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 |  |
| Building Inspection | * Fire Suppression Inspection (annual) * Backflow Preventer Inspection (annual) * Fire Marshall | Jean Kao |
| Carpet Cleaning | Schedule carpet cleaning as necessary  Arrange 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 |  |
| Trees and Shrubs | Schedule trimming  Weed 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) |  |
| Mail Room | Mail distribution  Place 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 removal  Maintain a supply of shovel, sand and ice melters for the winter |  |
| Pest Control | Quarterly – as needed  Arrange access to the building for the application | Lily Lin |