Updated 15 September 2026

Many thanks to those volunteers who have come in over the last couple of months to address some of the tasks on this list. However, we still have several less-critical but important OSLC/OA maintenance tasks that can be addressed by volunteers. If you have any weekday evenings (after 6:00 PM when OA is closed) or a Saturday, we will cherish your time and efforts.

Task: Change filters in HVAC airboxes (VAVs) in OA

Priority: HIGH

Description: Filters are dirty and need to be replaced; must get into ceiling where VAVs are located and replace the 10"x10" filter. Step ladder and filters will be provided.

Task: General Touch-Up Painting in OA (Ongoing now)

Priority: HIGH

Description: There are many areas that have been scratched/soiled and need to be repainted. Wash areas with "TSP", spackle small holes, and paint. Tom Moser and Matt Stewart have started this project by 'cutting-in' the walls in the OA hallway. Volunteers can follow up on the large flat surfaces with rollers. Supplies, tools, and paint are in the room across from the old furnace room. **[This is a CDC certification issue.]**

Task: Replace OA electromagnet door retention

Priority: HIGH

Description: We have a new floor magnet for the right-hand entrance door of OA. Will need a hammer drill for floor bolts and anchors. May need to reroute electrical conduit. Kneeling pad/knee pads recommended. Coordinate with Dave McGuffey before working on this. **[This is a CDC certification issue.]**

Task: Remove settled debris from spillway next to trash enclosure

Priority: Medium

Description: This is shovel and rake work to allow the water from the parking lot to flow into Lake Luther. Sediment, leaves and weeds need to be removed to expose the concrete spillway. All debris should go into the trash container (parking lot contamination should go to the landfill, not into Lake Luther and eventually into our ground water. **[This is a PG County deficiency]**

Task: Empty 5'x8' trailer, obtain title, and sell

Priority: HIGH

Description: Trailer needs to be emptied of the contents (Nativity Scene and VBS decorations) so it can be donated to another church. Coordinate with Tom Moser.

Task: Replace Missing/Broken Ceiling Tiles (appearance to visitors)

Priority: Medium
Description: Several ceiling tiles (mostly on OSLC side) need to be replaced. Some may need to be cut to shape. This task will include removing damaged tiles, cutting/shaping a replacement, and installing the new tile. Supplies and Tools will be provided. Coordinate with Tom Moser.

Task: Paint and Install Storage Racks for Shed Exterior

Priority: Medium
Description: Many long items on the ground need to be moved up onto racks. Dave McGuffey has built the racks (located in the shed) but they are not pressure-treated and need to be painted and installed. **[This is a PG County deficiency]** Coordinate with Dave.

Task: Install/repair Door Sweeps to Exterior Doors

Priority: Medium
Description: Install new or repair existing door sweeps on all exit doors. This is to prevent rodents from re-entering the facility. Will need to cut sweeps to length and attach with self-drilling screws (provided). Will need a driver and driver bits to fit the hex-head self-drilling screws. Supplies and tools will be provided. Kneepads or foam pads are recommended to protect the knees. Sweeps and screws are on hand and in the old Cherub room. Coordinate with Tom Moser.

Task: Eyeball lamps

Priority: Medium
Description: There are three exterior eyeball lamps that need to be fixed/repaired (not sure). Remove the lenses, replace lamps or rewire for a simple socket fixture allowing the use of standard LEDs. Expertise with 120v electrical systems is needed. See Tom Moser for guidance and parts.

Task: Install Street Numbers on Digital Sign Pedestal

Priority: Medium
Description: Install large easy-to-see “13611” numbers on three sides of the brick pedestal (closest to 197) in a way that they are visible from both directions of travel. Install smaller “13611” numbers on the mailbox in the circle. Coordinate with Dave McGuffey.

Task: Replace Window Screens

Priority: Medium
Description: Several window screens throughout the facility need to be replaced. Task will include removing the screen frame, removing the old screen from the frame, cutting new screen, and rolling rubber bead into the groves in the frame to hold the screen in place. Supplies and tools will be provided. Coordinate with Tom Moser.

Task: Swap Door Handles (Telecom room cannot be locked)

Priority: Medium

Description: Door handle lock to telecom room no longer works. Youth room does not need to be locked, so this task is to swap them. Tools will be provided. Coordinate with Tom Moser.

Task: LED Light Conversion in Ladies Bathroom off the Old Hallway

Priority: Medium

Description: Remove the old fluorescent tube lights and replace with LED lights. This is the same task that was done in the Men's bathroom. Expertise with 120v electrical systems is needed. Lights are on hand. Dan Bowlds and Charlie Salvaggio have taken ownership of this task.

Task: Reroute Digital Audio Cable on the Front-Left of Sanctuary

Priority: Medium

Description: Cable is on the floor and is a tripping hazard. This task is to route it through the walls and ceiling and will involve cutting holes in the wallboard. After the cable is rerouted, patch all affected walls and ceilings and paint. (Sound team leads)

Task: Design/Replace OA Teacher's Mailbox

Priority: Medium

Description: Teacher's mailbox in the Open Arms teacher lounge hangs over the credenza and into the doorway. Determine the correct width and either build a new mailbox or identify and provide an on-line link for us to purchase a replacement. Design/purchase should have 48-50 slots. Coordinate with Dave McGuffey.

Task: Clear Vegetation In/Around Drain to Lake Luther

Priority: Medium

Description: Vegetation is starting to clog the grate above the drain and needs to be removed. This will involve cutting tools (e.g. battery powered saws-all) and herbicide to kill the root system. Most of the vegetation can be chunked into small pieces and may remain in Lake Luther. Note: because of heat and potential for ticks, this should be accomplished after the first freeze this coming fall. **[This is a PG County deficiency]**

Task: Remove Invasive Species (finish)

Priority: Low

Description: Cut off and remove invasive species foliage on the property. Foliage to be removed has been marked with colored tape. Move the cuttings to the rear parking lot. Apply stump-killer on the cut ends to kill the rooted parts of the foliage. Pruning shears and loppers capable of cutting up to 1" will be needed. Battery powered reciprocal saw will be provided. Dave McGuffey will operate a gas-powered pole saw to reach difficult limbs/branches. Note: because of heat and potential for ticks, this should be accomplished after the first freeze this coming fall. Ruth Salvaggio is leading this task, but needs assistance. Coordinate with Ruth.

Task: Soundproof Steps to A/V Platform in Sanctuary

Priority: Low
Description: Main floor was mostly soundproofed with carpet tiles. This task involves installing carpet tiles to the tread of each step and attach a protective nose to the exposed edge of each tread. Coordinate with Dave McGuffey.

Task: Finish A/V Platform

Priority: Low
Description: A/V platform needs some minor painting. Countertop could use an anti-static mat across the top surface. Coordinate with Dave McGuffey.