

REFRESH

Task Planning Sheet 2022

Task Name & Number _____
(From master task list)

Task Coordinator _____ Phone Number _____

Volunteer Team Leader _____ Phone Number _____

Volunteer Group Name _____

Task Location _____

Task Steps

- Materials & Tools

- _____
- _____
- _____
- _____

- Work Steps

- _____
- _____
- _____
- _____

Note: If the task is painting, ensure volunteers remove base molding and prep walls (apply sheetrock mud, etc.) as needed prior to painting. Leave existing carpet in place. Pre-coordinate with Ron Whalen for flooring replacement within 2 weeks of paint completion. Professional flooring installer will remove old carpet and install new flooring and base molding.

- Identify any safety equipment needed (safety glasses, knee pads, gloves, etc)

- Proposed Date for Work _____

- Provide Volunteer Names _____

- Identify any physical limitations of your volunteer group

- Other: