

Lists

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To Do List

After Hand-Over

Task	People	Time needed	comments
Network: installing 5 WiFi access points	2	1 to 4 work periods, see comments	<p>It really depends on how the holes in the ceiling were drilled and whether they'll allow us to easily attach the mounting kits.</p> <p>If the holes are larger than the screw holes on the mounting brackets, it could be more challenging and may require some kind of reinforcement within the ceiling, like what happened at NAB. However, if the holes are the correct size for our mounting kits, the installation should be straightforward and can be completed in a morning or two.</p> <p>By that time, the Ethernet cables will be live and ready to power the preconfigured access points. Once connected, they'll immediately broadcast our usual networks; as such, this task can be handled by anyone with general workshop skills; it doesn't necessarily have to be the network monks (in case we're not around, e.g. Kathinas, etc.)</p>

Task	People	Time needed	comments
Create Documentation and label for training and maintenance.			I would be in favour of having some <u>wall file holder</u> to store manuals and documentation next to the appliance (like the complex AV mixer) and make sure it is all label appropriately.
Move Shrine and Buddha			
Move Books			
Move Furnitures			
Make Plynth for Buddha			Ajahn Aryo (no)
Garbage Transition			
Space for Bodhi Tree			
Fire Proof cabinet in the workshop (paint room, next to sink)			
Monastic Phone			
Check Pre List By Ajahn Narindo			
WorkShop Hoister Whinch			

Before Hand-Over

- ☐ Share Calendar at large
- ☐ Signage Planning
 - ☐ Pipes are 35 - 45 - 55 mm diamteer
 - ☐ Need clamps
 - ☐ screw
 - ☐ bolts
- ☐ Make plywood 10cm by 10cm spread load plates
- ☐ Contact Ajahn Sona for Recording setup

- ☐ Fire Officer
- ☐ Book Inventory
- ☐ MP Room planning
- ☐ Order Toilet and cleaning items Toilets & Cleaners Sluice
- ☐ Order Monastics phone rooms
- ☐ Order shelves for storage
- ☒ rubber feet research
- ☐ Plynth Ajahn Ariyo for nich buddha (last week of November)
- ☐ MP room, lounge room with table
- ☐ Disable parking blue sign
- ☐ Make sure we have all the manuals and they are available on the wiki and in situ
- ☒ Calendar

Tan Cittadhammo

- ☒ Explain Wiki to the 6s Team
- ☒ Presentation at the Bhikkhu Samanera Meeting (21st) of the job of the Transition Officer and the Wiki
 - ☒ Wiki
 - ☒ 6s transition
 - ☒ 3d Printer
- ☒ Filling the information about the different plan into the subsection
- ☒ Getting the different parties involved (networks, etc.)
- ☒ Creating a detailed schedule and checking all the different areas with their requirements.
- ☐ Doing the Current Inventory
- ☒ Measuring the Storage Area
- ☒ Creating a Buying List

Meeting with People

- ☒ Maria & Genna
- ☐ Jina
- ☐ Joshua & Harry
- ☐ Maurice and Eleonora
- ☒ Youg Maew

☐ Chathumini (est@amaravari.org)

☒ Ajahn Amaro (before 3rd of Sept)

[Q][K] <https://amaravati.org/rebuilding-amaravati/rebuilding-the-sala-and-kitchen/> talks about a list

Contractors List

- <https://www.fittingly.co.uk/> for ordering and fitting furniture

Buying List

Main Spreadsheet link

https://docs.google.com/spreadsheets/d/e/2PACX-1vQBrq7wfm27Fa0LIBuluyHdoB334HIDKxcG8H4Bh04rx_FZu5m8xZOkUheYa49SFitjkIR1vQ3W0/pubhtml?gid=1000915004&single=true&widget=true&headers=false

https://docs.google.com/spreadsheets/d/e/2PACX-1vQBrq7wfm27Fa0LIBuluyHdoB334HIDKxcG8H4Bh04rx_FZu5m8xZOkUheYa49SFitjkIR1vQ3W0/pubhtml?gid=637200569&single=true&widget=true&headers=false

Snagging

Snagging Form

Please fill out the [snagging form](#) in order to flag any items that need attention from the contractor in the new buildings.

Snagging Form

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Your Name *

Your email address (not required)

Location

Choose ▾

Details of the problem *

Please describe the item you want to flag with as many details as possible (type, precise location, what needs to be fixed, etc.)

