# Jr Warden Report

9/15/15 – 10/20/15

· Copier contract: Terminated contract with Minolta. Obtained proposals. Decision expected by Father Allan.

· Safeguarding God’s Children training for all staff. October 17, 2015. Tony, Donelle, Mike and attended training at Trinity DC. The class was from 9:30AM until 12:00PM.

· On September 29th 2015 ordered Baby changing tables for basement women and men’s bathroom and for the church bathroom. Pedro installed all three changing tables On October 10,2015

· CMFS zoning hearing was successful, both zoning signs at Webster and Allison Street were taken down on September 30th 2015

· Contacted Southland about HVAC System on-going issues ( The airflow in Cemetery Office one level cooler than the other, Temperature 10 degrees hotter or cooler than the application)

· Unattended Vehicle was in section K. The vehicle was involved in a crime the day before police impounded the vehicle

· On October 5th I started to walk the grounds and take picture on fallen headstones in different sections

· Reoccurring issues with back-hoe, Valley Supply and Equipment technician was on site running diagnosis, later on the tech removed the back-hoe off site to repair

· Termination letter sent to Innovation security on October 10th 2015

· Monitoring Supervision handed from Father Allen to Phillip Knight