

# 2016/2017 TERM END REPORT

Property & Building Committee of Darul Arqum Islamic Center

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## 1. Committee Members

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Saleem Baig, Mohammad Baji, Talmoust Soufiane, Ibrahim Khalaylih , Mohamed Ali, Ahmed Ismaiel, Fikri Kukuksaycigil, Ahmed Abdalla, Mohammad Rashid, Dazzie Alimamy Conteh, Naufer Nusran

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## 2. Maintenance Records

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10/21/2016: Fire inspection passed. Prior to the inspection, the following actions were taken upon inspectors' request: battery replaced in prayer hall emergency door exit/emergency light, battery replaced in ladies side hall way emergency light, fire extinguisher installed at the basement.

10/23/2016: Replaced/fixed a water leaking tap in sisters' rest room.

11/1/2016: Furnace checked by *C and K*.

11/12/2016: Yard cleaning took place. Disposed the yard waste at *Steenhoek* because we just missed the last day of City of Ames FREE disposal.

12/20/2016: Pole light parking lot fixed by *NAI-Ames*.

**12/20/2016: Prayer hall window fixed by Cyclone Contracting. Cost (\$1437) covered by neighbors' insurance.**

3/18/2017: Two lights in the outside walk-way for sisters' entrance fixed. The photo-sensor was replaced.

3/20/2017: Terminated the Janitorial services by *Habhabs*.

**4/22/2017: TV monitor installed at the hallway (near DAIC office) for displaying announcements. No cost.**

5/14/2017: Carpets in both prayer halls and both multi-purpose rooms were cleaned/washed by Br Omer (*Clean Indeed Carpet*)

**5/14/2017: Work/fix around the dome. Include scraping out the deteriorating paint, filling the gaps with sealant, and painting. (Estimated cost from Cyclone contracting ~\$3k). \$62 material cost only.**

5/16/2017: Sisters voluntarily cleaned the whole masjid.

5/16/2017: Ballast of fluorescent tube light replaced at Sisters side near exit door. A ballast in one of the tube lights in the library also was replaced lately. Material cost for two ballasts: \$64.16.

5/17/2017: The gardening water tap on the outside wall had broken and was fixed simply by extending with a \$5.33 shut off valve.

5/17/2017: Twenty six (26) burnt fluorescent tubes were transported for disposal/recycling at Resource Recovery Plant at East Lincoln Way.

**5/18/2017: NAI replaced the lights in the prayer hall. NAI had provided the best deal among the five (5) different companies who evaluated the work (Quotes ranged upto \$10k). Installed light model is Phillips 32 PAR38/LED/830/F25. Total project cost \$2309.**

5/18/2017: Fixed the emergency door in the prayer hall which has been difficult to shut for some time.

5/21/2017: As a Ramadan preparation, lockable switch covers were placed on all light switches in the prayer hall in order to prevent kids switching-off lights while Tharaweeh prayers. \$17.06 material cost only.

5/28/2017: Replaced Toner Cartridge (TN330) in the office printer. Cost \$37.

6/2/2017: Replaced the sink disposer in the multipurpose room. \$173 Material cost only.

6/27/2017: Vacuum cleaners were fixed/serviced. Broken vacuum belts were replaced.

8/12/2017: Handheld toilet sprayer/hose were installed in all toilets. No cost.

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### 3. Routine Tasks

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- Contacting/confirming seasonal services.
- Voluntary restroom cleaning.
- Cleaning wash cloths.
- Purchasing supplies.
- Updating time zones (prayer times) in door-lock system.
- Updating TV/website announcements/events etc.
- Setting parking lot pole lights switching-ON times.
- Processing DAIC key requests.

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### 4. Recommendation for future work s

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- 1) Changes in Cemetery: Planting trees in the boundary and placing blank marble plates with a number for the unmarked burials, in order to identify the exact buried location of the deceased.
- 2) Website improvements: Info of local business in the community in "classified"; short description of DAIC history/mission/vision/neighborhood in "About us"; "photo gallery" page etc.

