

The Community School
Needs List
Updated 6/5/08

Finance

- 1) A certified audit for FY2008 (July 1, 2007-June 30, 2008). This audit will need to be performed at some point during the period August 1, 2008 to November 1, 2008.
- 2) Accounting consulting to help us switch from cash basis to accrual basis. We need to make this switch before June 30, 2008.
- 3) Assistance with changing our bookkeeping system from Quicken to Quickbooks. We now have their non-profit edition which will automate our annual reporting and once properly set-up will allow us more easily to meet all other requirements.

Facility

- 1) We need to secure an Occupancy Permit this summer as a requirement of continued operation and to hold on to our zoning classification. If we do not have this permit by September 18, 2008, we will forfeit our zoning variance.

In order to secure the occupancy permit, we will need to perform at least the following tasks:

Main Building: 1st Floor

- 1) Install new self-venting furnace in main classroom
- 2) Install heating/air conditioning system in rear building
- 3) Replace front door with one that swings outward *
- 4) Expand opening and install new 1st floor rear exit door with grab bar
- 5) Install hardwired smoke detectors throughout building
- 6) Install exit signs and emergency lights in first floor

The Community School

Needs List

Updated 6/5/08

- 7) Install 3 fire extinguishers
- 8) Use fire caulk to remove expandable foam used to patch holes in ceiling
- 9) Remove gas range
- 10) Miscellaneous carpentry work

* Note: we will need to either redesign and rebuild the storefront or substantially replace the rooted wooden structure, though this may not be required for the occupancy permit.

Rear Building

- 1) Install heating/air conditioning system
- 2) Install double cylinder dead bolt in door
- 3) Install lock on electrical panel cover
- 3) Install fire extinguisher

Other:

- 1) Install fire escape to allow for rear egress in event of emergency from 2nd and 3rd floor
- 2) Install gate to close off backyard. We have the materials for this.
- 3) Re-tar all roofs
- 4) Install security system
- 5) Repaint 1st floor classroom