

Memo

To: Jorge Lavastida, Groundskeeper Supervisor

From: Guy Forchion, Director of Operations

CC:

Date: 5/11/2007

Re: Projects to Complete 5/14 – 5/18/07

Projects to Complete:

The light bulb or ballast in the center light in the Copier room is defective and needs attention. (be sure to replace with a clear “white light” bulb.

Father and Son Locksmith need to come to the property and install the lock guards on all exterior doors.

Complete the flat, level floor in the carousel building; pick up supplies and equipment needed for the job.

Provide me with a detailed grounds keeping schedule: The schedule should include daily activities for grounds keeping staff from the City of Miami; long term grounds keeping projects; and the janitorial schedule that Steve McKinnon will perform.

Complete the renewal of the lost tag for the truck. Let's talk.