

First

Look



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First Look Report

Thank you for selecting Disciple Making Ministry to help you build the ministry of your church. The **First Look** Report should help you to do just that by giving you a new perspective on your church facilities. A perspective based on what your guests see when they come to your facilities.

This report should enable you to help your church members to see what is needed to make the Lord's house an inviting place. A place that, coupled with the warm personal reception guests receive from the members, will make guests have a stronger desire to be a part of your fellowship.

INTRODUCTION

As you process the information provided, please remember that no matter how good your facilities might become, the church is still the members.

*With a growth mindset among the leaders and the members,
the church will grow.*

*With a purpose and a plan before the members,
the church will grow.*

So why do we want to have the Lord's house in great shape?

Besides the fact that it is God's house, there are also some reasons based upon the functions of the church. The four functions being: evangelism, edification, worship and social concern. Let's see how doing these functions is related to the Lord's house.

Evangelism Acts 1:8 "... and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."

As a witness to the world around us, the Lord's house can also be a witness. What does it say to others when we do not keep up what God has provided for us to use? Is the physical witness of the Lord's house making a difference in your community?

Edification Ephesians 4:2 "Be completely humble and gentle; be patient, bearing with one another in love."

When your members are in Bible study do they have an environment that is helping them to learn or keeping them preoccupied on other things? What kind of setting are you creating for them to learn? Does your facilities show a concern for learning or do they show that its not that important?

Worship Psalms 122:1 "I rejoiced with those who said to me, 'Let us go to the house of the Lord.'"

When your members come into the Lord's house are they looking at the peeling paint or the broken window? Did they have to drive through potholes in the parking lot? Did they have enough light in the restrooms to see what they were doing? Are your church facilities helping your members to worship or are they keeping them from worship?

Social Concern Luke 10:25 - 37 The story of the good Samaritan.

This one may not seem to be related but it can be. Are your facilities in a condition so that you can provide help to the community? Are you set up in such a way that your facilities can be used for community events? Are you embarrassed to show your building to outsiders (future guests)?

I know that the facilities should not make a big difference in any of these areas yet to most members and especially guests, they are very important. Satan will

use anything possible to keep God's children from deepening their relationship with Him. What are you going to do to help your members to grow and showing your guests that you believe that the Lord's house should be the best?

As a church leader, you know of the problem of getting church members to understand the importance of a facility that is updated and maintained. You also understand the problem of getting members to realize that just a few empty seats are not enough for growth. That is where the 80% rule comes into play. The following section is taken from *Planning and Building Church Facilities*. It would be good to use with your Properties or Building Committees and probably your deacons or elders.

"If growing age-group areas are saturated and no reassignment of space can correct this, new space may be needed. However, the saturation rule for building space should be used intelligently. This rule simply states that when average attendance is 80 percent of capacity, the building has reached its saturation point. At that point, unless the church provides either multiple services or more space, it will not likely maintain its growth. The church that only occasionally has an attendance of 80 percent capacity is not saturated. The point of the rule is that average attendance at 80 percent capacity represents basic saturation. In order to achieve that average, attendance frequently will have to run considerably above 80 percent. The rule does not mean growth stops as soon as attendance first reaches 80 percent capacity.

Indeed, some churches reach 95 to 105 percent capacity and still continue to grow. They go to multiple services or find space for people and continue to do things that generate growth."

The idea is that your church needs to be planning for the future. You do part of that planning by looking at your current situation and providing immediate opportunities. This will enable you to maintain your current growth while you plan for large scale growth.

UNDERSTANDING THE REPORT

The following are several notes to help you read the report.

Each portion of the report includes an overall grade as well as individual grades.

The scale used is the following:

A	Excellent	Job well done
B	Good	Can use some minor touch ups
C	Passing	Getting by but plan on some work
D	Poor	Making a bad impression
F	Failing	Get to work now

The report is in two sections:

In Section One you will find information on exterior items:

- Parking
- Signage
- Building entrances
- Exterior lighting
- Building exterior conditions
- Grounds

In Section Two you will find information on interior items:

- Sanctuary
- Classrooms
- Other rooms
- Hallways
- Staircases (if applicable)
- Restrooms

In both sections there are detailed reports on each aspect of your facility. The report includes what we call mini reports on each aspect of your facility. The mini reports are done on each room of the interior of the building and on each aspect of the exterior items.

In each mini report you will find details to enable you to develop that room or aspect into a welcome place for your guests.

