

## **Fellowship Makeover Scope of Work**

Updated March 24, 2020

Please review the phases of work that need to be completed and the details involved with each task. Due to the COVID-19 outbreak, we have decided to work on the makeover household by household.

### **Phase One Tasks**

- Consolidate tables, chairs, pews, credenza, dresser, water cooler etc.
  - Center piles away from the wall
  - They will get covered by plastic during the makeover
  - Be mindful, we will be putting up scaffolding later
  - Speakers can go in Veggie room downstairs
- Remove everything off the walls
  - Coat rack shelf, mission shelves, picture over stairs, etc.
  - These things can go in Veggie room
  - Wood trim over windows goes in trash
  - Blinds will stay
- Remove baseboard covers, label and store them
  - Use sharpie on the inside cover to describe where it goes when we put it back
  - Let's put them in the Veggie room, so they don't get damaged
- Empty Fridge, move to pantry downstairs, load food back in
  - If someone has a refrigerator dolly, that would be easiest
  - Plug fridge in front of whiteboard cabinet for now
- Remove paneling (be careful not to damage sheetrock)
  - Put paneling in trailer
- Remove handrails in stairs (do not damage)
  - Keep hardware, we may reuse
  - Sand
  - Stain (I'll get you the right stain)
- Remove A/V equipment and store in Veggie room
  - All equipment from sound booth needs to be cleared out
  - Leave wires hanging from the ceiling, they will get fished through the wall later

## Phase Two Tasks

- Determine outlet circuits and label
  - For those electrically savvy
  - Mark all outlet covers with circuit number (at the end, we can buy new outlet covers and use label tape to identify the circuit)
  - Label breaker box
- Remove stage (break down to fit in dump trailer)
  - Keep in mind there is an electrical conduit running under the stage, it will get rerouted later
  - There may be some speaker wire too
- Remove sound booth (break down to fit in dump trailer)
  - Careful with outlets installed in sound booth wall.

## Phase Three Tasks

- Remove heater on back wall
  - Kris? Or someone else experienced in removing the base board register, but running the pipe to the next register.
- Run ethernet cable
- Paint front door
  - Paint color to be determined
- Texture
  - Still comparing to hire this out or do it in-house. Let me know if texture is your thing. Kris has offered to help.
- Painting
  - Prep work: covering our furniture piles and taping windows doors etc.
  - Painting: Ed Conrad, can you advise on best way to proceed?
- Trim out windows and doors
- Remove carpet and old tile
  - Put in trailer
- Tile the entry
  - Lay tile for the entry
  - Details to follow
- Install carpet
  - Will likely have it professionally installed
- Install cabinets
  - Details to follow