## Tristee Ghecklist

| Month: | 1 st <br> Sunday | $2^{\text {nd }}$ <br> Sunday | $3^{\text {rd }}$ <br> Sunday | $\begin{aligned} & 4^{\text {th }} \\ & \text { Sunday } \end{aligned}$ | $5^{\mathrm{th}}$ <br> Sunday |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Doors are properly secured and locked | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Alarm is properly set and armed | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Safety hazards have been identified through weekly monitoring of internal and external edifice | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Safety hazards have been properly addressed | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| HVAC has been properly set when building is not in use: (Fan is in auto mode and proper temperature of 65 in cold weather (Heat) and 78 in hot weather (AC).) | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Ground maintenance check has been properly mailed to grounds keeper | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Utilities checks have been properly mailed to the appropriate utility companies | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Church is properly incorporated (Trustees must have a current copy with updated information) | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Church is properly insured, and insurance is up to date. | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Trustees have an updated copy of the church insurance policy. | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Opening of Building for Church School | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Taking out and Removing Trash Can from Street | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |
| Filters for A/C Changed | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ | $\square$ |


| Check lighting in sanctuary |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Keep days and times the security guard arrives <br> and leaves. |  |  |  |  |  |
| Inspect property weekly |  |  |  |  |  |

## Proposed Projects/Improvements

| Proposed Improvements (To be given to the pastor by the last Sunday of the Month.) |  |  |  |
| :---: | :---: | :---: | :---: |
| 12/27/19 | 5/26/19 | 9/29/19 |  |
| 2/24/19 | 6/30/19 | 10/27/19 |  |
| 3/31/19 | 7/28/19 |  |  |
| 4/28/19 | 8/25/19 |  |  |
| Project |  |  | Expected Date of Completion |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

