

Facilities March 2022

Other information:

Avenue Shops: found some more loose flooring in front of the buggy that will need to be glued. We also need to replace a ceiling tile that was damaged when we tried to remove a sprinkler head.

Trelfa Gallery: We will try and get the old wax stripped off the floor and put a couple of new coats down this month. We still need to make time to do this .

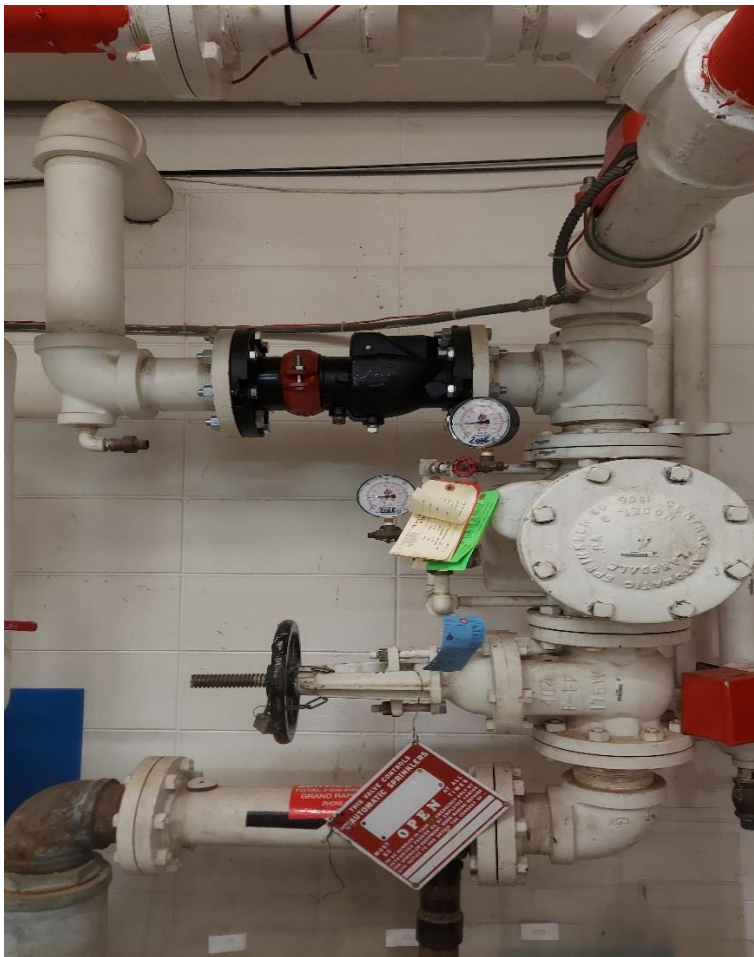
Zone 4 collections room:



There is a total of seven of the boxes with duct work in what was Richard Clute's old office that goes outside to nothing. I think they were used for the kilns when ACC held art courses at the museum. When Meridian removes the flower beds outside they will remove these and replace the block.

Meridian contracting: They are planning to start work in the spring with the window wells and the white pillars. The windows will be cut out and block put in place of the windows. Then it will be filled into grade level. They will also be removing all the flower beds from around the building except for the flower beds in the front of the building. The front flower bed will be rebuilt with adequate drains, and it will not be falling away from the building.

Total Fire internal pipe inspection: The five-year internal inspection was completed in February. They had to come back and replace the fire department check valve. I assisted them in this process by coming in early to start the drain down process this takes about 15 minutes to get started and two hours of standing around. With me doing this it allowed them to get started as soon as they got here. They drove up from Grand Rapids. I am still waiting on the test results from the sprinklers that they took for testing.



Church:

- There are still a couple window frames that need to be fixed, also the front doors will have to be pulled off to rebuild the door frame so the doors can close properly. These are things that will wait until spring. This is something I do not feel comfortable doing,

we would either hire it out or if we have a couple of other good carpenters in our contacts they may want to volunteer for this project.

Cabin: once a year we should treat the outside of the building with shell- guard rtu ready to use borate glycol wood preservation

Wilson G:

Nothing new.

Kat v:

- We should be able to complete the hip roof Tuffy asked for along with finishing the walkways.

Chinook:

- We received the DNR grant. Next step is to secure bids for the structure. Jim Johnson is chairing this project.

Ground Care:

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- **Gift Store:** We purchased a new point of sales register for the museum. This will be able to track attendance and store inventory and so much more. This P.O.S. can do far more things than we thought could happen. The register was installed in February. I have been working with tech support to work out bugs and make sure it is programmed for our specific needs. If you would like to see what it can do, please stop in, and check it out.

HVAC system

The chillers are complete, and we will do a test run when it gets to be 55 degrees outside. The humidifier is plumbed and we are just waiting for the electrician and the exhaust pipe to be installed. The CSD1 test where just completed for the boilers.

Up Coming Yearly test

- Our CSD-1 test is due March 1st, 2023, for the boiler system. They charge. \$ 70.00 an hour.
- The state inspector will be here March 1st, 2023, for the boiler system.
- The state elevator inspector will be here in July 2022
- Annual Fire Sprinkler test 12-2022
- 5-year internal Fire sprinkler test 2027

Front desk

- Spot on register is installed and working seems simple to use. It does a wonderful job at tracking everything that you put in it. It may have taken a while to get things loaded how we needed them to be and make sure all the reports are generated the way we want. It may have gone a little better if I was able to talk to the setup people before they installed everything and went live with it. I will continue to work with tech support as needed. I am

also drafting an operating manual (cheat sheet) for the other employees to use when needed.

- **Memberships**

The museum currently has 439 current members. We still have 54 members that are past due. Any membership that is past due more than a year I mark them as inactive members.

Thank you,

Matt Klimczak