

Priority	Administrative Offices
N	ADA accessible office space (no stairs, access from parking lot)
N	Adequate administrative offices and file storage space.
N	Soundproofed offices. Need quiet, private space for meeting with individuals and/or for discussions that must be kept confidential.
N	Separate from but near to the staff offices, create a shared, lockable work space with office equipment, island counter or table so several people can work at collating and other congregational projects
N	Upgraded technology equipment (computers, printers, etc.)
N	Ability for staff to see who is entering the building (or wants to enter); intercom at doors for security and for communication between buildings
N	Provide office space for Choir Director (preferred with access to music library, soundproofed rehearsal space, music-related storage and updated technology)
N	Provide safe place to store keys.
P	Upgrade office furniture and equipment
P	Well-placed entrance to Minister's office
Priority	Janitorial Areas
N	Mop sink with hose, hot and cold water; sufficient room to store mop bucket, place to hang wet mop above sink
N	More space reserved to store supplies like paper towels, soaps, cleaners, TP, trash liners.
N	Set up convenient place to post task lists and schedules.
N	Need fresh air access to storage room to minimize mold and odors, and for air drying items. Ideally, warm room air, inlet at bottom of door 2" from top of door, also open 4-6", or separate slider or tilt window into indoor room.
N	Easy access to garbage and recycling bins from janitorial space; easy access to kitchen and bathroom spaces for cleaning.