

# Minutes of the Facilities Council Meeting – 14 July 2021

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**This Meeting was conducted via Zoom at 10:00am**

**Members Present:** Al Parmentier, Joe Hardy, Lisa Turano, Jan Mathrani, Kim McIntyre, and Kristy McNeal.

**Members Absent:** Woody Sutton, Paul Gleaves, Jim Brewer, Jack Siplak

**Guests Attending:** Kathy Cossa

**Check-In:** Chairman, Al Parmentier Conducted a Check-in.

**Minutes of 9 June 2021 Meeting were approved with no revisions.**

**Unfinished Business Proceedings:** These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – 1 Item Closed; 4 Items Updated; No Items On-Hold; 2 Items No Change.
- B. Building Exterior – No Items Closed; 2 Items Updated; 2 Items No Change.
- C. Landscaping and Grounds – No Items Closed; 2 Items Updated; 1 Item No Change.
- D. Equipment – No Items Closed; 4 Item Updated; No Items No Change.
- E. Bridges – 1 Item Closed; 1 Item Updated; 1 Item No Change.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – 1 Item Closed; No Items Updated; 1 Item No Change; 1 Item On-Hold.

**New Business:** These comments pertain to Projects opened during this meeting. Three new items were added.

- A. Building Interior – No Items Added.
- B. Building Exterior – No Items Added.
- C. Landscaping and Grounds – 1 Item Added – See C.285.
- D. Equipment – 2 Items Added - See D.283 and D.284.
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – No Items Added
- H. **Number of Projects Reviewed:** 25 Projects were reviewed this meeting. There are currently 21 open projects; 1 project on-hold; and 3 projects closed.

# Minutes of the Facilities Council Meeting – 14 July 2021

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**Any Other Business:** None.

**Items Approved by Member Vote:** \$4,200 was approved to install a climbing ladder to the upper roof area. See Item B.274.

**Adjourn:** The Meeting adjourned at 11:14am

**Next Meeting:** The next meeting is 11 August 2021 at 10:0am on Zoom.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

Four Attachments:

- Project Status Report 14 July 2021, 13 Pages
- Project Summary Report 14 July 2021, 2 Pages
- Open Projects Assignments 14 July 2021, 2 Pages
- UUFVB AV and IT Equipment Inventory v3 30 June 2021, 2 pages

