

Retreat Center

Timeline and areas

- Refurbishment OF RC
 - December 2025 (RC Kitchen Floor)
 - Male and female dorms
 - Other accommodations
- RC Kitchen ready for
 - In person retreat in May 2025

Steps (to sort)

(Before WR)

- Area around RC Kitchen
- Move Furniture Stores
- Move storage rooms
- Move Book Stores
- Move RC Store ?
- Move Guest rooms (some rooms are used during the WR)
- Move Bodhi House Rooms
- Sangha Room
- Junk Yard
- Removing roofing in front and behind the kitchen
- Removing cold room
- Get rid of old Cooker, spin dryer (barn) ?

Furniture Store

- Furniture store emptied by the end of December (furniture and books)
- Cleaned by the work monk.

Temporary Sala

- Completely empty for end of December
- plus 3 rooms to be emptied
- and clean the place
- RC keep the grey mat big

Guest Rooms and Bodhi House

- liaise with Guest Monk Nun and bodhi house and empty the room
- RC needs 5-6 rooms for helpers (3-5 is taken, 4-(6) plus 17+18)
- Rooms 12-13-14-15 will be vacated before the WR (10, 11, 12 used already)
 - Need to arrange this room to be ready for the WR
- As soon as possible, at the end of April (transition down), people go out of RC, bodhi house as well. May Month need to be emptied. Going back to old standard
- Don't book anyone after the WR?
- Work monk help with cleaning the rooms of RC

Storage puzzle

- Move second bay of the workshop to the new workshop first
- or using the containers to store the books and furnitures temporarily

Maria's Note about Kitchen

Ideally, the **former dining area** can be cleared at the beginning of the winter retreat as the floor needs to be looked at and repaired.

That needs to be liaised with the site manager Eleanora

In the **DINING AREA (linoleum)** are at present : **two cupboards RCK6** and **RCK7**, the **big grey Gram fridge B1** (All marked on the attached present kitchen plan)

and the **small freezer** next to the big fridge, the chest freezer B3 has stopped working and the little one was taken from the RC kitchen container.

All that needs to be moved into the **KITCHEN AREA (red floor tiles)**.

There is a **counter fridge** with drawers next to the back sink.

It needs repairs to its drawers and to be moved to the other side of the sink.

The **area between the combi oven and the counter fridge** I need to find a table /cupboard that will fit into the space between that fridge and combi oven.

The previous cupboard will not fit anymore due to the combi oven .

I would like to find out if one can put the filter for the combi oven on the shelf of the combi oven table, as that will free up more space for a longer cupboard.

Everything else, please move out, take off the walls and the ceiling.

If some furnishings, shelves, etc are not being used in the new main kitchen, please let me know. Some of it could be used in the Retreat Centre Kitchen.

Empty both larders, including big metal cabinet

Empty sangha room except the white cupboards:

Empty flower shed: but leave the high up shelves

The kitchen does not need any of the blue containers nor the walk in fridge behind the kitchen.

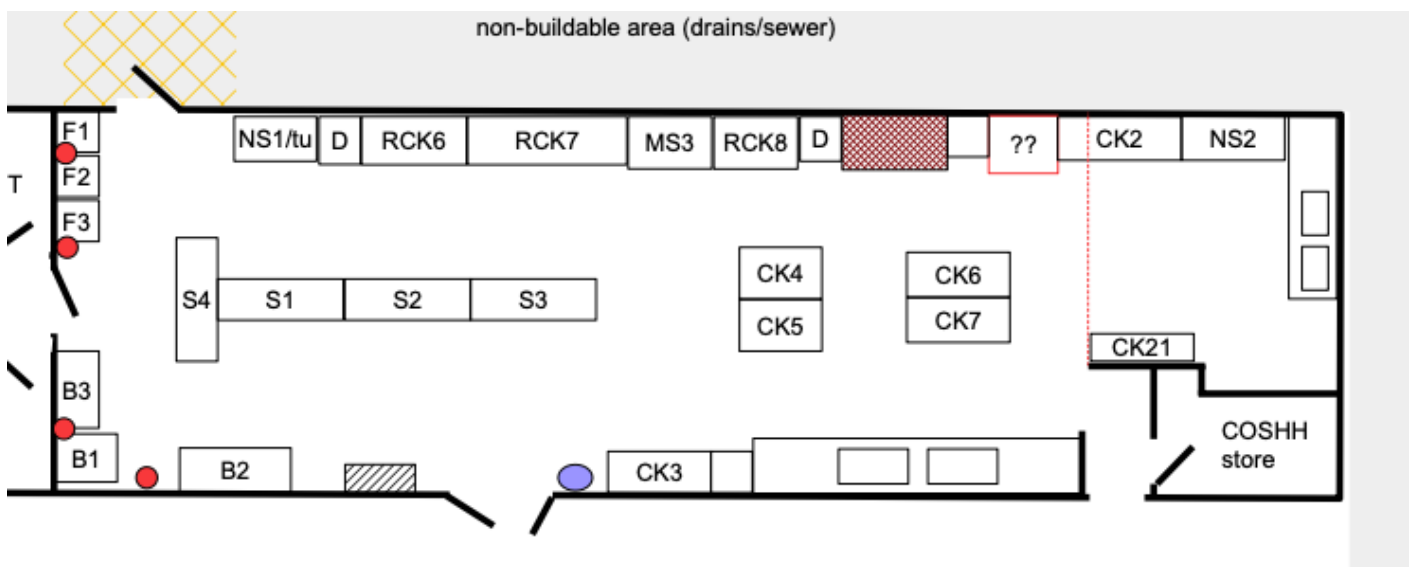
There are also the old cooker from the old kitchen and the industrial spin dryer from the monks' scullery.