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## 5. Appendix I: Seasonal Services

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- Furnace check - C&K (schedule service)
- Snow removal – Mr Troy (renew contract)
- Lawn care (renew contract.. two different services/companies)
- Ramadan trash – 2Y rear dump container, twice a week pickup (other days: 96G container, once a week)
- A/C check - C&K (renew contract/schedule service)
- Fire hazard inspection (Not required until 2018)

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## 6. Appendix II: Shopping List

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- 1) Disposable plate, cups, bowls, spoons, forks, paper serviette, lunch box
- 2) Dish-wash, wash sponge
- 3) Trash bags (33 and 13 Gallons)
- 4) Plastic table cover role/food wrap/ aluminum foil
- 5) Hand-wash, all-purpose cleaner, floor cleaner/disinfect, glass cleaner, toilet cleaner
- 6) Hand-wipe re-fill (GP softpull), bath tissue, soft tissue boxes
- 7) Wet mop (with stick, without stick)

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## 7. Appendix III: Furnace & Thermostat Locations

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### Furnace (6) locations:

- a) One near office storage space.
- b) Two in the backside main prayer hall – elevated in walls.
- c) Three at the basement. Includes two for radiant heating for main prayer hall floor.

### Thermostat (5) locations:

- a) Three at the main prayer hall. Includes one for radiant heating which should never exceed 69 F.
- b) One at the multipurpose room – controls the sisters side
- c) Near office - hall way

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## 8. Appendix IV: Lighting

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- a) Two Pole lights at parking lot: Controller at basement -Loosen the screw to set time. Set to switch-on from sunset to 2 hrs pass isha.
- b) Main hall ceiling. LED lights (Phillips 32 PAR38/LED/830/F25)
- c) At Hallway and mimbar ceiling light: 4-pin double twin-tube CFL (g24q-3)
- d) Outside at wall besides main door and sisters entrance door and in the walk through to sisters entrance: auto on/off with photo sensor on the side wall
- e) Library, multipurpose room, sisters prayer room, rest rooms, and office: T8 Fluorescent tubes.

## 9. Appendix V: Service Vendors

<i>Company or individual</i>	<i>Service</i>	<i>Phone number</i>	<i>Homepage/notes</i>
Mr.Lee	minor repairs	515 868 1111	Plumbing, gardening etc
Mr.Troy	snow removal	515 215 0929	Call/confirm before winter
C and K	heating and cooling	515 233 1175	<a href="http://www.callcandk.com/">http://www.callcandk.com/</a>
NAI-Ames	Electrical	515 232 8606 (Randy) 515 291 4322 (Joe)	<a href="http://www.nai-ames.com/">http://www.nai-ames.com/</a>
Cyclone contracting	remodeling, electrical etc.	515 291 3192 515 382 2435 (Larry)	<a href="http://cyclonecontracting.com/">http://cyclonecontracting.com/</a>
Quality Lawn Care	grass cutting	515 509 9138	
Cats Tree Service & Lawn Care	chemical weed control	515 203 1889	<a href="http://www.catstreeserviceandlawn care.com">http://www.catstreeserviceandlawn care.com</a>
Steenhoek Environmental	Yard waste drop-off site	515 203 0072	Check <a href="http://www.cityofames.org">www.cityofames.org</a> for FREE disposal..
Memorial Services of Iowa	cemetery	515 964 0592 Mr. David Noftsgger	3215 South Duff, Ames, IA 50010
Grandon Funeral	funeral	515 292 2273	414 Lincoln Way, Ames, IA 50010
PPS Roofing	roofing	515 817 3701 (Isaac)	
Clean Indeed Carpet	carpet cleaning	515 817 3444 (Omer)	Brs Omer Obeid and Yaasir render this service to DAIC free of charge out of their curtsey
Chitty Garbage	trash	515 232 5746	<a href="http://www.chittygarbage.com/">http://www.chittygarbage.com/</a>
CityOfAmes	Fire Inspection	515 203 0409 515 239 5156	Tom Henriksen (Fire Inspector) thenriksen@cityofames.org