

# Work Monk

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# To Do List

## On-going Job

- ☐ **\*Window Cleaning** - Half of outside south wall of RC done. Carry on [4]
- ☐ **\*De-nailing** [2]
- ☐ **\*BV Door** - Tahn Jalito
- ☐ Kuti Helper - Micheal
- ☐ Hito + Tim on the health and safety training
- ☒ **Weeding Vihara** - ~~Graham [David + Rohan]~~
- ☒ ~~Moving Doors to Barn - Sam, DhammaTejo + Tahn Note.~~

## One time Job

- ☐ **\*Clean outside windows of the Bhikkhu Vihara** (especially those facing the inner gardens)
- ☐ Sell the empty propane tanks.
- ☐ Sort José's things (ask Ajahn Amaro?):
  - ☐ 2 top shelves at the entrance to the workshop outside (torch, chainsaw, plastic box)
  - ☐ 1 motorbike
- ☐ **Sort kitchen shelves in trailer behind workshop. (half done)**
- ☐ !Tidy and organise materials behind the kitchen:
  - ☐ Stack similar materials
  - ☐ Protect from rain and leaves with metal sheets
  - ☐ Make a passage between the materials for easy access
  - ☐ Tarpaulins should be folded and stored in a dry place (there is more in the recycling shed).
- ☐ Sort the wood outside the workshop:
  - ☐ Stack similar size and length
  - ☐ Sort out small pieces for scrap
- ☐ Sort out clothes:
  - ☐ Under the workbench outside the workshop next to the entrance
  - ☐ Under the bench next to the sink inside
- ☐ Tidy up the sandpaper area under the workbench in the workshop:

- ☐ Scrap small and used pieces
- ☐ Cut good pieces into squares with scissors
- ☐ Sort by grit (number behind the paper).
- ☐ ^Change Light bulb in the kitchen (for maintenance)
- ☐ Lights in the Boiler Room Container
  - ☐ <https://www.amazon.co.uk>
  - ☐ If you have more budget <https://generator-pro.co.uk/product-category/off-grid-lighting-kits/>

## Legend

\*: Bhikkhu Friendly  
 ^: skill in repair  
 !: heavy lifting  
 []: number of people  
 (): comments

## Log

Sep 2023

- ☒ ☒ ~~!Move windows and doors to the barn~~ (there are many lying around the workshop).
- ☒ ☒ ~~!Move Appliance to the barn~~
  - ☒ ☐ ~~old boiler, fan, etc.~~
- ☒ ☐ ☒ ~~Remove Vegetation in Heartwood House~~ (see Ajahn Kongrit, mama & Bambino)
- ☒ ☐ ☒ ~~^Repair Railings in Heartwood House~~ (see Ajahn Kongrit)
- ☒ ~~Jet-washer for Declan~~
- ☒ ~~\*Gutter Cleaning [2]~~ ÷ RC & Kitchen Done.
- ☒ ~~Sort out the paint room~~ in the workshop and the paint accessories shelf outside the paint room.

Aug 2023

- ☒ ~~Move items to skip.~~
  - ☒ ~~contact site manager if skip is full~~
- ☒ ~~Cut scrap metal for easy handling.~~



# Kuti Building

# To do

Send budget to Chris

- Cost of installation of gas + electricity
- Cost of sockets

# Windows

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- **Dripline**
- **Overhang protector/rain cover/flashing** (metal)
  - Roof corner flashing
  - *Abutment flashings can be used to flash the top of lean-to roofs to ensure a watertight finish, and can also be used where roofs meet walls. They provide the same functionality as a standard barge board but the painted finish is on the internal angle.*
- **Trim Board (outside architrave)**
  - Oil based Primer
  - **Brown Demidekk paint**
- **Handle** for main window
- **L braces**
- **Fill gap with Foam**

# Roof

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- **Soffit & Facials**
  - Oil Primer
  - Green Demidekk Paint
- **Batten**
  - Cladding 25 x 35 mm
  - 7x battens, 40 cm apart approximately
  - Start on edges
  - Arc < 2.5 m
- **Barge Board** (fascias located at the gable end or side of a roof)

- Add 2x4 on top of the other one
- Fix with battens using offcuts
- Add extra piece at the ends
- Oil Primer
- Green Demidekk Paint

# Walls

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- **Batten**
  - Cladding 19 x 35 mm.
- **Cladding**
  - 6 cm gap (10 cm under plank) in between
  - **Plane** outside no more than 1mm
- **Trim around windows**

# Interiors

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- **Ceiling + ply paint white**
  - Wood Filler (2 parts) gaps & nails
  - Caulking for large cracks and screw holes on visible wood in porch
  - Primer (2 coats)
  - White (2 coats)
- **MDF Walls**
  - Nails with Punch
  - Honey Dew Paint
- **Skirting** Board - nail to the wall, paint white
- **Mouldings** (scarf joint away from door), paint Honeydew
- **Architrave** (frame with mouldings around a door or window), paint white
- **Double Door**
  - Frame
  - Door Stop strip
  - Handle + Lock
  - Sanding (use steel wool for cleaning first)
  - Apply mahogany stain lightly, one or two coats.
- **Bamboo Floor**
- **Decking, leave untreated**
- **Buddha Shelf**
- **Inside platform (bed)**
  - Higher than a chair ?

