

Memo

To: Lorenzo Williams, Maintenance Technician

From: Guy Forchion, Director of Operations

CC:

Date: 8/23/2006

Re: 8/28 – 9/1/2006 Projects to Complete

Projects to Complete:

Clean Concession Stand Building tile counter tops and use grout sealer

Replace all kitchen machines and appliances from the Concession Stand Building office to the front kitchen area

Contact Monica with City Solid Waste to move dumpsters back behind Concession Stand Building

Replace the “caution tape” and “traction tape” on the steps at the Trust office front and back doors

Stand the large fallen sign on the beach straight up (it’s near the carousel building)

Move several boxes of fans out of the Concession Stand Building into U-haul storage (speak with Judi first)