## Facilities Council Minutes - Addendum

**Project Status Report Information:** The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The “Days Open” value counts from the date the project was opened.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
A.220	Fellowship Hall flooring requires stripping and refinishing.	Additional Info: Bridges prefers to use Quality Floors for this work. Brenda McNeely and Kristy will schedule the work to be complete before Bridges school year starts in August.	Kristy O'Neil Quality Floors	08-Jan-20
Building Interior				<b>Open-Mod</b>
Cleaning		Bid received from Regal Services LLC in amount \$1,100 to perform the work. Jack Siplak Moved to approve the bid. Woody Sutton Seconded. The Motion Carried unanimously.		553 Days
		Contractor could not perform work while Bridges is using the Fellowship Hall.		
		Kristy will discuss best available date to perform the work with Bridges and contact the contractor.		
A.235	The Green Room AC System is freezing up after a short run time.	This failure cannot be duplicated in multiple attempts to find the fault.	Kristy O'Neil Self Help	18-Mar-20
Building Interior				<b>Open-NC</b>
Inspection		Joe will install Wi-Fi thermostats in each Green Room and monitor the temperature remotely.		483 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
A.262	Glass windows in the Administrator's and Minister's Offices and the Library require replacement . The windows are fogged and some are cracked.	Vero Glass and Mirror bid \$7,000 to replace 11 windows. However, the labor cost may exceed the estimate depending upon the difficulty encountered removing and reinstalling one or more windows. The balance of funds from the donation is \$8,500.	Al Parmentier	10-Mar-21
Building Interior			Vero Glass and Mirror	<b>Open-Mod</b>
Replace	Reverend Alexander received a donation for \$13k to cover cost of this repair the driveway repair at Item at B.260. Item B.260 is complete for \$4500 and will be closed this Report	Jim Brewer Moved to approve up to \$8,500 to replace 11 windows. Lisa Turano Seconded. In discussion Al Parmentier stated the lead time to start is 4-6 weeks depending upon materials availability. The Motion passed unanimously.		126 Days
		The \$2,300 down payment was made, but the Contractor cannot provide a start date for the window installation.		
		Per info for 14 July 2021 FC meeting, contractor is having difficulty with materials backlog.		
A.264	There are several florescent lights in the upstairs hall and other rooms and offices that require replacing.	A 4-pack of 24"x 48" LED fixtures is on-hand. Two are proposed for the Lobby Book Nook and two for Kim's office.	Al Parmentier	14-Apr-21
Building Interior			Self Help	<b>Open-Mod</b>
Replace		Al and Joe will schedule the work.		91 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
A.272	An LED bulb is out in the Sanctuary	Al Parmentier and Joe Hardy will replace the bulb.	Al Parmentier	12-May-21
Building Interior		Joe will find source for additional spare bulbs.	Self Help	
Replace				Open-NC 63 Days
A.273	Joe Hardy introduced a discussion about keeping ceiling fans on the Lobby and Fellowship Hall while the building is occupied to improved AC cooling efficiency.	There was general agreement that both policies would improve AC efficiency and potentially reduce electricity cost in summer.	Kristy O'Neil	12-May-21
Building Interior			Self Help	14-Jul-21
Other	A secondary discussion arose about keeping interior doors closed to further improved AC efficiency in each zone.	Kirsty will continue to monitor ceiling fan use and insure the fans are on.		Closed 63 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index			Open Date
Category			Close Date
Project Type	Description	Project Status	Assigned Contractor
			Status Days Open
A.280	Reverend Alexander proposes to execute a major renovation of the Sanctuary Chancel by replacing the entire floor with vinyl tile and eliminating one of the three riser levels.	A Committee was formed consisting of Elizabeth Bourne, Kim McIntyre, Kelly Stephens, Jan Mathrani, Woody Sutton, Patty Walker and Al Parmentier to review ideas and develop solutions. Reverend Alexander will act as advisor.	Al Parmentier Self Help 12-May-21
Building Interior Upgrade	This will provide more floor space for events and improve appearance of the Chancel area.	The remodeling began 7 June 2021. Funds available are estimated at \$28,000. the flooring and stone work is complete. As of 14 July 2021, \$15,000 is spent. There is a need to replace the Sanctuary carpet.  Kathy Cossa reported the Board will discuss with the Endowment Committee to determine a way to fund replacing all carpet.	<b>Open-Mod</b> 63 Days
<b>7 Project(s) Reviewed for Building Interior</b>			
B.222	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.	Kristy installed the handicap signs and poles. However, the wheelchair symbols and the tire bumpers require painting. Kristy will purchase a \$69.00 handicap wheelchair stencil to complete the markings. The stencil is on hand.	Kristy O'Neil Self Help 08-Jan-20
Building Exterior Repair		Kristy reports two new handicap areas are complete. Kristy will inspect old handicap areas to determine if repainting these markings is needed.	<b>Open-NC</b> 553 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
B.274	A fixed climbing ladder is needed to reach the upper sanctuary roof area. The current practice of using a 20' extension ladder is unsafe and contractors refuse to use the extension ladder.	<p>Al Parmentier, Kim McIntyre and Woody Sutton will review potential locations for the fixed climbing ladder and solicit bids for the work.</p> <p>Two contractors were contacted for interest in the work. Only one contractor responded with a bid of \$4,200 to install the ladder.</p> <p>Joe Hardy Moved to approve \$4,200 to install the ladder. Jan Mathrani Seconded. There was no further discussion . The Motion Carried 4-0.</p>	<p>Al Parmentier</p> <p>TBD</p>	<p>12-May-21</p> <p><b>Open-Mod</b></p> <p>63 Days</p>
B.275	The lightning rod on the Fellowship Hall Steeple is damaged. Photos taken by a drone indicate several problems wit the lightning rod.	<p>Al Parmentier, Kim McIntyre and Joe Hardy will review potential contractors to replace/repair the lighting rod and solicit bids for the work.</p> <p>One contractor surveyed the issue using Google Earth then quoted \$2,000 for an onsite inspection. No other contractors responded.</p> <p>Al Parmentier and Joe Hardy will explore renting a lift and repairing the devices with Self-Help.</p>	<p>Al Parmentier</p> <p>TBD</p>	<p>12-May-21</p> <p><b>Open-Mod</b></p> <p>63 Days</p>

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
B.276	The large roof mounted HVAC unit serving the sanctuary is 35+ years old.	The time is now to begin discussions with local HVAC firms for the best and most economical solution to replace this system should it fail.	Al Parmentier	12-May-21
Building Exterior			TBD	
Replace	The air handler for this system is above the ceiling behind the stained glass panel.	No onsite upper roof inspection possible until the access ladder is installed.		<b>Open-NC</b>
	Replacing this system will be difficult and expensive.			63 Days

