

# Memo

**To:** Lorenzo Williams, Maintenance Technician

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

**CC:**

**Date:** 9/6/2006

**Re:** 9/11 – 9/15/2006 Projects to Complete

## **Projects to Complete:**

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

Move several boxes of fans out of the Concession Stand Building into U-haul storage and move all promotional gifts out of U-haul and Fortress storage facilities to concession stand building – Create general inventory of items

Take the Trust walkie-talkie radios to a radio shop for evaluation (check batteries, charger, etc. Get an estimate on the cost of repair or replacement of batteries to get them all in working condition.