

ANNUAL REPORT – RICC / FACILITIES
February 20, 2022

During the past year, a few things cropped up:

Repairs were made to the HVAC system to fix heating problems, thermostats in the library and pastor's office needed to be replaced. On the day of the preschool's open house 3 a/c units in the preschool caused a flood in the classrooms. It seems that the a/c condensers empty into a central drain underground, the drain backed up. They have been added to the regular clean and check of the system. Air stream has been invaluable to keep our HVAC in good working order.

Landscaping and Snow Removal

It was noted that the costs for snow removal seemed high, we checked on costs for other companies to do snow removal and they were much higher. Blue Sky remains our lawn mowing and leaf removal and snow removal company. The lawn services provided by Blue sky were much lower than their competitors, by \$2000.

- Some extra outside services were contracted \$300 was paid to Carl Suthard to cut up and remove a large branch that fell on the back parking area.
- Delano Hemrick Landscaping, by competitive bid, did the job of cleaning out the shrubbery beds. After a thorough weeding, trimming, mulching and weed inhibitor application they looked and stayed well kept looking through the season. The men's group had begun the project.
- A new hedge and brush trimmer with extension pole, 2 batteries and a charger was purchased @ \$360.39. Blue Sky quoted an annual trimming estimate @ \$350. This purchase expense is a wash for this year and a cost avoidance going forward.

Building Maintenance

- **Floors:** Stripping and waxing of CPC and CPP floors will begin on Friday evening, August 13th, and continue into early the following week. CPP is closed the week of August 16th. Due to the heavy fumes associated with this work, no CPC or outside groups should gather at the church during this time.
- **Roof leaks:** We recently experienced a couple of roof leaks following heavy rains. This occurred even after Metro Gutters had cleaned leaves and debris from the drains. Terrell determined that although Metro Gutters had cleaned the drains, that they had not cleaned the roof itself, so leaves and debris that remained on the roof could clog the drains again, plus the cleaning of one drain was missed. Metro Gutters returned to rectify the problem. The roof had not been cleaned because we had not specified that task in addition to the drains. One small leak remains and may require a roofer's attention. Going forward, we will be specific with Metro Gutters to clean the drains and the roof too. Metro gutters has

been scheduled to do regular cleanings of the gutters and roof drains, about 3 or 4 times a year.

- **Leaks & Mold in the Preschool:** When the preschool was cleaning out the storage room behind their office, they discovered staining on the wall and what appeared to be water streaks. The immediate concern was that the staining might be mold and, therefore a health hazard to staff and students.
 - Diane and Bruce met with a contractor, Oliver Long, to discuss probable causes of the leaks and mold problems in the lower level, predominantly in the storage area and also in the fire panel room behind Diane's office. Oliver, who has experience resolving issues like these, pointed out that the leaks in the lower level are most likely a result of a separation/gap between the exterior wall and the "deck" outside the kitchenette door. Water can run freely down to the foundation. This gap is above the storage room where the leak and mold were found. On the other side of this exterior wall looking down onto the landscaping, there is evidence of a previous foundation repair which was not properly done to include improper grading allowing water to flow back towards the building. This has been further compounded by an excessive amount of mulch laying up against the wall and holding moisture in place.
 - Diane contacted a mold remediation company, Servpro, for an evaluation of the staining and quotation. Servpro's report stated that there was no evidence of mold and that the air inside the preschool had less airborne spores than the air outside. Remediation will consist of cleaning the walls, sealing them, and then painting
 - Oliver Long provided CPC with a proposal for \$7150 to fix/correct the exterior problems, i.e. sealing, grading, etc. No other quotes were pursued because RICC believes this to be a fair price. Additionally, time is essential.
 - Exterior leaks and wall staining in the preschool were addressed over a few days in mid-October. Earth was hand-dug from around the foundation to the left of the front door. The foundation was then resealed to correct a previous improper sealing attempt, and an excessive amount of mulch was moved away from the foundation. Caulking was also applied to seal off a 1" gap between the sidewalk and the building that ran from the office entrance door all the way around to the kitchenette/pantry by the front door. No leaks have been noted since these repairs were completed, even following the torrential rains we experienced a few days later.
 - Water staining of the walls in the preschool office was remedied with a Drilok sealer and paint.
 - All work was done by Oliver Long Construction for \$7,150, and paid for from the Contingency Fund.

