PCS Building/Grounds Checklist
as of Fall, 2013

Job	Materials Needed	Date Finished
Paint mailbox	paint	
Paint flagpole	paint	
Patch chain-link fencing	wire	
Replace light on sign	wiring, bulb	
Trim tree(s)	tools, ladder	
Paint playground equipment	paint	
Paint storage shed	paint	
Seal doors, windows	trim-strips, caulk	
Clean, check a/c units	freon	
Replace exit doors	exterior door with hardware	
Window washing	cleaning supplies	
Floors	chemicals, stripper, wax, buffer	