Submit

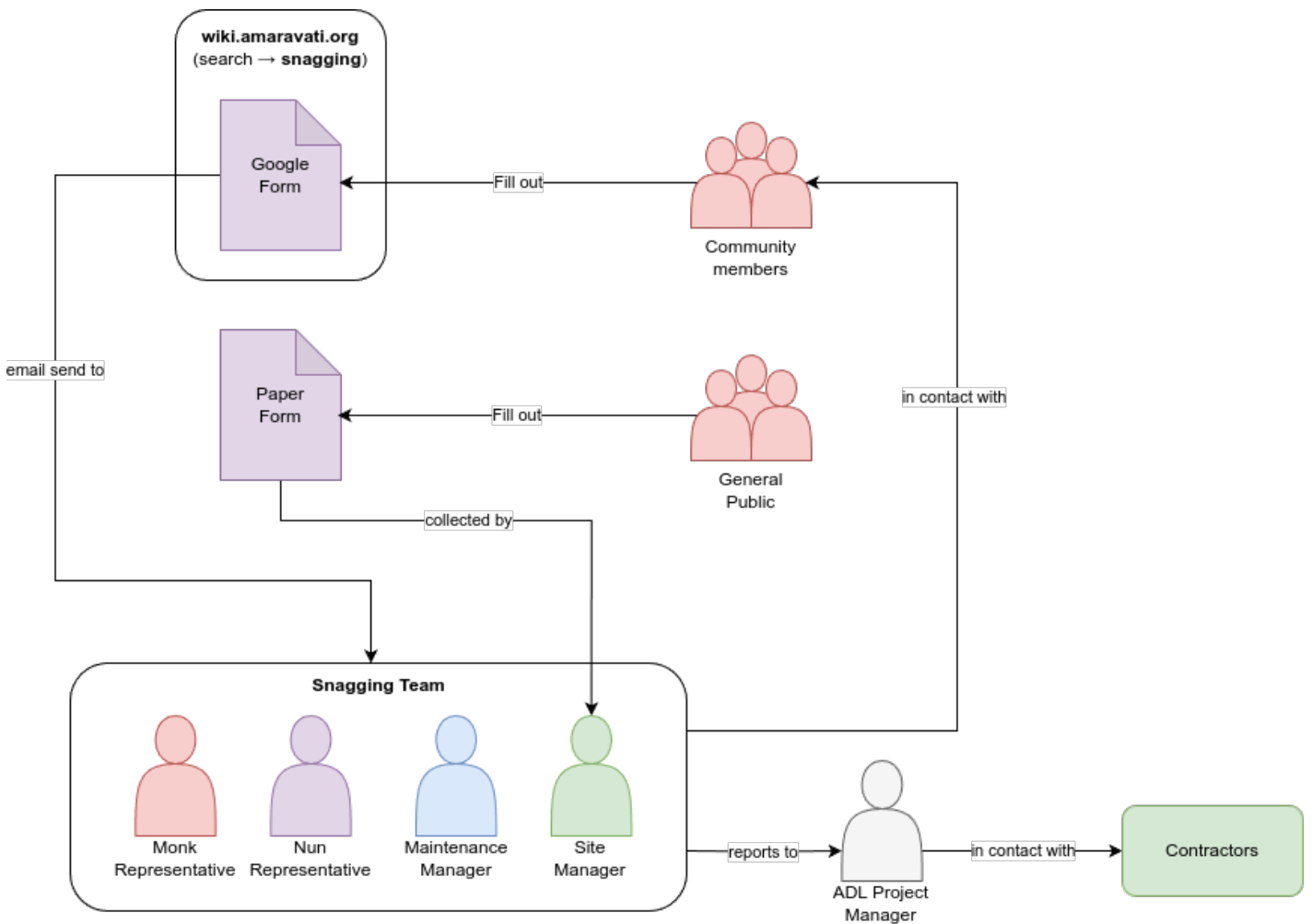
Clear form

Snagging Form



Link to [paper form](#)

Snagging Process



Snagging Team

This is the team that will keep track of the defects and items that need to be repaired during the one-year defect liability period. The contractor will repair these items, not ABM.

Ideally, the Snagging Team should include the Site Manager, the Maintenance Manager, one monk, one nun. And the Sala Snagging List should be reported and discussed at the ABC meeting.

The team will be active after the handover.

Members:

- Site Manager
- Maintenance Manager
- Work Monk
- Work Nun
- Transition Officer (Tan Cittadhammo)

Monk Representatives: Tan Karunno, Aj. Jivako, Tan Cittadhammo

Nun Representatives: Sr. Tejasa, Sr. Nyanasiri

Snagging List

Please add any defects to be reported to the constructor to be fixed in the [spreadsheet](#)

[Link to Google Spreadsheet](#)

https://docs.google.com/file/d/1VQvHnMHZRmihAuNKLzgsLZqy0gTBDJzWON_w6dA5oyU/preview

Other Information

Snagging form link to edit

Receiving notification

- Open Google Sheet.
- Go to **Tools > Notification rules**.
- Choose "**A user submits a form**", depending on your needs.
- Select how often you'd like to be notified:
 - "**Email - right away**" for instant notifications.
 - "**Email - daily digest**" for a summary.
- Click **Save**.

Paper Form

Snagging form (1).pdf

2 pages Snagging form (2).pdf

Inventory

Area to consider

- Sala Container
- RC Kitchen
- Larder I
- Larder II
- Cold Room
- Flower Shed
- Garden Shed
- Book Store Container
- Boiler Room Container (general Supply)

Kitchen Equipment

- Code refers to the number on the plan. See [Kitchen plans](#)
- # is quantity
- Status is:
 - **TO SALA:** Working order, to be moved to new Sala
 - **BUY:** To be purchased
 - **RC:** Stay in RC
 - **INST:** To be installed (already delivered in Sala)
 - **SCRAP**
- Info is:
 - Location of item, Price, Links, ...

Code	Item	#	Status	Info	Comment