## 4 Project(s) Reviewed for Building Exterior

C.267	There are dead trees in Lot A and the drainage canal.	Kristy will take action to remove the dead trees.	Kristy O'Neil	14-Apr-21
Landscaping and Grounds Service		Site inspection by qualified arborist scheduled for 25 June 2021. This schedule was not met. The revised schedule is 20 July 2021.	Jimmy's Tree Service	<b>Open-Mod</b>
		Responsibility and approval for removing dead trees from the Canal remains unresolved.		91 Days
C.269	This project was revised in the 14 July 2021 FC Meeting.	Al Parmentier will survey the area in darkness to determine how best to light the area.	Al Parmentier	14-Apr-21
Landscaping and Grounds Service	The area to the left (north) of Door A and the Portico requires additional lighting.	We will need an estimate from Cliff Ruff to install the lighting once the Scope of Work is defined.	Cliff Ruff	<b>Open-Mod</b>
				91 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
C.282	The parking lot wheel stops are dirty with mold and grime.	Kristy will pursue pressure washing the wheel stops.	Kristy O'Neil	09-Jun-21
Landscaping and Grounds		Decision pending whether to repaint the well stops white or leave them natural concrete.	Self Help	<b>Open-NC</b>
Cleaning				35 Days
C.285	A neighbor complained about vegetation overgrowth on the west side of the west parking lot.	Kristy is overseeing removal of the vegetation overgrowth. Jack Siplak will assist with a chain saw as needed.	Kristy O'Neil	14-Jul-21
Landscaping and Grounds			Self Help	<b>Open-New</b>
Cleaning				0 Days

**4 Project(s) Reviewed for Landscaping and Grounds**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
D.277	A lightning strike occurred in the vicinity of the Fellowship grounds o/a 19 April 2021. Power surges migrated to the low voltage electrical systems causing damage to computers, the local area network, and the fire alarm system.	Joe Hardy, Al Parmentier and Kim McIntyre are investigating damage and replacing/repairing 7equipment as it is tested.	Joe Hardy	12-May-21
Equipment Replace		The UUFVB master insurance policy covers lightning strike damage with a \$1,000 deductible. The final cost of lightning strike damage is \$4,390.40. All work to repair or replace equipment damaged by the event are complete.  Joe and Kim will complete the claim paperwork in July 2021.	Self Help	Open-Mod 63 Days
D.281	Woody Sutton requests the Council pursue installing a conference room grade Zoom meeting system in the Library.  This will allow Board and Committee meetings to convene with onsite and remote members in professional setting.	Joe Hardy investigated equipment needs and provided a cost estimate to Woody Sutton.	Joe Hardy	09-Jun-21
Equipment Upgrade		Status of whether to proceed with the work is pending.	TBD	Open-Mod 35 Days
D.283	There are faults on the Fire Alarm Panel.	Kim reports TLC will be onsite to make repairs this week. The FC will review the repair cost at the next meeting.	Kim McIntyre	14-Jul-21
Equipment Repair			TBD	Open-New 0 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
D.284	The Balcony AC unit is not working effectively,. It takes several hours to cool the balcony four degrees.	Kim will contact Smith Services to check the AC unit.	Kim McIntyre	14-Jul-21
Equipment			TBD	
Repair				<b>Open-New</b>
				0 Days

## 4 Project(s) Reviewed for Equipment

E.257	The Bridges Facility roof is badly weathered and worn.	Three bids received to replace the roof: 1. Roof Authority bid \$60,000. 2. Total Home Roofing bit \$\$50,000. 3. Freedom Roofing bid \$55,900.	Al Parmentier	13-Jan-21
Bridges Facility			Roof Authority	
Replace				<b>Open-Mod</b>
		Al Parmentier negotiated the Roof Authority bid to a reduced price of \$55,000. Roof Authority is considered the best qualified for the work.		182 Days
		Paul Gleaves Moved to approve \$55,000 to replace the roof, Lisa Turano Seconded, In discussion the start date was set for as early as possible after 1 June 2021. The Motion Carried unanimously.		
		Check issued for down payment. Work scheduled to start 1 August 2021 and be complete by 15 August 2021.		

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
E.258	In the project to install a Wi-Fi access point in the Bridges facility, Joe Hardy discovered that up to 25% of the attic insulation is either compromised or missing. There are areas where HVAC and other contractors have pushed insulation aside and other areas with no insulation visible. This situation significantly increases the air conditioning burden in the entire Bridges facility.	To bids received to replace the insulation:	Al Parmentier	13-Jan-21
Bridges Facility		Sustainable Solutions of the Treasure Coast One bid \$6,694 to install 8,295 square feet of R19 insulation .	TBD	
Replace		The second bid from Breathe Kleen Aire Clean was \$4,549 to install 6,690 square feet of R30 insulation.		<b>Open-NC</b>
		These bids are too far apart to evaluate. Kristy and Al will contact each contractor to understand their approach to the work and confirm both are covering all of Bridges attic and the Fellowship Hall and Fair Trade entry attic area.		182 Days
		This work is deferred until after the roof is replaced.		
E.279	AC Unit #12 in the Bridges wing has undergone repeated failures and repairs in the past weeks.	Bids were solicited to replace all or part of the AC unit.	Kristy O'Neil	12-May-21
Bridges Facility		Kristy and Kim verified the work is complete. Project closed.	Smith Systems	14-Jul-21
Replace				<b>Closed</b>
				63 Days

