

# Memo

**To:** Jorge Lavastida, Groundskeeper Supervisor

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

**CC:**

**Date:** 2/23/2007

**Re:** Projects to Complete 2/23 – 3/1/07

## **Projects to Complete:**

Repair the small vent on the side of the Trust Office Building.

Clear debris from around the Trust Office Building area.

Clean restrooms and bath house building (interior and exterior)

Find and purchase the “caution sections” for the top of the stairs at the front and rear side of the Trust administrative building.

Remove the wood from around the sand box area and move it to the plant nursery area.