- **Electric Socket** ([link](#), Knightsbridge IN008 IP44 Angled Surface Mount Socket 2P+E, 230 V, 240V 16A, Item dimensions L x W x H 8.5 x 7 x 12.8 centimetres), also see email from Nyanadassano

# Under

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- **Storage under porch**
  - 2x4 + shelves




# Work Monk

## Tools

- Gmail
- Google Calendar
- Asana
  - Plugin Asana2Go Asana2GoCopy, export, and print from Asana flexibly

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 **Asana2Go** Copy, export, and print from Asana flexibly [Need help with Asana usage/workflows/trai](#)


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**Prior to opening this popup**, select (highlight) Task(s) or Subtask(s) in any Asana Project, My Tasks or Search Results

1. Choose a format in which to display your results:

List w/Checkboxes and Links - Sections/Tasks/Description/Subtasks/Due







2. Choose an output: View and Copy to clipboard, View and Print (or save as PDF) via print dialog, or Save File:

View + Copy

View + Print/PDF

Save CSV/Text File

**New:** Update Dates/Triage **Ctrl+Shift+E** Set a Due date in four keystrokes. [More shortcuts](#)  Options 

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- Some people will use <https://tasksboard.com/app> but there is no easy way to print a tasks list

## Duty

1. Report to ABC by responding to abcsecretary@amaravati.org via agenda email
2. work meeting at 8:15 everyday
  1. Remind people that tea time is at 9:45-10:00
  2. Health and safety
    1. able bodies
    2. gloves, shoes, clothes
3. Communication with the nuns
  1. Work Breakfast (maintenance, ++)

# Communication

1. Site Manager (Eleonora): contractor, tools, buying something
2. Maintenance (Maurice)

# Guest

Guest who are in the kitchen during WP or QD, they don't need to come to the work meeting.

Access to Booking sheet see [Password](#)

# 2025 Job List

## Update April 4th

1. **Clean** and **level** all the shelves and table in the new workshop
  1. The metal section table could ideally be levelled under the window seal.
2. **Move** maybe one or two more stainless steel tables to the paint store. (I thought that the one in the RC container might be too big, but actually, it could work well. To be tested.
3. **Building shelves** and **coat hanger** in open garage. (need to buy more rails for our brackets, needs research, Eleonora might help)
4. Move or dispose pile outside workshop to furniture store.
5. **Denailing** wood scrap and fill out the trailer (when it is hooked to the shogun)
6. adjusting **Stoppers** on the hanging power plug so that they don't go up to the ceiling in the new workshop

## To-do list after the WR 2025

1. **Install** outdoor wood sign
  1. Back kitchen door, next to flower shed : **KITCHEN**
  2. 3 parking spaces opposite to flower shed : **PARKING**
  3. **GARDEN SHED**
  4. Workshop left door (divert traffic from offices) : **WORKSHOP**
  5. In the second gate of the monastery, viewing from outside: **NO ENTRY**
2. **Paint** the side faces of the outdoor arrow signs black (opposite to the arrow end)
3. **Paint** the post of the signs post with rustoleum black
4. Check all ABM to complete in the **snagging list**
  1. **link to snagging list**
  2. check all **ABM** on last column (sort by to see them all at the top)
5. **Emergency light** testing with Tan Pasado (round 2)
6. Kitchen **mop rack**
  1. Need to install a rack system to hand the mops outside the kitchen
  2. Towel hanger
7. Training for **dishwasher (7th of April)**
8. **Training for Ventilation (3rd of April)**
9. Removing the **roof behind the RC** (Retreat Centre) Kitchen. This will free the blue containers which could be sent back to the company we are renting them to. (see next point)

10. Emptying and consolidate items in **storage container** (blue container, only books, check with Tan Balado?)
  1. Empty one can be **return to the company** we are renting them to if not needed by phase7b (check with Ajahn Asoko bhikkhuasoko@gmail.com and Caroline caroline@amaravati.org)
  2. This cost quite a bit and so is a priority.
  3. Copy ADL and phase7b people when dealing with this
11. Moving into the **new workshop**
  1. See Workshop Transition **Guide** on [this page](#) (in construction)
    1. Build **storage** spaces (shelves, rack, cabinet, tool boards, etc.)
    2. Install **furniture** (tables, bench tools (connect electricity, key lock and safety button) and connect dust extraction.
    3. Move **items** (tools, building materials, etc.)
    4. ...
  2. See Workshop **Buying List** on the same page
12. **Fence** Repair
13. Dewinterization
14. Remove monastery **maps** signs (big plastic map) outdated
15. Redo new maps
16. Remove broken felt from bottom of blue chairs in the Sala (check with Aj. Ruciro)