**3 Project(s) Reviewed for Bridges Facility**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
G.255 Other Service	The Fellowship master insurance policy was renewed in October but at a significant premium increase. This project is to shop local insurance agents with the objective of securing better coverage and/or lower premiums at the net renewal.	Woody Sutton and volunteers completed the 13-page Questionnaire from the local office of Brown & Brown Insurance.  Brown and Brown will begin soliciting formal bids from insurance carriers May 2021.	Woody Sutton  TBD	11-Nov-20  <b>Open-Hold</b> 246 Days
G.261 Other Other	Joe Hardy asked for clarification of which UUFVB organizational entity is responsible for maintaining, replacing and budgeting the following UUFVB Systems: 1. A/V Equipment - Video Projectors, Audio Systems 2. Live Streaming System 3. Computers 4. Local Area Network system: Cabling, Wi-Fi	Joe Hardy prepared a comprehensive list of all IT and AV equipment UUFVB owns and submitted it to the Board Executive Committee.  The current replacement cost of these items is \$102,810.00.  Considering the estimated remaining life of these items, UUFVB should be budgeting some \$11,000 per year to replace items that fail or become obsolete.  There is an additional \$2,770 that should be budgeted for recurring software license cost.  A copy of the full spreadsheet is attached to these Minutes.  Project Closed	Woody Sutton  Self Help	10-Feb-21 14-Jul-21 <b>Closed</b> 154 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
G.278	Member Roy Swenson proposes the Fellowship install solar panels on the sanctuary roof. He states FPL will pay some or all cost to install the solar panels.	<p>The Facilities Council has pursued this project several times and found the technical challenges beyond the Council's ability to plan without an engineering consultant and study to determine feasibility, cost and benefits. Such a study would cost several thousand dollars</p> <p>Physical access to the roof area for humans and equipment; the roof and solar panel load specifications; required roof modifications; and potential roof damage caused by wind storms are only a few of the challenges.</p> <p>Al Parmentier will discuss these challenges with Roy Swenson and request Roy pursue the project with FPL and bring a technical and cost/benefit solution to the Council for review.</p>	Al Parmentier	12-May-21
Other Upgrade			TBD	Open-NC

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**3 Project(s) Reviewed for Other**

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# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 14, 2021**

Index		Open Date	
Category		Assigned	Status
Project Type	Description	Contractor	Days Open

### Minutes Notes

<b>Total Reviewed</b>	<b>25</b>
<b>Open-NC</b>	<b>7</b>
<b>Open-Mod</b>	<b>11</b>
<b>Open-New</b>	<b>3</b>
<b>Open-Hold</b>	<b>1</b>
<b>Closed</b>	<b>3</b>

**Project Status Explanation**

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, July 14, 2021**

Index	Project Category	Open Date	Status	Close Date
A.235	Building Interior	18-Mar-20	Open-NC	
A.272	Building Interior	12-May-21	Open-NC	
A.273	Building Interior	12-May-21	Closed	14-Jul-21
A.220	Building Interior	08-Jan-20	Open-Mod	
A.262	Building Interior	10-Mar-21	Open-Mod	
A.264	Building Interior	14-Apr-21	Open-Mod	
A.280	Building Interior	12-May-21	Open-Mod	
<b>7</b>	<b>Project(s) This Category</b>			
B.222	Building Exterior	08-Jan-20	Open-NC	
B.276	Building Exterior	12-May-21	Open-NC	
B.274	Building Exterior	12-May-21	Open-Mod	
B.275	Building Exterior	12-May-21	Open-Mod	
<b>4</b>	<b>Project(s) This Category</b>			
C.282	Landscaping and Grounds	09-Jun-21	Open-NC	
C.267	Landscaping and Grounds	14-Apr-21	Open-Mod	
C.269	Landscaping and Grounds	14-Apr-21	Open-Mod	
C.285	Landscaping and Grounds	14-Jul-21	Open-New	
<b>4</b>	<b>Project(s) This Category</b>			