In the classroom mini reports, there is a portion of the mini report that deals with room capacity. There is a capacity number and then an 80% number. These are provided to help you see where new growth opportunities may exist. If you are currently averaging over the 80% number then you know that either a larger room is needed to continue growing or a new class needs to be started.

The capacity number is found by using the square footage of the room and dividing by the numbers from the following scale. The capacity numbers allow for items (chairs, tables, etc...) in the room that correspond to the use of the room.

The scale is:	Preschool	35 square feet per child
	Children	25 square feet per child
	Youth	18 square feet per youth
	Adult	12 square feet per adult

The 80% number is found by taking the capacity number and multiplying by .80.

As was mentioned in the introduction, the 80% saturation rule is there to help you plan for future growth. It is not to be considered a stopping point but merely a guide to enable you to continue the growth that you have worked so hard to achieve.

The capacity and 80% numbers will also be found in the Sanctuary mini report.

In the mini report for the Parking there is a capacity number that corresponds to the number of people your available parking will sustain. The number is achieved by multiplying the number of parking spaces by 2. 2 is the average number of people per vehicle for most churches. If your church is mostly senior adults then you might need to lower that number. If your congregation is mostly young families with children then you could raise that number. 2 per vehicle has been found to be the most reliable for estimating capacity.

Each mini report also includes a Suggestions portion. This is where you find some ideas on improving the physical attributes or setting of the classroom.

There may also be some pictures included on some of the mini reports. These are provided to help clarify what is being discussed or suggested.

ADDITIONAL HELP

If you have any questions concerning the report, please do not hesitate to contact me. You can reach me at 864-457-4896 or by e-mail at FirstLook@d-m-m.org. I would be glad to help in any way. I am also available to speak with your church, deacon or elder boards, and/or committees. Sometimes it can be useful to have an outside source supporting what you are trying to promote.

There is also a resource list of books that you might find useful. These are on church facilities, building new buildings, etc... You can find them at www.d-m-m.org/firstlook.html. Click on the resource listing on the right hand side.

First Look Report

SECTION ONE ~ EXTERIOR ITEMS

Parking

B

Total number of spaces available = 159
This includes the front, left side, and rear

Total regular spaces = 152
Total visitor spaces = 3
Total handicap spaces = 4

Based on a usage factor of 2 people per car and
the 80% factor your attendance capacity should = 254

Notes:

1. Overall marking of parking areas is very good, easy to see.
2. Flow of parking is good, should not be slow to empty (you know how important it is for people to get to the restaurants before others)
3. Good number of spaces available for current usage needs since you have two morning services.
4. Handicap parking concerns (see below)
5. Guest parking concerns (see below)
6. Rear parking concerns (see below)
7. Suggest finding a place for the bus so that it will not take up valuable close up spaces (you are probably doing this with the new building)

Suggestions:

1. Good location on visitor parking but hard to see writing on concrete stops. Suggest purchasing signs and bolt to steel posts. This would enable guests to see where to park. If someone parks in the front space it is almost impossible for another guest to know where to park. Would also call them guest parking. Guest sounds more welcome and inviting than visitor.



2. Handicap parking spaces are also not marked well enough. The marking on the ground should be in blue. Blue is the standard color for all handicap markings. Suggest handicap signs on steel posts. Also, the spaces are not regulation for handicap space. There is to be a 4' buffer in between 2 spaces. There is also a problem with getting to the two spaces on the right if someone parks in the first or second spaces beside the cemetery.



3. There also seems to be a potential problem with the four spaces that are in front of the main building. Could be that someone might back into someone parking in the middle section.



4. In the parking area at the rear of the buildings. The two spaces directly in front of the exit door from the education building seem to block the way for people to walk through. Suggest adding a small sidewalk from the parking area to the education building entrance so that people do not have to cut across the grass.



Signage

A

Main entry sign looks professional. Consider more lighting to make it easier to read at night.

Suggestions:

1. To help promote that the church is doing something, would put up large sign near front drive to inform the community of the new building.
2. Might consider additional sign between the parsonage and the education building, especially with at the drive for the new building.



Building Entrances

B

Entry #		Outside Mats	Inside Mats
1	Sanctuary	yes	no
2	Office	yes	yes
3	Main Building Left Side	yes	no
4	Main Building Right Side	no	no
5	Education Building Left Side	yes	no
6	Education Building Right Side	no	no
7	Fellowship Hall	yes	yes

Suggest mats at all entrance doors, inside and out. This will help the life of the carpet in the building and makes a more welcome appearance to guests. Need an extra exterior one at the side steps leading to the Sanctuary entrance or move the two at the bottom of the steps to the porch area.

