

ZENDO RENOVATIONS WORKSHEET JAN 24 - FEB 20

| TIME (HRS) | TASK | DETAILS | SIGN-UP | RESOURCES NEEDED | DONE |
|------------|---------------------------------------|-------------------------|---------|-------------------------|------|
| 1 | repair ceiling | patch holes, sand | | gyprock cement, spatula | |
| 1 | remove /re-locate lights | change light locationss | | on site | |
| 1 | sanding plug fills | | | | |
| 1 | paint new stair | | | | |
| 2 | intsall gyprock at entry | new panel over wood | | | |
| 2-3 | install trim arond entry | | | | |
| 1 | final wall patching / sanding - entry | | | sandpaper, dust mask | |
| 2-3 | final wall patching / sanding zendo | | | sandpaper, dust mask | |
| 1 | build hanger for window screen | | | | |
| 1 | touch-up painting-general | | | | |
| 2-3 | install flooring at entry | | | flooring | |
| 2-3 | install threshold (top of stairs) | | | threshhold piece | |
| 1 | patch hole in stairs | | | wood filler, spatula | |
| 2-3 | build zafu bin | | | | |
| 1 | stain zafu bin | | | | |
| 1 | stain screen holders | | | | |
| 1 | install shelving at entry | | | brackets, shelves | |
| 1 | clean floor tiles at entry | | | scraper, scrub pads | |
| 1 | final staining of butsudan | | | | |
| 2 | repaint zendo floor | | | | |

NOTE: PAINTING / STAINING DAY FEBRUARY 20 1.00-3.00 PM