

CHURCH PROPERTY REPORT (JULY 2025)

WORK IN PROGRESS

- Repair the ROOF TOP glass panel by apply water proof sealant on leaking area.
- Herbicide will be applied every two months to control the growth of Lalang between our building and the transmission line.

WORK DONE

- The stage flower decoration was done with the help of Bro. Foo, Sis. Jenny, Sis. Ding Ai Ling, Sis. Yiap Shueh Ching, Sis. Yeap Yann Hong, Sis. Juliana, and Sis. Linda
- Replaced 3 units of broken CCTV cameras.
- Repaired leaking drinking machine.

NEW PROPOSAL (Need approval)

- 2 Implement the TOU (Time-of-Use) tariff system for managing the TNB electricity bill.
- 3 SOP for Use of Church Facilities (Rooms and Church Van)

3.1 Purpose

To ensure the proper use, maintenance, and management of church property, including rooms and the church van, for church ministries.

3.2 Scope

This SOP applies to all individuals and groups utilizing church facilities and vehicles for ministry-related activities.

3.3 Policy and Procedures

- 3.3.1 The use of church property and the church van is designated solely for activities related to church ministries.
- 3.3.2 All applications must be made or supported by the relevant ministry head or project leader, through verbal or written approval
- 3.3.3 Usage will be granted on a first-come, first-served basis upon application
- 3.3.4 The key must be returned promptly after the function has ended.
- 3.3.5 All furniture must be restored to its original arrangement after use.
- 3.3.6 All areas must be properly cleaned before departure.
- 3.3.7 All rubbish must be properly disposed of in the main refuse bin using garbage bags.
- 3.3.8 Ensure all doors are locked and all lights and air-conditioning units are turned off prior to leaving.
- 3.3.9 Kindly assist in optimizing and controlling electrical consumption.
- 3.3.10 Register all church van usage by signing in and out in the logbook
- 3.3.11 The driver's valid driving license and a passenger name list must be submitted for record purposes when using the church van

3.4 Responsibilities

- 3.4.1 Users of church facilities are responsible for adhering to these guidelines to maintain the facilities in good condition and ensure smooth operations

PROPERTY GIFTING

- Bring back one unit of air cooler (Sis Yeap Yann Hong)

Rejoice Kitchen

- None

Church Van (Transport Ministry)

- None

Church Digital Notice Board

- None