Notes on entrances (#'s match listing above):

3 No sign telling where leads to, not sure what door is for.

Suggest sign hanging from overhead so people can know what is here from a distance.

Broken concrete beside door.

Either replace door handle or polish existing.

4 No sign telling where leads to or that it is okay to enter here.

5 Suggest sign hanging from overhead so people can know what is here from a distance.



Exterior Lighting

B

Overall lighting looks good. Found a few potential darks spots.

1. Sanctuary entrance on left side going down steps.
2. Education building cemetery side entrance has no light at door.

Suggest additional lights at two spots above as well in these areas:

1. Large tree across from visitor parking area (this would also help with the parking situation since the spaces are a little close to each other and to those across the drive).

- 2. Driveway at rear of Education building.
- 3. Entrance on Highway 14 add light to light up entrance. There is one for the parking lot on pole at entrance that does well for the parking area but the entrance is dark.



Building Exterior Conditions A -

Main Building:	<u>Grade</u>	<u>Notes:</u>
North Side	A -	Siding needs spot cleaning
South Side	A -	Siding needs spot cleaning
West Side	B +	Siding needs spot cleaning / brick needs cleaning in spots by entry doors
East Side	A -	Siding needs spot cleaning

- Notes:
- 1. Crew was installing new windows around main building day of report. This will make a significant difference in the appearance as well as help with the utilities expense. Good decision.
 - 2. Overall building condition is very good. Siding has held up well and still looks appealing.
 - 3. Once the brick are cleaned suggest sealing them. This will help keep them from being stained and make them easier to clean.

Education Building:	<u>Grade</u>	<u>Notes:</u>
North Side	A -	Fence & doors need paint touch up
South Side	A	Good condition
West Side	A -	Columns of covered walkway
East Side	A	Good condition

- Notes:
- 1. Columns of covered walkway need some minor work (sanding and painting to help them look as good as the buildings).
 - 2. Building looks in good condition. Could use some caulking around a couple of the windows.

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Grounds **B +**

The overall grounds of the property look very professional with the landscaping.

Notes:

1. The cemetery looks kept up and as if this matters to the church. A very good image to portray to guests and members alike.
2. The front of the Sanctuary area is very nice, you might consider extending the landscaping to in front of the parking spaces to create a nice bordered front area.
3. Preschool playground area is not secured. Too easy for preschoolers to quickly wander away. Suggest small fence with gate on east side and gate at opening between bushes on west side. Suggest some type of fall protection ground cover.
4. The basketball court is the only real negative on the property.

Suggestions:

The basketball court looks in need of some minor repair work.

If it is to be removed because of the new building, then I suggest putting up a sign on the fence saying something to the effect that this is the location of the new building. That would let guests and members know that we are not just letting this run down but have made major plans for improvement. It becomes a positive image instead of a negative image.

If it is to remain, then I suggest painting the court and fixing the two main goals. This is the only Grounds Item that is keeping the rest of the property from looking very professional.

SECTION TWO ~ INTERIOR ITEMS

Sanctuary **A -**

Overall Condition:

The Sanctuary is in very good condition. The color coordinating of the wall color and carpet with the stained glass windows is very nice. The pews are in

excellent condition. The addition of the chairs in both recessed areas was a good choice of color and style. The new door handles and push plates are very nice. These are items that guests and members look at every week before anything else. Nice choice selection and should be easy to maintain.

Notes:

1. The only outdated piece of furniture is the podium used in front of the choir. It seems out of place compared with the main podium.
2. The ac cover boxes are a wise decision. Suggest they be painted to match the wall color so they do not stand out.

Suggestions:

1. Repair the cracks on the side walls of the main area above the recessed openings. Since these are long cracks with major gaps, suggest that a foundation expert check the foundation of the main building if not already done.
2. In the piano side recessed area the crown molding needs to be caulked in three spots.
3. As you exit the Sanctuary on the piano side there are two light switches. Both are an older design and one is stuffed with foil. Suggest newer designs and a flat plate for the empty spot.
4. There are outlets on both side walls of the main section that are at shoulder level when sitting in the pews. Need to put cover plugs in these to keep people from accidentally leaning into them. You never know what people can and will do.
5. Placing door mats at the two main entry points. I see that you have tile which is very good, but an interior carpet mat would help to maintain the life of the carpet, especially in the vestibule.
6. In the vestibule, move the folding table to the opposite side and add a decorative cover. This will dress up the table so that it matches the very nice wooden table as well as give guest and members access to the coat hooks and shelf. The small bench could be placed in front of the stain glass windows. Need to remove empty cardboard boxes. Also consider adding a few more plants in the corners. Plants that are maintained are always a pleasing and comforting site. You might also consider some plants for the front porch. You will notice that most homes have an inviting appeal when they are decorated with plants or other items instead of nothing.