Can they go on eBay, free cycle or taken to the recycling. They are now in the back of the kitchen under the extracting duct.

Most of the old RC kitchen and dining room furniture will be used again, which is stored in the RC kitchen container.

It would be good to put the RC kitchen in place and have it as back up for the main kitchen and store surplus main monastery kitchen cupboards etc in the freed space if there will be a storage issue.

It is possible to use the kitchen with RC kitchen equipment as it was used in the past when the old kitchen was refurbished.



Inventory

Cupboard

Ref	Description	W	D	H	use in TK	use in NK
S1	Servery with wheels	183	60	65		
S2	Servery with wheels	183	60	65		
S3	Servery with wheels	183	60	65		
S4	Servery with wheels	180	60	65		
CK3	Cupboard, open, 2 shelves	150	60	90		
CK11	Drawer set, 3d	60	60	90		
NS1	Cupboard (HW urn)	120	65	85		
NS2	Cupboard	150	65	87		
CK2	Cupboard, open, 2 shelves	180	65	90		
CK10	Drawer set, 3d	60	65	89		
RCK6	Cupboard (servery) with drawers/shelves	153	69	90		
RCK7	Cupboard (servery) with shelves	232	70	90		

RCK13	Cupboard (Water Urn, cups etc), wood	156	52	92	not needed	
RCK 14	Cupboard, wood	92	60	155	not needed	

Tables

Ref	Description	W	D	H	use in TK	use in NK
MS3	Table with shelf (recycling)	122	76	90		
RCK8	Table, 1 shelf	122	76	91		
CK4	Prep table, 1 shelf, 1 drawer	120	75	89		
CK5	Prep table, 1 shelf, 1 drawer	120	75	89		
CK7	Prep table, 1 shelf, 1 bottomless drawer	150	65	89		
CK6	Prep table, 1 shelf	150	65	89		
NS3	Table (no shelf)	90	65	87		
CK8	Prep table, 1 shelf	180	65	89		
CK9	Prep table, 1 shelf	120	65	89		
CK12	Table	60	60	90		
CK13	Table with shelf	60	60	90		
RCK10	Table, no shelf	100	60	90		
RCK9	Table, no shelf	237	80	90		
RCK12	Prep table (1 shelf, wood base)	195	101	87		

RCK11	Prep Table	224	59	85		
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Equipment

Ref	Description	W	D	H	use in TK	use in NK
F1	Fridge	65	60	190		
F2	Fridge	65	60	190		
F3	Fridge 3 (glass door)	65	60	196		
B1	Fridge (ex RC)	70	90	200		
B2	Freezer 1	112	65	88		
B3	Freezer 2	162	65	88		
RCK17	Freezer (RC office)	55	60	85	maybe	
RCK2	Countertop fridge	90	70	88	insert in cupboard row	
RCK3	Fridge + freezer	60	65	198	not needed	
RCK18	Fridge (RC office)	59	60	184	not needed	
RCK1	Stove (10 fires, 2 ovens)	153	80	91		
CK24	Wok cooker	93	105	125	not needed	
CK23	Stove (6 fires, 1 oven)	91	80	91	not needed	

