

# **Emmanuel Baptist Church**

## **Sanctuary Renovation Project**

**Carpet Replacement and Pew Installation  
Strategic Timeline and Operations Plan  
April - May 2026**

### **Project Overview**

This project involves complete removal of existing sanctuary pews, preparation of subfloor, installation of new carpet by Lonnie's Carpet Max, and installation of new sanctuary pews. The goal is to ensure safe removal, protect church assets, support contractor efficiency, and prepare the sanctuary for renewed worship.

### **Key Project Dates**

- **Final Sanctuary Service: Church Anniversary, Sun, April 26**
- **Sanctuary Clearing Begins: Sunday - Monday, April 26 - 27**
- **Carpet Removal Begins: Wednesday, April 29-May 1**
- **Expected Pew Delivery: May 9, 2026**
- **Temporary Worship Location: Family Life Center**

### **Detailed Project Timeline**

#### **Week of April 20–25: Preparation and Logistics**

- Confirm carpet installation with Lonnie's Carpet Max  
Confirm pew delivery schedule
- Schedule piano movers
- Organize volunteer teams
- Acquiring moving equipment and supplies

## **Sunday–Monday, April 26–27: Pew Removal by Vendor**

- Unbolt pews
- Transport pews to dumpster
- Remove debris
- Clear sanctuary floor completely

## **Monday, April 27: Equipment and Platform Removal**

- Move piano (professional movers)
- Relocate organ, drums, and sound equipment
- Move pulpit and altar furniture
- Organize equipment in Family Life Center

## **Tuesday - Friday, April 28-30: Cleaning and Preparation**

- Remove debris and staples
- Clean and vacuum floors
- Inspect subfloor condition

## **Friday, May 1: Spot Painting**

- Touch up walls
- Paint baseboards
- Repair visible damage areas

## **Saturday, May 2: Final Inspection**

- Ensure full contractor access
- Confirm sanctuary is empty

## **Monday – Wednesday May 4–6: Carpet Installation**

- Contractor removes old carpet
- Contractor installs new carpet

## **May 7-8: Carpet Cure Period**

- Protect carpet
- Restrict access

## **May 9-11: Pew Receipt and Installation**

- Vendor delivers pews
- Vendor installs pews

## **Worship Continuity Plan**

- Relocate worship services to Family Life Center
- Relocate sound equipment and instruments
- Maintain normal worship schedule

## **Final Restoration Tasks**

- Return instruments
- Reinstall sound equipment
- Test all systems
- Prepare sanctuary for reopening

**\*\*\*This is a guide, dates are subject to change based upon vendor availability, shipping and delivery.**

