

Jr. Warden To Do List for 2023

City of Topeka	Floor plans with Back Flow locations
City of Topeka TFD	Floor plans with locations of shut off valves for City water and building (fire) sprinkler System
Basement	Pallets, Tables, Children size Chairs, Electronics and other miscellaneous items in the basement
Building	Signage for Tornado Shelter locations
Building Misc. Needs	Paint, Patching etc.
Building & Grounds	Start this ministry back up
Cameras (Security)	Courtyard
Carpet **	Stairs to Basement needs to be tucked under transition strip at the top. ** This is on my urgent list.
Contacts (Venders)	Update
Downspout	West end clogged
Dutch Doors	In the current Nursery and Classroom 1 (Food Pantry) replace with regular doors.
Historic Items	Catalog Photos, LP Records, VHS tapes and other media and documents in Sacristy storeroom (SR #1). I understand Deborah Dandridge is willing to take on this project when time permits.
Insurance Liability	Liability on Building Use form needs to be clarified
Insurance Valuable Items/Equip.	Ministry Chairs/Members record serial/model #'s and approximate value. Video/photos would be good.
Key Cards	Clean up, verify who has and if still attend etc.
Keys	Account for
Kitchen	Sign for "Hand Washing Only sink"
Ministries	Create Organizational chart for each ministry with Chair/co-Chairs (members ?)
Miscellaneous	Christmas Lights in Storeroom #1.
Nave	BCP's and Hymnals for all seats.
Nursery	Relocate
Parish Hall	Badminton (?) Poles
Storage	Several unused file cabinets that can be used by ministry groups