

# 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.

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

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