

# Memo

**To:** Jorge Lavastida, Groundskeeper Supervisor

**From:** Guy Forchion, Director of Operations

**CC:**

**Date:** 1/3/2008

**Re:** Park Operations Tasks List

## **Projects to Complete:**

Take down the 10'x10' tent at the front entrance gate; order another 10'x10' frame for the tent. (Today)

Please make sure you inspect the janitorial cleaning that Steve performs in the administrative office and restroom facilities on the park to insure that it is being done to satisfaction. (Today)

Adjust the men's toilet flusher in the men's room of the Trust Administrative Building (Today)

**Give me three (3) bids on the rental of a Bobcat Front End Loader for use next week - (I NEED THIS TODAY)**

Drill holes in the bollards at the front entry area so they can be removed when necessary.

Take the truck for repair of the horn.