Seating Capacity at 22" per person:

Main area middle section				
11 rows each 138" long	22" = 6.2	x	11 =	68.2
Main area organ side section				
8 rows each 108"	22" = 4.9	x	8 =	39.2
1 row at 103"	22" = 4.7	x	1 =	4.7
1 row at 53"	22" = 2.4	x	1 =	2.4
Main area piano side section				
9 rows each 108"	22" = 4.9	x	9 =	44.1
1 row at 97"	22" = 4.4	x	1 =	4.4
Recessed area organ side				52.0
Recessed area piano side				52.0
Choir loft				<u>28.0</u>
Total Capacity at 100% =				295.0
Total Capacity at 80% =				236.0

Seating Capacity at 20" per person:

Main area middle section				
11 rows each 138" long	20" = 6.9	x	11 =	75.9
Main area organ side section				
8 rows each 108"	20" = 5.4	x	8 =	43.2
1 row at 103"	20" = 5.2	x	1 =	5.2
1 row at 53"	20" = 2.7	x	1 =	2.7
Main area piano side section				
9 rows each 108"	20" = 5.4	x	9 =	48.6
1 row at 97"	20" = 4.9	x	1 =	4.9
Recessed area organ side				52.0
Recessed area piano side				52.0
Choir Loft				<u>28.0</u>
Total Capacity at 100% =				302.5
Total Capacity at 80% =				242.0

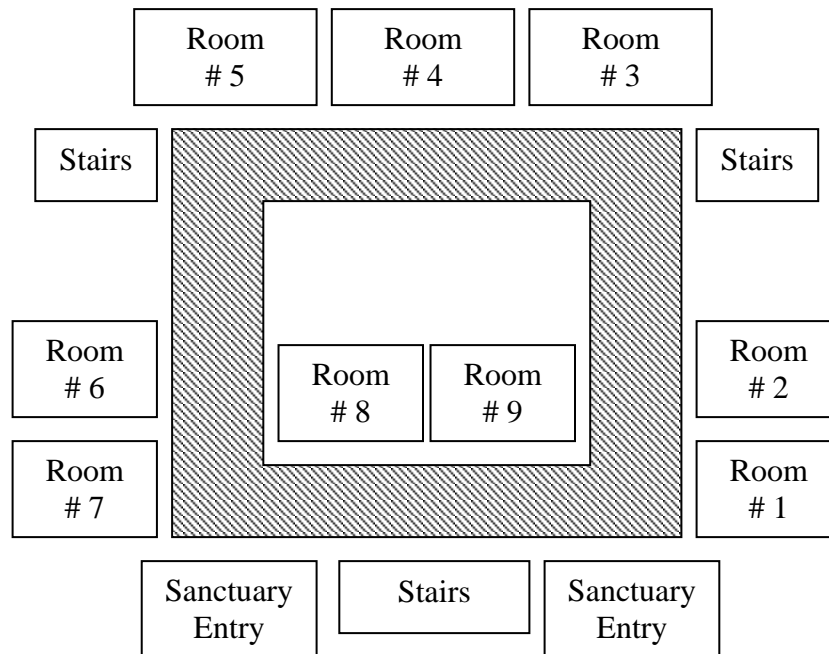
Seating Capacity at 18" per person:

Main area middle section				
11 rows each 138" long	18" = 7.6	x	11 =	83.6
Main area organ side section				
8 rows each 108"	18" = 6.0	x	8 =	48.0
1 row at 103"	18" = 5.7	x	1 =	5.7
1 row at 53"	18" = 2.9	x	1 =	2.9

Each room will have a grade for overall condition. If there are concerns they will be listed in notes.

Some of the rooms could possibly use mini-blinds, especially the east side rooms on Sunday mornings.

2nd Floor Classrooms



Room # 1

Name = unknown

Division = Adult

Size 14'4" x 12'3" Sq. Feet = 176

Capacity = 14.7 * 80% = 11.8

Current # of chairs = 8

Overall Condition A

Note: Consider rearranging the room so that when people come in they do not have to walk in front of the teacher or other people.



First Look Report for FBC Gowensville - - 16

Room # 2 Name = office Division = Adult

Size 14'4" x 12'3" Sq. Feet = 175 Capacity = $14.7 * 80\% = 11.8$
Current # of chairs = 0

Overall Condition A

Note: Not sure of the future plans for this office but could be used as the Sunday School office which would free up another room.

