Immanuel Lutheran Church

IMMANUEL LUTHERAN CHURCH

COMMITTEE ASSET AND INVENTORY SURVEY NOVEMBER 2018

DUE DECEMBER 7, 2018

Committee Name _____

Contact Person _____

Contact Email _____ **Contact Phone** _____

What is the maximum number of people who participate in your activity? _____

What is the average number of people who participate in your activity? _____

Do you have a design concept for the Education Wing that would make your ministry more successful? Please Explain.

1)

2)

3)

What 3 physical items (assets) does your committee possess that are essential to the success of your ministry? These are "MUST HAVES"

1)

2)

3)

What 3 physical items does your committee currently use on a regular basis that are not essential? These are "NICE TO HAVES"

1)

2)

3)

What 3 physical items does your committee currently NOT have that would be nice to have? These are "WISH LIST ITEMS"

1)

2)

3)

If you have specific wish list items please include pictures or websites.

Please list the types and purposes of the storage that your committee uses on a regular basis.

1)

2)

3)

Are there any large items that your committee N<u>O LONGER NEEDS</u> OR USES that could be donated/discarded or repurposed IMMEDIATELY? (Please note that you will need to dispose of small items you no longer use.)

1)

2)

3)

Are there any large items your committee needs to use between now and May, but could donate or discard in May before the construction begins?

1)

2)

3)

Are there any large items your committee would be willing to donate or discard in May if you <u>WERE GUARANTEED A NEW REPLACEMENT</u>?

1)

2)

3)

Please take pictures of any large items to be donated/repurposed. (This will help the Building Committee with the donation process.)

Depending on the architectural design of the Education Wing, it may be necessary to have items on wheels for mobility or foldable for storage.

Are there any physical items from your committee that would <u>NEED TO BE MODIFIED</u>? YES _____ NO _____

1)

2)

3)

Please take pictures of the large items that your committee would like to be modified. (This will help the Building Committee plan for modifications)

What changes to the Education Wing would your committee do to make your ministry more successful?

1)

2)

3)

DURING THE CONSTRUCTION OF THE EDUCATION WING (PLANNED MAY-SEPTEMBER 2019) ACCESS TO THAT AREA WILL BE LIMITED.

Do you have items that will need to be boxed up during the construction process? * Note your committee will be boxing these items up

1)

2)

3)

Will you need boxes? YES _____ NO _____ How many? _____

Will you need storage at Immanuel for any of your items during the construction process? YES ____ NO _____

If yes, please describe the items that will need to be stored at Immanuel during the construction process (e.g., number of boxes, file cabinets, tables, chairs)

1)

2)

3)

Do you currently have items in storage at Immanuel that will need to continue to be in storage during the construction process? YES ____ NO _____

If yes, where and what are they?

1)

2)

3)

Do you currently have items that will need to be kept in a permanent storage situation after the construction process? (Some of these items may be large or immobile. Other items may currently be in the storage room, or items that you would like to have a different storage situation for- Please note this is not a guarantee, but to help the Building Committee plan for storage.) YES _____ NO _____

If yes, please list the items needing permanent storage

1)

2)

3)

(Please take pictures of the items your committee would like to be stored.)

Can you store anything <u>OFF SITE/ AT HOME</u> during the construction process? YES _____ NO _____

If yes, which items?

1)

2)

3)

***PLEASE NOTE- IF YOU HAVE ANY PERSONAL ITEMS AT IMMANUEL, PLEASE REMOVE THEM OR PLACE A NOTE ON THEM AND CONTACT THE BUILDING COMMITTEE FOR STORAGE. THANK YOU!!!**