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, July 14, 2021**

Index	Project Category	Open Date	Status	Close Date
D.277	Equipment	12-May-21	Open-Mod	
D.281	Equipment	09-Jun-21	Open-Mod	
D.283	Equipment	14-Jul-21	Open-New	
D.284	Equipment	14-Jul-21	Open-New	
<b>4 Project(s) This Category</b>				
E.258	Bridges Facility	13-Jan-21	Open-NC	
E.279	Bridges Facility	12-May-21	Closed	14-Jul-21
E.257	Bridges Facility	13-Jan-21	Open-Mod	
<b>3 Project(s) This Category</b>				
G.278	Other	12-May-21	Open-NC	
G.261	Other	10-Feb-21	Closed	14-Jul-21
G.255	Other	11-Nov-20	Open-Hold	
<b>3 Project(s) This Category</b>				

**25 Projects This Actions Report**

# Facilities Council - Project Assignments

Meeting Date **Wednesday, July 14, 2021**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.262	Building Interior	Replace	10-Mar-21	126 Days
Al Parmentier	A.264	Building Interior	Replace	14-Apr-21	91 Days
Al Parmentier	A.272	Building Interior	Replace	12-May-21	63 Days
Al Parmentier	A.280	Building Interior	Upgrade	12-May-21	63 Days
Al Parmentier	B.274	Building Exterior	Upgrade	12-May-21	63 Days
Al Parmentier	B.275	Building Exterior	Upgrade	12-May-21	63 Days
Al Parmentier	B.276	Building Exterior	Replace	12-May-21	63 Days
Al Parmentier	C.269	Landscaping and Grounds	Service	14-Apr-21	91 Days
Al Parmentier	E.257	Bridges Facility	Replace	13-Jan-21	182 Days
Al Parmentier	E.258	Bridges Facility	Replace	13-Jan-21	182 Days
Al Parmentier	G.278	Other	Upgrade	12-May-21	63 Days

## 11 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	553 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	483 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	553 Days
Kristy O'Neil	C.267	Landscaping and Grounds	Service	14-Apr-21	91 Days
Kristy O'Neil	C.282	Landscaping and Grounds	Cleaning	09-Jun-21	35 Days
Kristy O'Neil	C.285	Landscaping and Grounds	Cleaning	14-Jul-21	0 Days

## 6 Projects for Kristy O'Neil

Joe Hardy	D.277	Equipment	Replace	12-May-21	63 Days
Joe Hardy	D.281	Equipment	Upgrade	09-Jun-21	35 Days

## 2 Projects for Joe Hardy

# Facilities Council - Project Assignments

**Meeting Date Wednesday, July 14, 2021**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Woody Sutton	G.255	Other	Service	11-Nov-20	246 Days

## **1 Projects for Woody Sutton**

Kim McIntyre	D.283	Equipment	Repair	14-Jul-21	0 Days
Kim McIntyre	D.284	Equipment	Repair	14-Jul-21	0 Days