Room # 3 Name = Toddlers Division = Preschool

Size 14'3" x 11'9" Sq. Feet = 167 Capacity = $4.8 * 80\% = 3.8$

Overall Condition A -

Note: Very nice wall treatments, curtains and decorations. Base trim needs to be caulked and painted.

Room # 4 Name = Crawlers Division = Preschool

Size 11'6" x 11'9" Sq. Feet = 135 Capacity = $3.9 * 80\% = 3.1$

Overall Condition A -

Note: Very nice wall treatments, curtains and decorations. Base trim needs to be caulked and painted.

Room # 5 Name = Bed Babies Division = Preschool

Size 12'0" x 11'9" Sq. Feet = 141 Capacity = $4.0 * 80\% = 3.2$

Overall Condition A -

Note: Very nice wall treatments, curtains and decorations. Base trim needs to be caulked and painted. Paint door casing leading from room # 5 to room # 4.



First Look Report for FBC Gowensville - 17

Room # 6 Name = unknown Division = Preschool

Size 14'4" x 12'4" Sq. Feet = 177 Capacity = 5.0 * 80% = 4.0

Overall Condition A -

Note: Slight crack above window on right side of room.

Room # 7 Name = 2's & 3's Division = Preschool

Size 14'4" x 12'4" Sq. Feet = 177 Capacity = 5.0 * 80% = 4.0

Overall Condition B +

Note: The sign on the door said 2's & 3's but there were large folding chairs in the room. If for adults then the capacity = 14.75 * 80% = 11.8



Room # 8 Name = Turner Division = Adult

Size 16'5" x 12'6" Sq. Feet = 205 Capacity = 17 * 80% = 13.7
Current # of chairs = 15

Overall Condition A

Note: Consider rearranging the room so that when people come in they do not have to walk in front of the teacher or other people.

Room # 9 Name = Lula Reid Division = Adult

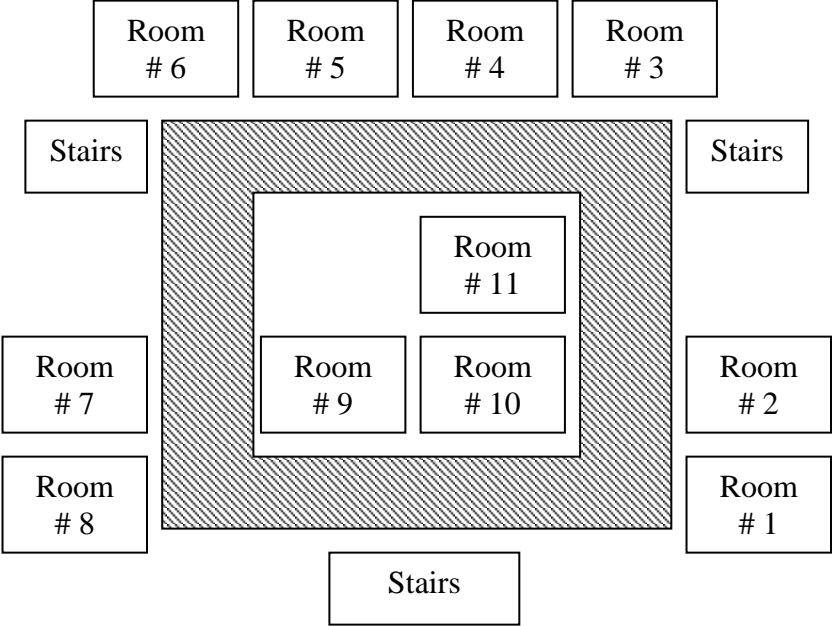
Size 16'5" x 12'6" Sq. Feet = 205 Capacity = 17 * 80% = 13.7
Current # of chairs = 12

Overall Condition A

Note: Consider rearranging the room so that when people come in they do not have to walk in front of the teacher or other people.

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3rd Floor Classrooms



Room # 1 Name = 5th & 6th Grade Division = Children

Size 14'6" x 12'3" Sq. Feet = 178 Capacity = 7.1 * 80% = 5.7
Current # of chairs = 8 + 6

Overall Condition A -

Note: Touch up walls where chairs have been scraping.

Room # 2 Name = 7th & 8th Grade Division = Youth

Size 14'6" x 12'3" Sq. Feet = 178 Capacity = 9.9 * 80% = 7.9
Current # of chairs = 11

Overall Condition A -

Note: Touch up walls where chairs have been scraping. Two nail holes to be patched and painted on exterior wall.

