# Chancery Building Responsibilities

***Updated: 10/16/2026***

| Item | Responsible Party |
|---|---|
| Booking Conference Rooms | Front Desk Receptionist |
| Building Supplies (coffee, breakroom, bathrooms) | Ryan Trobough |
| Certificate of Insurance for Vendors | Ryan Trobough |
| Chancery Chapel Booking<br>Earliest Mass Start Time: 8:30 a.m.<br>Latest Mass End Time: 4:45 p.m. | Fr. Mike Hawken (approves first)<br>Front Desk Receptionist (reserves it) |
| Chancery Employee Phone Lists | Rita Herken |
| Clean: Fridges & Freezers | Ambassadors of Joy |
| Cleaning Company:<br>Building, Breakroom (including microwaves & tables) & Conference Rooms | Ryan Trobough |
| Elevator | Ryan Trobough |
| Exterior Building Maintenance (mowing, snow/leaf removal, etc.) | Michael Moore |
| Exterminator Company | Michael Moore |
| Fire / Tornado / Intruder Drills | Safety Committee (Greg Mies) |
| Give-Away Table | Ambassadors of Joy |
| Heating & Cooling | Michael Moore / Ryan Trobough |
| Hours of Operations: 8:30 a.m. to 5:00 p.m. | Cabinet |
| Inclement Weather: building closed or late start | Fr. Mike Hawken / Carla Mills |
| Information Technology | Gloo |
| Locksmith | Ryan Trobough |
| Mail Machine | Ryan Trobough |
| Maintenance Requests via Ticketing System | Ryan Trobough |
| People-related: benefits, new employee training, new hire announcements, cards / flowers for employees, name tags and office plates, etc. | Human Resources |
| Shredding Company | Ryan Trobough |
| U.S.P.S. Mail & Fed Ex | Francine Roshau |