## **2 Projects for Kim McIntyre**

**22 Projects This Report**

### UUFVB IT Equipment Inventory

Item Type and User	Year	Expected	Replace	Years	Replace	Comments
	Acquired	Life (Yrs)	Date	Remaining	Cost	
Computer 1 Bridges	2015	6	2021	0	\$750.00	Includes Keyboard and Mouse
Computer 1 Bridges Monitor	2015	5	2020	(1)	\$135.00	
Computer 2 Bridges	2015	6	2021	0	\$750.00	Includes Keyboard and Mouse
Computer 2 Bridges Monitor	2015	5	2020	(1)	\$135.00	
Computer Administrator	2021	6	2027	6	\$750.00	Includes Keyboard and Mouse
Computer Administrator Monitor 1	2021	5	2026	5	\$135.00	
Computer Administrator Monitor 2	2015	5	2020	(1)	\$135.00	
Computer Bookkeeper	2017	6	2023	2	\$750.00	Includes Keyboard and Mouse
Computer Bookkeeper Monitor 1	2017	5	2022	1	\$135.00	
Computer Bookkeeper Monitor 2	2015	5	2020	(1)	\$135.00	
Computer Box Office	2015	6	2021	0	\$750.00	Includes Keyboard and Mouse
Computer Box Office Monitor	2015	5	2020	(1)	\$135.00	
Computer Library Zoom	2015	6	2021	0	\$750.00	Includes Keyboard and Mouse
Computer Monitor Library Zoom	2015	5	2020	(1)	\$135.00	
Computer DRE	2019	6	2025	4	\$750.00	Includes Keyboard and Mouse
Computer Finance	2015	6	2021	0	\$750.00	Includes Keyboard and Mouse
Computer Finance Monitor	2015	5	2020	(1)	\$135.00	
Computer Livestream	2020	6	2026	5	\$2,100.00	Includes Keyboard and Mouse
Computer Livestream Monitor 1	2020	5	2025	4	\$135.00	
Computer Livestream Monitor 2	2020	5	2025	4	\$135.00	
Computer Minister	2021	6	2027	6	\$750.00	Includes Keyboard and Mouse
Computer Server Monitor	2015	5	2020	(1)	\$135.00	
Computer Server Office	2019	6	2025	4	\$2,500.00	Includes Keyboard and Mouse
Computer Treasurer	2021	6	2027	6	\$750.00	Includes Keyboard and Mouse
Computer Treasurer Monitor 1	2015	5	2020	(1)	\$135.00	
Computer Treasurer Monitor 2	2015	5	2020	(1)	\$135.00	
Laptop AV	2018	5	2023	2	\$1,500.00	
Laptop Emerson	2016	5	2021	0	\$1,500.00	
Laptop Volunteer	2015	5	2020	(1)	\$1,500.00	
Printer Bookkeeper	2019	5	2024	3	\$350.00	
Printer Box Office	2015	5	2020	(1)	\$350.00	
Printer Box Office Tickets	2015	7	2022	1	\$2,000.00	
Printer Bridges 1	2018	5	2023	2	\$350.00	
Printer Bridges 2	2018	5	2023	2	\$350.00	
Tablet Kiosk Bridges 1	2019	6	2025	4	\$900.00	
Tablet Kiosk Bridges 2	2019	6	2025	4	\$900.00	
Network Controller	2020	7	2027	6	\$530.00	Garden Room Closet
Network Modem	2021	7	2028	7	\$180.00	Garden Room Closet
Network Switch 1	2020	7	2027	6	\$450.00	Garden Room Closet
Network Switch 2	2020	7	2027	6	\$300.00	Under AV Booth
Network Switch 3	2020	7	2027	6	\$300.00	Fellowship Hall Closet
Wi-Fi Access Point 1	2017	7	2024	3	\$200.00	Office
Wi-Fi Access Point 2	2017	7	2024	3	\$200.00	Choir Room Hallway
Wi-Fi Access Point 3	2017	7	2024	3	\$200.00	Fellowship Hall Hallway
Wi-Fi Access Point 4	2017	7	2024	3	\$200.00	Green Room
Wi-Fi Access Point 5	2017	7	2024	3	\$200.00	Upstairs Hall
Wi-Fi Access Point 6	2020	7	2027	6	\$200.00	Bridges Hallway
1500 KVA Battery Backup	2017	7	2024	3	\$450.00	Garden Room Closet
600 KVA Battery Backup	2015	7	2022	1	\$150.00	Office Staff
Surge Protector Network System	2021	7	2028	7	\$160.00	Garden Room Closet
					<b>\$27,410.00</b>	

2021 Replacement Value Table		
Index	Device	Cost
1	Office Computer	\$750.00
2	Office Monitor	\$135.00
3	Office Printer	\$350.00
4	Network Server	\$2,500.00
5	Laptop Computer	\$1,500.00
6	Bridges Tablet	\$900.00
7	Livestream Computer	\$2,100.00
8	Network Modem	\$180.00
9	Network Controller	\$530.00
10	Network Switch 24-Port	\$450.00
11	Network Switch 16-Port	\$300.00
12	Network Wi-Fi AP	\$200.00
13	Battery Backup Server	\$450.00
14	Battery Backup Office	\$150.00
15	Printer Tickets	\$2,000.00
16	Network Surge Protector	\$160.00
17	TDD	\$0.00

Expected Life Table		
Index	Device	Life (Yrs)
1	Office Computer	6
2	Office Monitor	5
3	Office Printer	5
4	Network Server	6
5	Laptop Computer	5
6	Bridges Tablet	6
7	Livestream Computer	6
8	Network Modem	7
9	Network Controller	7
10	Network Switch 24-Port	7
11	Network Switch 16-Port	7
12	Network Wi-Fi AP	7
13	Battery Backup Server	7
14	Battery Backup Office	7
15	Printer Tickets	7
16	Network Surge Protector	7
17	TDD	0

Nominal IT Equipment Budgets			
	Budget	Replace	Item
Comment	Year	Cost	Count
Past Due	2020	\$3,200.00	12
Current Year	2021	\$5,250.00	6
Year 1	2022	\$2,285.00	3
Year 2	2023	\$2,950.00	4
Year 3	2024	\$1,800.00	7
Year 4	2025	\$5,320.00	6
Year 5	2026	\$2,235.00	2
Year 6	2027	\$4,030.00	8
Year 7	2028	\$340.00	2
<b>Totals</b>		<b>\$27,410.00</b>	<b>50</b>

Nominal 7-Year Moving Average		
Annual Capital Budget.		
	\$3,915.71	7

Values in Replacement Cost Table are Estimated 2021 Dollars.