First Look Report for FBC Gowensville - 19

Room # 3 Name = Lad Division = Children

Size 11'9" x 10'2" Sq. Feet = 120 Capacity = $4.8 * 80\% = 3.8$

Current # of chairs = 7

Overall Condition A

Note: Nice to see a room decorated for the purpose.



Room # 4 Name = Sunday School Office Division =

Size 11'9" x 10'0" Sq. Feet = 118 Capacity = $0.0 * 80\% = 0.0$

Overall Condition A

Room # 5 Name = unknown Division =

Size 11'9" x 10'0" Sq. Feet = 118 Capacity = $0.0 * 80\% = 0.0$

Overall Condition A

Room # 6 Name = Williams Division = Adult

Size 11'9" x 10'0" Sq. Feet = 118 Capacity = $9.8 * 80\% = 7.9$

Current # of chairs = 7

Overall Condition B +

Note: Consider rearranging the room so that when people come in they do not have to walk in front of the teacher or other people.

Room # 7 Name = 6 & 7 Yr Olds Division = Children

Size 14'6" x 12'3" Sq. Feet = 178 Capacity = $7.1 * 80\% = 5.7$

Current # of chairs = 13

Overall Condition B +

Note: This room might be dark at night since it has only one 2-buld light fixture.

First Look Report for FBC Gowensville - 20

Room # 8 Name = unknown Division = Preschool

Size 14'6" x 12'3" Sq. Feet = 178
Capacity = 5.0 * 80% = 4.1
Current # of chairs = 10

Overall Condition B +

Note: This room might be dark at night since it has only one 2-buld light fixture.



Room # 9 Name = GA's Division = Children

Size 16'4" x 12'6" Sq. Feet = 204 Capacity = 8.2 * 80% = 6.5
Current # of chairs = 7

Overall Condition A

Note: Nice to see a room decorated for the purpose.

Room # 10 Name = unknown Division = Adult

Size 16'4" x 12'8" Sq. Feet = 207 Capacity = 17.3 * 80% = 13.9

Overall Condition A

Room # 11 Name = Crusaders Division = Children

Size 13'10" x 11'0" Sq. Feet = 138 Capacity = 5.5 * 80% = 4.4

Overall Condition A

Note: Nice to see a room decorated for the purpose.



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Other rooms

Choir Room

Notes: 1. Two light fixtures are not working properly



Hallways

Main Building 2nd Floor

Exit Signs	Yes
Emergency Lighting	Yes
Fire Extinguisher	Yes (see suggestion # 3)
Lighting	Good overall lighting plan

Notes:

1. Overall the condition is very good. The new carpet and paint create a sense of pride in the building.
2. The tack boards displaying children's work is very nice. There is the room to add another board on each of the same walls.



Suggestions:

1. Direction signs to Sanctuary and restrooms. Also signs on both sides of hallway doors informing guests what classes meet in those areas.
2. Classroom signs. Most of the classrooms have no indication who meets in them. For members that may be okay but for guests that do not know where they are going it is not acceptable.
3. Adding a second fire extinguisher on the opposite side of the hallway since there is a division of the hallway with the doors.

Main Building 3^d Floor

Exit Signs	Yes
Emergency Lighting	Yes
Fire Extinguisher	Yes (see suggestion # 3)
Lighting	Good overall lighting plan

Notes:

1. Overall the condition is very good. The new carpet and paint create a sense of pride in the building.
2. The tack boards displaying children's work is very nice. There is the room to add another board on each of the same walls.

Suggestions:

1. Direction signs to Sanctuary and restrooms. Also signs on hallway doors informing guests what classes meet in those areas.
2. Classroom signs. Most of the classrooms have no indication who meets in them. For members that may be okay but for guests that do not know where they are going it is not acceptable.
3. Adding a second fire extinguisher on the opposite side of the hallway since there is a division of the hallway with the doors.



Staircases

Overall condition is good. Just like with any staircase situation there will always be a need to do touch up paint work.

Suggestions:

1. When painting next time, or even while doing touch up work, use semi-gloss paint. This will help to keep the touch up to a minimum and also provide a better surface for cleaning.
2. Use the landing areas as promotional areas of upcoming events or as another display point for church activities. Examples would be GA or RA happenings, youth activity pictures, church wide events, discipleship classes, Sunday School topics, etc...



