

# Memo

**To:** Jorge Lavastida, Groundskeeper Supervisor

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

**CC:**

**Date:** 11/9/2007

**Re:** Park Operations Tasks List (week of 11/13 – 11/16)

## **Projects to Complete:**

The sand piles located between the administrative building and the carousel building must be evenly spread over the designated area at a six (6) inch height.

Please make sure you inspect the janitorial cleaning that Steve performs in the administrative office and restroom facilities on the park to insure that it is being done to satisfaction.

Pick up all of the small debris piles on the property and add them to the large debris pile in the rear of the beach park.

Clean inside and around the outside of the wooden fence area that house the parking lot electric meter.

Build a ply wood ramp at the front doors of the administrative building that crosses the grass in front of the building.

Replace/store the spare tire on the truck.

Separate the metal, rock, trash, etc from the debris pile in the rear of the beach park.

Remove all paper and plastic bags for the trees surrounding the pond area.

Remove the concrete stops at the entrance of the park – add them to the group at the front of the property.

Remove the 4 x 4 posts in the ground at the North end of the Shoreline.

Order a new u-turn sign for the front entry area.

Drill holes in the bollards at the front entry area so they can be removed when necessary.