Expected Life Table Values Does Not Include Premature Failures.		
Software	Number	Annual
Item	Licenses	Cost
Norton Antivirus	13	\$ 100.00
Microsoft Office	13	\$ 300.00
Windows Server	1	\$ 100.00
Power Church	1	\$ 50.00
QuickBooks	3	\$ 800.00
Adobe Acrobat Pro	2	\$ 180.00
LogMeIn	2	\$ 320.00
Carbonite Server	1	\$ 800.00
Dropbox	1	\$ 120.00
<b>Software Annual License Cost</b>		<b>\$ 2,770.00</b>

Devices	Count
Computers	10
Monitors	14
Printers	4
Laptops	3
Tablets	2
Server	1
Network Switch	3
Network Modem	1
Network Controller	1
Network Wi-Fi AP	6
Network BBU	1
Office BBU	3
Surge Protector	1
<b>Total Devices:</b>	<b>50</b>

Software	Total Budget
\$ 2,770.00	\$6,685.71

Joe Hardy: This value is a recommended annual capital budget.

Joe Hardy: This value is actual cost. See list in table below.

Joe Hardy: Cost is to repair corrupt database should it occur.

Joe Hardy: This service should be discontinued because Windows 10 Pro provides same service for free.

### UUFVB AV Equipment Inventory

Item Type and User	Cost	Year	Expected	Replace	Years	Replace	Comments
	Type	Acquired	Life (Yrs)	Date	Remaining	Cost	
32 Channel Digital Audio Mixer	1	2017	12	2029	8	\$5,000.00	Balcony AV Booth
32 Channel Digital Audio Snake	2	2017	12	2029	8	\$3,200.00	Chancel Stage
Left Sanctuary Projector	3	2019	10	2029	8	\$6,000.00	Sanctuary Balcony Wall
Left Projector Lens	4	2019	10	2029	8	\$1,500.00	Sanctuary Balcony Wall
Right Sanctuary Projector	3	2019	10	2029	8	\$6,000.00	Sanctuary Balcony Wall
Right Projector Lens	4	2019	10	2029	8	\$1,500.00	Sanctuary Balcony Wall
30x Live Stream Camera	5	2020	10	2030	9	\$2,100.00	Sanctuary Balcony Wall
20x Live Stream Camera	6	2020	10	2030	9	\$2,100.00	Sanctuary Balcony Wall
12x Live Stream Camera	7	2020	10	2030	9	\$2,100.00	Sanctuary Balcony Wall
Live Stream Joystick Controller	8	2020	7	2027	6	\$700.00	Livestream Workstation
Main Audio Power Amplifier 1	9	2018	12	2030	9	\$1,700.00	Choir Room AV Closet
Main Audio Power Amplifier 2	10	2012	12	2024	3	\$1,700.00	Chancel Stage
Main Audio Power Amplifier 3	11	2012	12	2024	3	\$1,700.00	Chancel Stage
Lobby Speakers Amplifier	12	2012	12	2024	3	\$900.00	Choir Room AV Closet
Balcony Speakers Amplifier	13	2012	12	2024	3	\$700.00	Choir Room AV Closet
Audio Delay Device	14	2012	12	2024	3	\$400.00	Balcony AV Booth
Audio Equalizer 1	25	2012	12	2024	3	\$700.00	Choir Room AV Closet
Audio Equalizer 2	25	2012	12	2024	3	\$700.00	Choir Room AV Closet
Main Sanctuary Speaker Left 1	15	2017	12	2029	8	\$900.00	Sanctuary Organ Loft
Main Sanctuary Speaker Left 2	15	2017	12	2029	8	\$900.00	Sanctuary Organ Loft
Main Sanctuary Speaker Right 1	15	2017	12	2029	8	\$900.00	Sanctuary Organ Loft
Main Sanctuary Speaker Right 2	15	2017	12	2029	8	\$900.00	Sanctuary Organ Loft
Side Fill Sanctuary Speaker Left	16	2017	12	2029	8	\$750.00	Sanctuary Wall
Side Fill Sanctuary Speaker Right	16	2017	12	2029	8	\$750.00	Sanctuary Wall
Performance Woofer Left 1	17	2018	12	2030	9	\$4,200.00	Chancel Stage
Performance Woofer Left 2	17	2018	12	2030	9	\$4,200.00	Chancel Stage
Performance Woofer Right 1	17	2018	12	2030	9	\$4,200.00	Chancel Stage
Performance Woofer Right 2	17	2018	12	2030	9	\$4,200.00	Chancel Stage
Performance Horn Stack Left	18	2018	12	2030	9	\$3,600.00	Chancel Stage
Performance Horn Stack Right	18	2018	12	2030	9	\$3,600.00	Chancel Stage
Lobby TV 90"	19	2015	12	2027	6	\$1,100.00	Lobby Wall
Choir TV 60"	20	2015	12	2027	6	\$700.00	Sanctuary Balcony Wall
Library TV 55"	21	2018	12	2030	9	\$400.00	Library Wall
RE TV 47"	22	2018	12	2030	9	\$300.00	RE Classroom
Fellowship Hall 12 Channel Mixer	23	2019	12	2031	10	\$1,100.00	Fellowship Hall AV Closet
Conference Room Telephone Set	24	2010	12	2022	1	\$1,300.00	
Digital Matrix Switch 4x4	26	2017	12	2029	8	\$2,700.00	
TBD 2							
						<b>\$75,400.00</b>	

