Jim Fitzgerald

Miscellaneous recent work done or in-process

- Morgan’s husband will take a look at our Wi-Fi router configuration and see if he can clean it up as it seems to be an odd mix of things
- Pulpit lights – update by Tom
- Spectrum raised the line across the alley at no cost.

Tommy will paint the Arlington silver and black gates and new kitchen handrail

- Tommy will wait to paint until after the summer. Laurie is handling this for follow up later.

### **New Business:**

Building Use Committee established by BoT – seeking a volunteer from B&G

- The BOT has agreed that UUSP needs to revive a Building Use Committee (formerly the Space Management Advisory Team). The goals of this committee could include:
  - Assistance and support to the BOT and Rental Agent in setting up and working with rentals
  - Problem solving regarding building use issues
  - Exploring ways to promote building use
- It would be helpful to have a member who has real estate experience (possibly a new member), a member of the RE committee, a member of the B and G committee and a BOT member and, of course, the Rental Agent.....

Team or individual for organization – This is a great way to learn what we have and where it is!

- Why
  - We don’t want to waste time searching for things
  - We don’t want to waste money buying stuff when we already have it but can’t find it
  - Safety
  - We want the sextons (and us) to have easy access to things in the Gilmour storage room
- Keys
  - Labels in key cabinet
  - Hidden key behind quilt on wall in children’s area 1<sup>st</sup> floor
- File cabinet
  - We have a file drawer
  - Organizing it so when someone looks in it they can find stuff without having to crawl through everything
  - Also make a file which lists the plans/blueprints we have in bottom file cabinet drawer in mail room
- Organize and clean out shed in courtyard
- Organize and clean out storage room at top of stairs in Gilmour (coordinate with Tommy)
- Dispose of or sell duplicated, inferior or non-working vacuum cleaners and similar such items
- Library and book organization / management

**Projects to be addressed later when funding is available (in order of possible priority):**

- Sanctuary lighting
- Library doors
- Sanctuary sound system
- Painting kitchen, kitchen hall, 1<sup>st</sup> floor restrooms & library
- Kitchen grease trap needs replacement – update by Reggie
  - Reggie feels we need a new kitchen grease trap. Previously, it appears grease and other trash in trap have not been disposed of in an environmentally proper manner. Reggie will research and maybe discuss with his plumber.
    - From last meeting: No research done yet. We do need to take care of it and get waste properly disposed of. Toby will work with Reggie on finding new trap and installation by a plumber.
    - No change except discussed that we actually need 2 grease traps and they should probably be cleaned every 6 months.
- Film for the big 3 windows to reduce glare – update by Howard
  - 06/09/2017 Howard met with Glass Protection Services, Inc. \$740
  - Film would not only reduce glare and enhance exterior colors but is also missile impact resistant.
  - At 07/13/2017 Board meeting the Board voted to do this but first wants to raise at least \$500 to cover the cost and then pay balance from B&G Repairs/Maintenance account.
  - Status: waiting to hear from the Board that the \$500+ has been raised.
  - Board has not taken any action to solicit funds yet.
- Ceiling track divider area in Conway to store chairs
  - [https://roomdividersnow.com/products/ceiling-track-room-divider-kits?variant=16602650438&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=GS-HIGH-All%20Terms&utm\\_term=4586956354992792&utm\\_content=All%20Products](https://roomdividersnow.com/products/ceiling-track-room-divider-kits?variant=16602650438&utm_source=bing&utm_medium=cpc&utm_campaign=GS-HIGH-All%20Terms&utm_term=4586956354992792&utm_content=All%20Products) \$129.95 plus installation cost (maybe we can do it)
- Glides for wood table and chairs in Conway and for large folding tables in Gilmour
- Cabinet to hold tables and double as credenza
- Plumbing issues to address – these will be addressed after the camps are finished
  - Issues needing actual plumber:
    - Toilet on 2<sup>nd</sup> floor
  - Small plumbing issues, like replacing washers in kitchen sink, and the aerator in Bride’s bathroom (squirts all over. There are aerators in the kitchen and probably other places, too).
    - Tom and Jonathan will handle
  - Rusty water
    - We may have rusty water coming into the building. It takes a long time to get clear water in the kitchen. Housekeeping reports water is tinted immediately after flushing even in toilets that do not have a tank.
    - Howard will check with a water treatment company for opinion.
- Floor buffing
- Painting of water line to roof
- Light at top of north fire escape is not working. New bulb did not help.
- Adjust doors to Gilmour from lobby (they hit each other)