Restrooms

A

Overall the restrooms are in very good condition. They are well lit and look up to date with the new fixtures, counters, and partitions. This is key because after the Preschool area, the restrooms are the most important item to guests and members. Nice large mirrors. Important for women to know how they look before they leave the restroom.

Cabinets	Good (see suggestion # 2)
Counter Tops	Excellent
Sinks	Excellent
Faucets	Excellent
Mirrors	Excellent (good size)
Towel Dispensers	Excellent
Toilets / Urinals	Excellent
Partitions	Good (see notes on 3 rd floor restrooms)
Toilet Paper Holders	Excellent

Suggestions for all:

1. A shelf for guests and members to lay their Bibles and books.
2. Have a door made for the cabinet units to cover the cleaning supplies.

2nd Floor Mens

Notes:

1. As you enter the restroom, to the right the flooring and cove base do not come together.
2. The floor cover plates against the wall on the handicap partition are off.
3. There is 1 of the fluorescent lights out.

2nd Floor Womens

Notes:

1. As you enter the restroom, to the left the flooring and cove base do not come together.

3rd Floor Mens

Notes:

1. Door closure is not working properly.
2. Light above sink not working.
3. Partition door needs marks removed.

3rd Floor Womens

Notes:

1. Exhaust fan not working.
2. Light above sink not working.
3. Partition door needs marks removed.



Education Building

Notes:

The overall condition of the building is very good. The new carpet and ceiling texture did not require me to make notes on these items in any of the rooms. Most of the walls were in good condition except as where noted.

The rooms are numbered from entry area with the right side being # 1 - # 3 and then the left side from the room by the Ladies restroom being # 4 then coming to the exit.

Classrooms

Room # 1

Name = Youth

Division = Youth

Size 16'9" x 20'3" Sq. Feet = 339

Capacity = 18.8 * 80% = 15.0

Overall Condition C



Notes:

1. Paint over red strip across ceiling
2. Finish crown molding and base trim
3. Patch walls
4. Paint walls
5. Remove trash can from middle of room (not appealing while sitting there listening to the lesson).

Room # 2 Name = unknown Division = Adult

Size 16'9" x 15'6" Sq. Feet = 260 Capacity = 21.7 * 80% = 17.3

Overall Condition A

Note:

1. Paint touch up on base trim and a couple of spots on lower wall sections
2. Tables are very handy for classes that get people involved by writing but also can limit increase in growth of the class. The current setup does not allow for much growth and cannot maximize the capacity of the room.
3. Curtains and other decorations are nice touch.



Room # 3 Name = unknown Division = Adult

Size 16'9" x 15'6" Sq. Feet = 260 Capacity = 21.7 * 80% = 17.3

Overall Condition B +

Note:

1. Change out old wood table or have a table cloth made to fit.
2. Change layout so that guests and members do not have to walk in front of the class or teacher if they are a few minutes late. This is a big issue for guests and members to use as an excuse for not coming. I know they might find another reason to not come but let's not provide them with any from our side.



3. Could use a small shelf for supplies and books that are on wooden table and in corner of room.

Room # 4

Name = unknown

Division = Adult

Size 16'9" x 15'6" Sq. Feet = 260

Capacity = $21.7 * 80\% = 17.3$

Overall Condition A -

Note:

1. Very nice curtain, border, pictures, and small decorations. The posters match the current time frame.
2. Change layout slightly so that guests and members do not have to walk in front of class or teacher if they come in late.



Room # 5

Name = unknown

Division = Adult

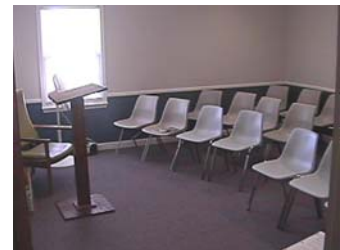
Size 16'9" x 15'6" Sq. Feet = 260

Capacity = $21.7 * 80\% = 17.3$

Overall Condition B +

Note:

1. Nice two color scheme on walls.
2. Change layout so that guests and members do not have to walk in front of the class or teacher if they are a few minutes late. This is a big issue for guests and members to use as an excuse for not coming. I know they might find another reason to not come but let's not provide them with any from our side.
3. Poster not time current.
4. Purpose of large cardboard box by teaching stand not evident.
5. Have one large chair in front of room?
6. Large fan in room suggests problem with not enough cool air or too much heat or just people that are not comfortable no matter what.



Room # 6

Name = unknown

Division = Adult

Size 16'9" x 23'5" Sq. Feet = 393 Capacity = 32.75 * 80% = 26.2

Overall Condition A -

Note:

1. Good to see TV and VCR in room. Shows that the church is up to date.
2. Touch up paint below chair rail in several spots around room.
3. Good use of maps, posters and mobile.
4. Change sign on door asking to be quiet. Looks like drawn by children and not polite way to ask.