2021 Replacement Value Table		
Index	Device	Cost
1	32 Channel Digital Audio Mixer	\$ 5,000.00
2	32 Channel Digital Audio Snake	\$ 3,200.00
3	Sanctuary Projector	\$ 6,000.00
4	Projector Lens	\$ 1,500.00
5	30x Live Stream Camera	\$ 2,100.00
6	20x Live Stream Camera	\$ 2,100.00
7	12x Live Stream Camera	\$ 2,100.00
8	Live Stream Joystick Controller	\$ 700.00
9	Main Audio Power Amplifier 1	\$ 1,700.00
10	Main Audio Power Amplifier 2	\$ 1,700.00
11	Main Audio Power Amplifier 3	\$ 1,700.00
12	Lobby Speakers Amplifier	\$ 900.00
13	Balcony Speakers Amplifier	\$ 700.00
14	Audio Delay Device	\$ 400.00
15	Main Sanctuary Speaker	\$ 900.00
16	Side Fill Sanctuary Speaker	\$ 750.00
17	Performance Woofer	\$ 4,200.00
18	Performance Horn Stack	\$ 3,600.00
19	Lobby TV 90"	\$ 1,100.00
20	Choir TV 60"	\$ 700.00
21	Library TV 55"	\$ 400.00
22	RE TV 47"	\$ 300.00
23	Fellowship Hall 12 Channel Mixer	\$ 1,100.00
24	Conference Room Telephone Set	\$ 1,300.00
25	Audio Equalizer	\$ 700.00
26	Digital Matrix Switch 4x4	\$ 2,700.00

Expected Life Table		
Index	Device	Life (Yrs)
1	32 Channel Digital Audio Mixer	12
2	32 Channel Digital Audio Snake	12
3	Sanctuary Projector	10
4	Projector Lens	10
5	30x Live Stream Camera	10
6	20x Live Stream Camera	10
7	12x Live Stream Camera	10
8	Live Stream Joystick Controller	7
9	Main Audio Power Amplifier 1	12
10	Main Audio Power Amplifier 2	12
11	Main Audio Power Amplifier 3	12
12	Lobby Speakers Amplifier	12
13	Balcony Speakers Amplifier	12
14	Audio Delay Device	12
15	Main Sanctuary Speaker	12
16	Side Fill Sanctuary Speaker	12
17	Performance Woofer	12
18	Performance Horn Stack	12
19	Lobby TV 90"	10
20	Choir TV 60"	10
21	Library TV 55"	10
22	RE TV 47"	10

Nominal IT Equipment Budgets			
	Budget	Replace	Item
Comment	Year	Cost	Count
Past Due	2020	\$0.00	0
Current Year	2021	\$0.00	0
Year 1	2022	\$1,300.00	1
Year 2	2023	\$0.00	0
Year 3	2024	\$6,800.00	7
Year 4	2025	\$0.00	0
Year 5	2026	\$0.00	0
Year 6	2027	\$2,500.00	3
Year 7	2028	\$0.00	0
<b>Year 8</b>	<b>2029</b>	<b>\$31,000.00</b>	<b>13</b>
Year 9	2030	\$32,700.00	12
Year 10	2031	\$1,100.00	1
<b>Total Assets</b>		<b>\$75,400.00</b>	<b>37</b>

<b>Nominal 10-Year Moving Average</b>		
<b>Annual Capital Budget.</b>	<b>\$7,540.00</b>	<b>3</b>

**Joe Hardy:**  
This value is a recommended annual capital budget.

**Values in Replacement Cost Table are Estimated 2021 Dollars.**

**Expected Life Table Values Does Not Include Premature Failures.**