

UUCWI Maintenance Schedule

Bi-Weekly

Outside trash and recycling removed as needed.

Check supplies: toilet paper, paper towels,

Monthly

Check supplies

foyer light bulbs - LED Durable Parzo Flood Track Lighting (ACE)

other light bulbs (except sanctuary (Mavis))

coffee filters

kleenex

dish washing liquid (unscented preferred)

hand washing liquid (unscented preferred)

bleach (kitchen sink)

trash bags

Mavis Cauffman purchases: sanctuary light bulbs

Check grout in foyer tile floor. To replace consult Terra Anderson and Sandy Welch.

Sanctuary tables: Watch for screws coming out and legs falling off.

Watch for ants and mice. [Consult Steve Gavigan, of All Island Pest

Control 360-914-0331 cell, office 360-679-3686, they do monthly spraying and trap mice as needed. We pay \$50/month for this service.]

Reset timers on outside lights (especially October, November, March, April)

(1) path lights, (2) roadside sign lights.

Parking lot lights come on at dusk and are set to turn off at 11:00 pm.

Sweep and tidy up basement.

Watch for trees leaning toward building, endangering building.

Cut grass. Weed, spray for thistles and blackberries. Always run mowers dry to empty fuel tanks before storing in basement. Use only ethanol free gas to reduce maintenance problems. Weed and mulch flower beds and paths.

Watch for clogged roofline rain gutters. Clean as needed.

As needed (managed by Tom Buxton):

propane

men's toilet urinal cartridges

dish washer liquid detergent

January

Inspect the three fire extinguishers and sign card, visual inspection is all that is required. They were recharged 12 Jan 2017. They need replacement in July of 2020 (\$69 each).

April

Septic System Service annual inspection (~\$400)

June-August

Paint exterior as needed. Do repairs. These are the dry months.

Repaint garbage/recycling storage, front and rear and side decks, front door and front entryway, front entryway benches, meditation area bench, kitchen door area, rear patio doors, rear patio benches, picnic tables.

October - December (these are the wet & warm months)

Transplant trees

Get picnic tables up off the ground.

Where they contact the ground is where they rot fastest.

Winterize mowers for winter storage and so they are ready for next year. Run gas dry.

December

Outside water shut off to avoid freezing.

(1) shut off the line from front of building across driveway to picnic area. Leave picnic area faucet open so it does not freeze.

(2) insulate front shut off box.

(3) Insulate outside building shutoff box under north sanctuary windows.

(4) Insulate the main water connection to neighborhood water supply. This is located about 40 yards north and west of the building.

(5) Store garden hoses, disconnect hoses etc so faucets don't freeze.

Note: Water problems are not covered by insurance (except interior burst pipes are covered). Roof leaks, floods, rain entry, underground pipes, are examples of not covered events.

Furnace filter replacement

(Check annually, but experience suggests replacing every two years is more than adequate.)

December 2014 filters replaced.

18 January 2016 filters replaced (spare filters for December 2016 remain)

4 December 2016 checked filters and did not replace.

Furnace Inspection (suggested each three years 2014, 17, 20, ...)

26 November 2014 John Farlow 425-359-8681 inspected furnace. ~\$450

Check water sediment filter in front of water booster pump in basement.

1 Sept 2015 Mutiny Bay Plumbing installed a new booster pump and a new water filter. Replace water filter as needed (when gauge approaches red,). **The water filter** PENTEK Pentair Water Over-the-top Bag Filter System uses filter model BP-420-5 5 micron from www.pentairindustrial.com 1-800-869-0325. Replace filter about every six months, but experience will guide. Use silicone lubricant to lube the O-ring.

4 Dec 2016 water filter checked and not replaced. Replace when gauge is in red.