

Memo

To: Jorge Lavastida, Groundskeeper Supervisor

From: Guy Forchion, Director of Operations

CC:

Date: 8/8/2007

Re: Projects to Complete 8/8/07 – 8/18/07

Projects to Complete:

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.

I still need this.

The Trust signs at the front gate can be brought back inside the bath house with the others.

Two of the beach access crossings must be closed – the remaining one needs light fencing. We can talk about this project.

The county General Obligation Bond sign near the North pavilion should be dumped on the trash pile for removal.

Remove the concrete car bumpers from in front of the Trust office building.

Remove the 1 large wood and concrete volleyball post from the shoreline area.

Remove rocks, concrete and wood debris front the surrounding area of the Trust office building.

Remove all old rusted sign posts from the shoreline area.

Remove concrete car bumpers from shoreline area, front of park and concrete near the small palm tree in the coconut grove area.