General Affairs:

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| Category | Duties | Coordinator |
| Kitchen | Maintain schedule of groups responsible for preparing lunch. Groups preparing lunch are also responsible for cleaning up the kitchen. | Pearl Lee |
| Cleaning | * Maintain cleaning schedule for the church building.
* Serve as backup if necessary.
* Maintain cleaning task list and train new families.
* Report shortage of supplies to purchasing.
* Coordinate with outside cleaning help on 1st and 3rd Sunday
* Vacuum cleaner maintenance
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| Building Inspection | * Fire Suppression Inspection (annual)
* Backflow Preventer Inspection (annual)
* Fire Marshall
 | Jean Kao |
| Carpet Cleaning | Schedule carpet cleaning as necessaryArrange for access to the building for cleaning |  |
| Lawn Service | * Manage lawn service contractor and verify billing
* Schedule for fertilizer and weed killer application as necessary
* Schedule pickup for yard waste as necessary
* Pickup leaves in the fall
* Inspect contractor’s work
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| Trees and Shrubs | Schedule trimmingWeed killer application for parking lot cracks |  |
| Building Maintenance | * Replace light bulb as necessary
* Thermostatic settings
* Parking lot lights settings
* HVAC maintenance (A/C units, furnace, etc)
* Coordinate repair for bathroom fixtures and plumbing
* Parking Lot Seal Coat as necessary (usually every 3-4 years in the summer)
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| Mail Room | Mail distributionPlace literatures in the racks | Songying / Yelee |
| Supplies Purchasing | * Kitchen Supplies
* Bathroom supplies
* Cleaning supplies
* Printer supplies and paper
 | Huiwen / Zuo Yong |
| Snow Removal | Schedule snow removalMaintain a supply of shovel, sand and ice melters for the winter |  |
| Pest Control | Quarterly – as neededArrange access to the building for the application | Lily Lin |