

Requests for Trustees

Open Requests							
	Method of request	Request from	Issue	Action Taken	Person Responsible	Follow-up required?	Notes
2010-7	Verbal to Ralph on 1-5-2010	Jeri Melton	Replace charcoal filter in air purifier	Curt to replace the filter	Curt Bussell	Check if this was completed	
2010-8	Verbal to Ralph	Ralph	Drill out pencil holders in pews				
2010-9	Verbal to Ralph	Barry S.	Secure book holders				

Note: This request list is designed to provide feedback to the staff on the progress of verbal or e-mail requests

Closed Requests							
	Method of request	Request from	Issue	Action Taken	Person Responsible	Follow-up required?	Notes
2010-1	Request Made by phone call to Ralph Reseigh on 1-5-2010	Amy Lieblein	No hot water in the restrooms in the New Testament wing	Turned up the water heater up one notch to 110 F	Ralph Reseigh	No closed issue	That water heater supplies the nursery and the day care and the water temp. is dictated by the state
2010-2	Request Made by phone call to Ralph Reseigh on 1-5-2010	Amy Lieblein	No heat by the Anderson street entrance	Curt called Keith at Rochester Heating. As of 1-6-10 he has been out twice but no resolution yet	Curt Bussell	No closed issue	
2010-3	Request Made by phone call to Ralph Reseigh on 1-5-2010	Amy Lieblein	Cold in the nursery	Ralph checked the heat in the nursery and the day care. The nursery thermostat was set at 68F and the temp. in the room was 67F. The temp in the day care was set at 67 F and the temp was 67 F.	Ralph Reseigh	No closed issue	The heat is on a digital thermostat . The heat might not be able to react fast enough during the cold weather or it could be a problem with the boiler mentioned in item 2010-2
2010-4	Request Made by phone call to Ralph Reseigh on 1-6-2010	Amy Lieblein	Request we install plastic over the windows in the main office	Amy measured the windows	Ralph Reseigh	No closed issue	
2010-5	Verbal to Ralph on 1-5-2010	Jeri Melton	Repair child-proof door lock in nursery	Screw holes filled and lock reinstalled	Ralph Reseigh	No closed issue	
2010-6	Verbal to Ralph on 1-5-2010	Jeri Melton	Repair shelves in the nursery closet	Shelves lenthend	Ralph Reseigh	No closed issue	