

Memo

To: Lorenzo Williams, Maintenance Engineer

From: Guy Forchion, Director of Operations

CC:

Date: 12/2/2006

Re: 12/4 – 12/8/2006 Projects to Complete

Projects to Complete:

Be sure that we have three (3) additional copies of the carousel building lock key.

Make two (2) additional concession stand building keys. (contact the locksmith)

Purchase additional flag hardware. (hooks and metal clips)

Find and purchase the “caution sections” for the top of the stairs at the front and rear side of the Trust administrative building.

Go to storage for the Christmas tree and decorations. (U-haul storage and the Fortress storage)

Take the Trust walkie-talkie radios for evaluation (check batteries, charger, etc. Get an estimate, have the repair or replacement done to get them all in working condition.

Contact FPL and get a written report of the electrical service failure to the North Bath house.

Remove the wood from around the sand box area and move it to the plant nursery area.