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Other rooms

Fellowship Hall

B

Notes:

1. A few small pieces of tile are missing around the edges of the room.
2. One tile cut in two pieces at staircase entrance.
3. Curtains are nice touch in room.
4. Two nail spots and crack above kitchen window opening.
5. Paint wall under kitchen window opening. Suggest installing clear plexiglass or paint with semi-gloss under opening for ease of cleaning.
6. Some of the light fixtures were not working at all and some have bulbs out. In a room of this design, every light needs to be working or it will be very obvious.
7. One spot on block wall near stage area needs touch up paint.



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Hallways **B**

Exit Signs	Yes
Emergency Lighting	Yes
Fire Extinguisher	Yes (see suggestion # 3)
Lighting	Good overall lighting plan (see suggestion # 4)

Notes:

1. Overall the condition is very good. The new carpet and paint create a sense of pride in the building.
2. The tack board outside the Youth room could be enlarged and decorated since the only one in the room.
3. There is a wooden table outside the first room on the left. Did not see its purpose. Could be dressed up since this is one of the first items that guests and members see when they come in this building.

Suggestions:

1. Direction signs to Sanctuary and restrooms. Also signs on hallways doors informing guests what classes meet in those areas.
2. Classroom signs. Most of the classrooms have no indication who meets in them. For members that may be okay but for guests that do not know where they are going it is not acceptable.
3. Adding a second fire extinguisher near the main entrances and the staircase leading to the fellowship hall.
4. The entry light that is also helping to light the staircase seems too small to do an adequate job for both areas, especially at night.
5. Remove the air hockey table in the front entry. It is blocking access to part of the steps and is not attractive.
6. The storage area at the end of the hall needs some type of covering. Could use a cloth curtain hanging from a rod, similar to a shower curtain attachment. This would create a barrier and be easily pulled back for access.
7. A few pieces of crown molding trim need to be caulked and painted outside the youth office and youth rooms.

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Staircase **B**

The staircase is similar to the others in the Main Building in that they need a little touch up paint. This one needs a little more probably because of the heavier traffic flow. As suggested with the other staircases, when you paint again use a semi-gloss paint to help maintain the paint and for easier clean up.

Please see suggestion # 4 above concerning the lighting.

Consider a sign at the top of the stairs letting people know that the Fellowship Hall is down the stairs. Remember that long time members may know but guest and new members do not where everything is located.

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Restrooms **B**

Overall the restrooms are in good condition.

Cabinets	Good (see suggestion # 2)
Counter Tops	Excellent
Sinks	Excellent
Faucets	Excellent
Mirrors	Excellent (good size)
Towel Dispensers	Excellent
Toilets / Urinals	Excellent
Partitions	Good (see notes on 3 rd floor restrooms)
Toilet Paper Holders	Excellent

Suggestions for all:

1. Shelf for Bibles and books.
2. Coat hooks for 2nd floor restrooms. Fellowship hall restrooms have them outside the doors.
3. Install signs outside of fellowship hall restrooms, maybe on either side of the water fountain or on the walls outside the restrooms. Hard to see signs on doors, especially the women's.



2nd Floor Mens

Notes:

1. Light above mirror not working.
2. No exhaust fan.
3. AC vent touch up paint (has rust).
4. Polish door handle and push plate. These are the first indications of what the bathroom may be like. They need to make a good impression.
5. Polish soap dish or remove.
6. Clean the urinal under the top part inside and under the bottom.
7. Patch hole behind handicap partition door (suggest door catch)

2nd Floor Womens

B -

Notes:

1. Touch up paint around light switch and trim touch up.
2. Polish door handle and push plate. These are the first indications of what the bathroom may be like. They need to make a good impression.
3. Clean the partitions.
4. Polish soap dish or remove.
5. Suggest shelf under sinks for supplies.
6. Suggest full length mirror on back of entry door so that women can see the whole picture before they leave.

Fellowship Hall Mens

Notes:

1. Crack in corner of walls on right side of sink.
2. Touch up paint around light switch.
3. Move lamp out or fix up like in women's restroom.
4. Suggest a larger mirror.
5. Something to hold the toilet paper and any supplies for cleaning.

Fellowship Hall Womens

Notes:

1. Nicely decorated.
2. Move toilet paper off of decorated table.
3. Patch holes in wall behind door.
4. Touch up paint around light switch.