- **Trash Collection:** In Mid-October, LuAnn had a notification from our trash collectors that the rate was increasing 25% due to increased costs for collection. Our bill was \$264 per month and with the increase would be \$331. LuAnn was aware of another fully open church, with a preschool, that was paying \$163 for the same service. The trash collection company was contacted, they said they would check into it, they came back with a new contract for \$160, plus a refund for the current month payment that went in.
- **Refrigerator Repair:** The refrigerator in the kitchen began making a screeching noise, which was determined to be a failing evaporator motor bearing. The challenge was finding someone willing to or experienced enough to work on a large commercial refrigerator that is no longer being manufactured. After a considerable search, we found YNHenri, LLC, who made the repairs on 11 Oct for \$497
- **Mice:** There is evidence that mice have at least visited, if not taken up residence in, the 2 wooden storage sheds (one outside the kitchen door and the other in the rear used by CPP). Terrell has set traps as an initial remedial step. To date, nothing has been caught, but there is no further evidence of mice either.
- **Electrical**
 - On 10 July, GLS Electric repaired/ensured proper operation of all the pedestal lights along the sidewalks from the front of the building around to the preschool. New specialty bulbs were installed and fixtures repaired. New timers to control lights operation replaced all the old and broken ones.
 - New batteries were installed in the fire panel to replace those we were told by the monitoring company were failing. We have been invoiced for \$715.
 - Additional related expenses: 3 batteries @ \$102.78; 8 light bulbs @ \$138.99
- **The preschool main (entrance) door** was repaired on 7 Jan. The box associated with the push bar on the inside of the door was loose and had to be secured. Flying Locksmith made the repair at a cost of \$175.

Services

- **Copier:** A 5-year contract with CDS, our current Xerox distributor, was signed by Bruce to replace our current copier with an updated model. Arrangements for removal of the current machine, installation of the new one, and training will be made shortly. A POC/administrator has to be identified and trained. Proposals were solicited from 3 other vendors. CDS's proposal was the most competitive. Factoring in new discounts and promotions, we will realize an amortized savings of \$580 annually vs our current contract. Our old copier was removed, and a new copier delivered and installed on 21 January.
- **IT Support:** We are investigating options for additional IT (computer and internet) support for CPC/ CPP. This support would be remote-based and available as needed for a monthly fee. Zach Johnson would be retained for onsite support. We will also investigate other

onsite support options in the event that Zach is not available to meet a business driven time requirement. A new computer was purchased and installed at the Office Mgr./Admin desk.

- Our Office Mgr., Lindsey, has IT skills that allow him to address a number of basic issues.
- **Fire alarms:** It was discovered this year that we had 3 different companies doing maintenance and upkeep on our fire alarms. One of the companies hadn't had a service call in a least 2 years and were difficult to contact. Our agreement with them was expired, we temporarily went with Cintas for monitoring the system, at a lower rate. The deciding factor came to be that Cintas was going to Convergent for parts and information on our system. We were able to contact Convergent and obtain a system inspection. We found out that the control panels had been updated about 10 years ago. Reported last month was the replacement of all photoelectric smoke sensors and pull stations. All were significantly beyond their rated service lives. Cost was \$5,885; approved by Session.
- Convergent did some of our upgrades for no charge because of work that had been paid for several years ago that never happened. We are making progress for better reliability, but some essential parts are still on backorder. The batteries in the boards are new and the Fire Marshall is following our maintenance. His main focus was the batteries in the boards and the strobe lights in exit signs that needed replacing. Late in the year, we switched to Convergent's service department, SETEC, their price for monitoring is even better than Cintas and we retained Cintas to do only maintenance on the fire extinguishers
- Most of the sensors have been replaced and the wiring checked. We are able to locate any troubles in the system. Our system is not up to date, but it is functioning.

Fellowship

- With the approval of Session, the Men's Group sponsored an in-person ice cream social held at the church during the afternoon (4-5 PM) of Pentecost Sunday, 23 May. Barney Lawless provided a tent, just in case of rain. Thankfully, the weather was good
- As part of the process to reopen the building for use after hours or during the weekends by outside groups, two documents, Church Facility Use Guidelines and CPC Facility Use Request Form, were updated specifying protocols and logistics with Covid precautions. These documents were approved by Session and endorsed by the CPP Director. Although a request form would not be required for own use church groups, it is expected that they would adhere to the facility use guidelines.
- 3 old couches and 2 tables were removed from the alcove behind Fellowship Hall and disposed of. The furniture was removed by a team of teenage boys hired and paid by CPP. This alcove is being used used to house a music library and files.