

Task	Trustees	Inside/ Outside	Action Lead	e-mail/Phone	Comments
Health Dept. on kitchen upgrade	xxxx	admin	Paul		Permission for Breakfast. Need Permission to do food for Public
Complete "Work Book",	xxxx	admin	Paul		Operations Manuals for Trinity.
Purchase basic tools for church	xxxx	Admin	Paul		Buy Tools on Sale
Resolve burial plots	xxxx	Admin	Paul		In Progress
Plan of building, all floors	xxxx	Admin	Dave		In Progress
Print temp logs for kitchen	xxxx	Admin	Paul		Designed but needs to be printed
Check out / sign off sheet for kitchen	xxxx	Admin	Paul		In Progress
Check roof warranty with manufacturer		Admin			
Issue with Snow Plowers		Admin	Paul		Done 2011. Check for 2012
Repair communion rail and refinish all.	xxxx	Inside			Nails Popping Up
Remove water filter system from East wall of kitchen	xxxx	Inside	Dave		By Soup Kettle
Set light timers and lock (1,2,3.)	xxxx	Inside	Paul		Done, but need ongoing responsibility
Office for Building Maintenance Dept.	xxxx	Inside	Paul/Dave		Room Done but still needs Phone
Emergency lighting, replace batteries or units.	xxxx	Inside	Paul/Dave		Done need Yearly responsibility
Put up shelves in pantry	xxxx	Inside			Ongoing Work
Change water filters on 6-month interval	xxxx	Inside	Paul/Dave		Part of Operations Manual Need Schedule for Lights and Filters
Tile Flooring in Nursery/Pre-school	xxxx	Inside			Floor has to be leveled and new tile has to be glued down
Light Bulb Changing in Sanctuary	xxxx	Inside	John F. Mike S.		Ongoing Work
Network and Phone in Trustees area	xxxx	Inside	Dave/Paul/Mike		Network Complete. DSL Moved. Need Phone
Phone System by TYS	xxxx	Inside	Dave		Dave Getting Quotes. Ready to finalize and give to Karen
Speakers underneath Balcony	xxxx	Inside			Install Speakers Three for each Pew
1/2" angle iron for ice cart	xxxx	Inside			Ice Cart Need Repair
Shelf for pantry	xxxx	Inside			Additional Shelf in Pantry needs to be installed
4 wheel cart for kitchen / cleaning supplies	xxxx	Inside			New Purchase
Mop holders for slop sink	xxxx	Inside			Need Hooks that will allow MOPS to hang over sink to dry
faucet washers for sinks	xxxx	Inside			All Faucet in kitchen Leak. Need to be replaced
Leak under n/e sink	xxxx	Inside			In Kitchen leak needs repair
Pantry door latch plate	xxxx	Inside			Pantry door in Kitchen. Purchase and Install Strike plate
Coat rack for Janet's office	xxxx	Inside			Make/Buy Install
Hang picture back wall of balcony	xxxx	Inside			Picture in Trustees area to go Center wall in Balcony
"OFFICE" for Nancy's door	xxxx	Inside			Install Office sign on Nancys door.
Paint kitchen floor	xxxx	Inside			
Base in classroom 6	xxxx	Inside	Paul		Install Baseboard in class room
Plexy shelves for welcome desk	xxxx	Inside			Measure and Design shelves for Welcome Desk Corner
Clean grease trap on 6-month interval		Inside	Dave		Done, Needs to be done yearly
Fix power sprayer		Inside	Leatherman		Needs Cleaning. Engine runs per Paul
Tile school house		Inside			Quote Obtained ready to move forward

New sign at school (on building)	xxxx	Inside/ Outside			Make, Buy?. Tys Needs New Sign to be made and or painted
Make & install sign (clearance 8'6") over canopy	xxxx	Inside/ Outside			Metal Sign that will Last Forever
Fix urial. (Jim –plumber @ 312 -952 -0847		Inside/ Outside			Urinal in Mens Rooms
Reposition parking lot lights onto wood posts. Bury Wire	xxxx	Outside	Chuck Simon		6 Done out of Nine
Burn stumps in grassed area	xxxx	Outside			
Paint landscape storage shed	xxxx	Outside			Shed is Primed. Push off till Spring
School stairs	xxxx	Outside			Rebuild Stairs leading Outside to Playground
Mulch on woodland trail, from Grant Township or free chips from Garth's Tree Service at 847-578-7551.	xxxx	Outside			
Prune all shrubs and trees	xxxx	Outside	Paul		
Fix downstairs door & paint both doors	xxxx	Outside	John Florian		What needs to be done?
Remove caulk from office window	xxxx	Outside			Nancy Office, outside the Entrance Door above the Window
Remove brush	xxxx	Outside			Partially Done. Pile of wood needs to be burned
Continue clearing woodland trail.	xxxx	Outside	John Penland		
Install up lighting for flag at school	xxxx	Outside			
Light for school roadside sign	xxxx	Outside			Little Lambs Sign needs Light over it.
Check outside caulking on front stained glass window	xxxx	Outside			Needs Caulking to prevent leaking
Parking Lot Light Lower Level By AC	xxxx	Outside			Check Fixture and Repair
Rebuild Shed at TYS	xxxx	Outside	Chuck Witt		Rebuild the Shed
Remove Ebenezer banner	xxxx	Outside			Paul/Victoria and Will Purchase need Installer
Pantry service tables (2) white	xxxx	Outside			Wood tables need to be painted white
Heat tape for school gutters	xxxx	Outside			Put tape in Gutters along South Wall to prevent Ice
Reflectors a junction of ring road	xxxx	Outside	Paul		Put Reflector to avoid running into tree.
Roof leaks, replace shingles, find leaks		Outside	Paul		
Entrance - Parking Lot Entrance	xxxx	Outside			Redo the Parking Lot Entrance by TYS Regrading Needs Donation, Project Leader. Emily Woods
Replace gutters @ Porte cohere	xxxx	Outside			Gutters out front drain into the driveway and freeze
Trench & Bury Line in Parking Lot	xxxx	Outside			Trench out and run line through PVC pipe. See Paul
Caulk Entry to Church	xxxx	Inside			Caulk between Main Building and Double door entry
New Track Light to Shine on Cross by Stained Glass window	xxxx	Inside			