Sinks

Ref	Description	W	D	H	use in TK	use in NK
RCK4	Sink (north side)	220	60	88		
MS1	Sink with shelf (laundry)	207	65	95		
NS4	Sink (double) with shelf	266	70	91	substitute with NS4	

CK1	Sink with shelf (175)	253	80	92		
RCK5	Sink (east side)	480	80	92		
MS2	Sink with shelf (dishwashing)	250	82	93		

Other

Ref	Description	W	D	H		use in TK	use in NK
MS4	Steel Trolley	98	41	111			
RCK 15	Shelf rack w/wheels, 4s	60	60	196			
CK21	Shelf set with wheels, 5s	150	40	180			
NS10-11	Wall shelf (2x)	180	35	30	in alcove?		
CK15-16	Wall shelf (2x)	90	35	30	in alcove?		
CK17-20	Wall shelf (4x)	120	35	30			
NS9	Wall shelf	120	35	30			
CK22	Draining/towel hanger wall shelf	80	27	20	side of north sink?		
CK14	Mixer stand (wood)	69	60	76			
S4	Sala trolley (wood)	100	70	110			
RCK13	Cupboard (Water Urn, cups etc), wood	156	52	92	not needed		
RCK 14	Cupboard, wood				not needed		
NS8	Broom cupboard (plastic)	70	43	182	not needed		
RCK 16	Shelf rack white	120	34	164	throw away!!		

Possible dining room chairs



Time off

Maria: February (ideally)

Jenna: January

Jenna Notes

Transition: Retreat Centre Household

1) Temporary Furniture Store / RC Men's Dorm:

- * Non-RC Furniture and Books to be removed by end of December at latest.
- * RC Furniture left in room – we will sort this.
- * Then Room deep – cleaned by work monk/nun teams (hasn't been cleaned for 4 years!)
- * IMPORTANT: Where can furniture and books go? Will Old workshop be empty?

2) Temporary Sala / RC Women's Dorm:

- * If Possible, vacate by end on December?

- * Doors in side wall to be reconverted to windows by contractors
Hopefully during Winter Retreat Jan or Feb?. (To check with Eleonora about this).
- * We will then set up women's dorm during winter retreat (March)

3) Other Rooms in RC Currently used by Guests and Bodhi House:

- * Winter Retreat: It's Ok for these to be occupied during winter retreat as usual.
- * But we will need some room for RC helpers during this time too. We suggest:
RC uses about 5 rooms to include 4,5,6 and two of the male guest rooms (17,18)
- * This would leave 6 rooms for male winter retreat helpers and 6 for female.
Guest monk: 16,19, 20, 21, 22, 23; Guest nun: 10, 11, 12, 13, 14 ,15 (see below)
- * Note: 3 Rooms off Sala – currently used for storage (13,14,15) to be reconverted to rooms
For winter retreat female guest use.
- * April: We will continue to need some rooms for helpers in April.
As suggested winter retreat helpers could stay on until the end of April.
Suggest that from start of April, new guests only booked into Karunasom/ male guest area
But people staying on after winter retreat can stay on in RC up to end of April if needed.
- * We would ask that s rooms are vacated, they can also have a deep clean.
- * Also suggest maybe no new Bodhi House bookings in RC from April.
- * May: We need to have RC completely vacated by start of May to prepare rooms.
- * Items in the RC Rooms to be labelled. NB almost all furniture is RC furniture.
A few items go to monastery – eg table in room 7.

4) Items to be Returned to RC:

- * In Heartwood House there are currently about 6 beds belonging to the RC.
These were borrowed by a previous Lodgings monk when the monks moved into the House as there were no beds there. But on the understanding that they were just on loan
And would be given back when retreats resumed.
- * So we will be needing them back by the beginning of April at the latest. And the Lodgings Monk will need to find some new beds and also mattresses which also came from the RC.
The bedding belongs to Heartwood. I will contact the Lodgings monk and copy you in –
I forgot to mention this when we spoke.

Return Bed form Heartwood House: A previous lodgings monk had asked to borrow about 6 RC beds and mattresses when the monks moved into Heartwood House (around 2021/22?) on the understanding that they would be returned when we needed them to start up retreats again. So that time has come- or will shortly come! And we will need those beds and mattresses back- I would say around the start of April. So the current Lodgings monk and monks community will need to get some new beds and mattresses from somewhere by early April.

To Do

- label with tape what is RC, what is SALA
 - Red is RC
 - Yellow is SALA

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