

BUF Kitchen Improvement Project

Introduction

This summary outlines proposed modifications to Bellingham Unitarian Fellowship's building at 1207 Ellsworth St, Bellingham, WA, 98225 facility, kitchen upgrades focused on replacement of the old, inadequate dishwasher. The project scope and estimated cost are included. This project has been contemplated for some time as needed to support congregational dinners and rentals so that we can meet applicable cleanliness standards.

Project objectives by priority:

- Upgrade the kitchen's efficiency focused on post-meal activities, specifically washing of dishes and utensils.
- Upgrade ability to fully clean the kitchen facility

Project scope:

Improve the kitchen facility:

- by replacing the existing, outdated, inefficient dishwasher
- upgrade dishwasher-related electrical and plumbing
- upgrade kitchen floor surface to enable proper cleaning of the food service area.
- replace portions of the wall near the dishwashing area to more appropriate materials.

Overview of proposed work cost estimates from various sources:

- New high-temperature replacement commercial dishwasher \$14,545.

(It is very possible that a used dishwasher could be available. If so, the estimated cost would be \$9,975.)

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| • Replacement of prep sink and work area counter | \$2,140. |
| • Dishwasher Accessories and Plumbing | \$ 560 |
| • Plumber | \$ 450 |
| • Electrician | \$ 300 |
| • Floor revision, sealing | \$ 725 |
| • Walls refinished with Duramax sealed panels | \$ 925 |

Total cost would be **\$19,645**

Approval process: Per the Bylaws, all contracts and expenditures exceeding \$10,000 require a Congregational vote. See below:

BUF Bylaws

ARTICLE VII: Duties of the Board of Trustees, Nominating Committee, and Officers

Section 1: Board Powers: The Board shall have general charge of the affairs and property of the Fellowship, and conduct its business. It shall have the power to accept, reject, and administer gifts, bequests, and trusts, and the control of the Fellowship's policies and administration. **The Board may enter into any contract involving expenditure of up to \$10,000, and may encumber or dispose of any property of the Fellowship valued at less than \$10,000 without the approval of the congregation.**

Funding:

- BUF's "Building and Maintenance Reserve Account" has a balance of \$38976. This account is restricted to use for major BUF building projects.

Scheduling:

Following congregational approval, equipment and parts will be ordered and work scheduled to be completed as early as possible. However, existing supply chain problems and contractor availability could substantially delay execution. It is likely that, once work starts, the kitchen will be unusable for ten days to two weeks. Expect announcements when scheduling information is available.