

Administrative Services Commission – 9/21/21

1. Jill Dobrick elected Chair.
2. Larry Justin will be the PLC rep. Others may join intermittently.
3. Discussed to review the past maintenance spreadsheet on equipment/facility infrastructure. Corey noted to possibly look at an ongoing facility review program; Corey will present in future Commission Meeting.
4. Past Goals:
 - A. Church Windows. Discussion covered what has been found throughout the year and thoughts. It appears the majority of the windows are in reasonable shape and not leaking. The windows above the Baptismal font is the area of concern. Agreed to contact Tri-Commercial and pay them (approximately \$500) to provide shop drawings and design intent.
 - B. Facility Controls: Due to material delivery delays, project may not start on 10/1/21. Anticipate on starting/completing the heating controls before heating starts.
 - C. Heating:
 - I. Pat will be determining the system volume during week of 9/27/21. He will then schedule the glycol installation.
 - II. Larry will issue a bid scope with equipment selection for the in-floor heating separation from the boiler loop (so any leak in the in-floor heating does not lose any glycol) week of 9/27/21. Larry has received budget pricing of the material and lead times. Due to material delivery delays, SJB may purchase directly.
 - D. Chapel Remodel: ASC requests a meeting to discuss and understand the project scope.
5. Yearly Goals
 - A. Church:
 - I. Windows as mentions in 3A above.
 - II. Ceiling – Pat to contact original supplier of the ceiling material and set up a meeting to discuss and determine if the ceiling can be cleaned or other options available to keep ceiling.
 - III. Sound System – to be reviewed after ceiling effort is determined.
 - B. School:
 - I. North wall, east end Classroom windows leak in the spring and heavy rains. Review and resolve.
 - C. Rectory:
 - I. Replace access door.
 - II. Revise flat roof at ASC unit to eliminate ponding water.
 - D. Convent:
 - I. Windows need replacement.
 - II. Landscape a sloped grassy area near the stair that is hard to mow to eliminate grass.

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 - I. Pat will be determining the system volume during week of 9/27/21.
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