

	志工召募 (VOLUNTEER WORKS NEEDED)				
	Repair/Maintenance Need 維修需要	Comment 備註	Responder 回應者	Comment 備註	更換日期
1F A/C filters	Replace 2 Roof Units-Carrier AC filters, 20"x25"x2", 12 of them, replacement date is 11/15/2018. (needs to climb up to roof). 更換屋頂上2個Carrier的冷氣機的濾網, 共需要12個20"x25"x2"的濾網.	Purchase the filters from Home Depot, church will reimburse the cost. 到Home Depot買濾網, 教會付款. 20"x25"x2" (12個)			2018-11-28 2019-04-18 2020-01-20 2020-07-09 2021-01-20
2F A/C filters	Replace all 2nd floor Fujitsu AC filters. The filters are all indoors at the 2nd floor. Needs ladder. The replacement date is 11/30/2018. 更換2樓Fujitsu冷氣所有的濾網. 濾網都在室內. 需要用梯子.	Need to verify the sizes of all filters. Get the filters from Home Depot, church will reimburse the cost. 到Home Depot買濾網, 教會付款. 20"x20"x1" (16個) 20"x30"x1" (6個)			2018-11-28 2019-03-31 2019-09-25 2020-09-08 2020-12-08
	Sweep clean the balconies. 清掃陽台	All 10 balconies were cleaned in the beginning of October. Only a few of them need to be cleaned again due to raining. 2樓的10個陽台在10月初的時候都清掃過, 約只有2或3個因為下雨的關係, 需要再清掃.			

	Wipe the classroom glass 清潔教室玻璃	R201,R202,R203,R204, R205,R206,R207			
	Help needed to fill up the water dispensers (5 Gallon) when they are empty. 當飲水桶(5加侖)的水沒有時, 重新灌滿並放回.	* Location: 1.Kitchen, 2.Ping Pong room, 3.outside of 1F Restroom *When refilling them please remember to put on gloves. *地点: 1廚房, 2. 乒乓球室, 3. 1樓廁所外 *換水時請帶上手套			