

Memo

To: Jorge Lavastida, Groundskeeper Supervisor

From: Guy Forchion, Director of Operations

CC:

Date: 3/14/2007

Re: Projects to Complete 3/15 – 3/16/07

Projects to Complete:

Clear large debris from the shoreline; dead branches, furniture, plastic, bottles, etc.

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

A lighting rod and or building grounding are needed on the carousel building; please make arrangements for that immediately. We will discuss Friday.

A flat, level floor is needed in the carousel building; please measure and determine what supplies and equipment are needed for the job and a cost estimate. We will discuss Friday.

Provide me with a detailed grounds keeping schedule on Friday, March 16, 2007. The schedule should include daily activities for grounds keeping staff from the City of Miami; long term grounds keeping projects; and activities that will support volunteer groups that work on the park also. We will discuss it Friday.

Provide me with a building repair and maintenance equipment list on Wednesday, March 21, 2007. We will discuss it Wednesday afternoon.